

# Remote Learning Information for Parents



Swanbourne CE School

Mursley CE School

Drayton Parslow Village School

Kingfishers Pre-School (Mursley)

**(In this policy known as the Three Schools)**

This policy was adopted on – **September 2021**

This policy was revised – **September 2024**

The policy is to be reviewed by – **September 2025**

(Copies of this policy are available for staff, parents, visitors and volunteers on request from the school office).

## **Remote education provision: information for parents**

This remote learning information documents was originally written as guidance for parents and carers during the COVID-19 Pandemic. This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

A plan is included below of the support that will be provided by school for a number of self-isolation scenarios not just COVID-19. All possible scenarios of isolation for illness remain included below based on an ever-changing situation.

In all scenarios, pupils should only complete remotely learning if they are well enough to do so. Isolation scenarios to cover all potential situations include:

- An individual that needs to self-isolate (current government guidelines)
- A child in school tests positive and they need to self-isolate along with those pupils they have been in contact with (potential scenario based on previous guidelines)
- A group of children need to self-isolate in their class or year group bubble (potential scenario based on previous guidelines)
- The whole school needs to self-isolate (potential scenario based on previous guidelines)

For details of what to expect where individual pupils are self-isolating, please see the final section of this document.

This document sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

The staff remote learning leads are David May (Executive Headteacher) and Tristan Thorp (Deputy Head) and any concerns, questions or feedback can be communicated with them through Class Dojo. If you are unable to access the internet or do not have enough devices then please get in touch via the school offices, we may be able to help.

This remote learning policy for aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

### **Our Approach**

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices.

Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge.

Due to this we will offer a variety of daily remote-learning activities as per government guidelines but be understanding that pupils may not always be able to complete them all. We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills. Please support your child as best you are able.

## **The Remote curriculum: what is taught to pupils at home**

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

### **What should my child expect from immediate remote education in the first day or two of pupils being sent home?**

Within the first 2 days of a remote education provision, we will enable pupils to have access to ready-prepared high-quality online materials including White Rose for Maths and Oak Academy for English and certain topic areas. We give time to allow all our pupils to complete the relevant tasks and assignments independently.

### **Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?**

Across The Three Schools EYFS, KS1 and KS2, we will aim to teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we may need to make some adaptations in some subjects.

In the event that a whole class, Key Stage or whole school have to self-isolate, Class Teachers will post weekly timetables on Class Dojo for their classes. This will outline a range of daily learning activities which will as much as possible, link to our long-term curriculum plans and the learning children would normally be doing in school, while being adapted to suit remote learning and make use of ready-prepared high-quality online materials.

### **How long can I expect work set by the school to take my child each day?**

The remote education provided by The Three Schools will be equivalent in length to the core teaching pupils would receive if they were in school and will include both recorded and live direct teaching time, as well as time for pupils to complete tasks and assignments independently.

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

- Key Stage 1 - 3 hours per day on average across the cohort (with less for younger children).
- Key Stage 2 - 4 hours per day.

We will provide up to 3 hours (KS1) and 4 hours (KS2) of remote learning per day, which includes: Maths; English; Topic related tasks; PE; reading and times tables practise.

Across the Three Schools we use educational providers such as White Rose for Maths and Oak Academy for English and certain topic areas. We give time to allow all our pupils to complete the relevant tasks and assignments independently.

Pupils will receive the same curriculum remotely as we do in school wherever possible and appropriate. However, we may need to make some adaptations in some subjects to ensure they can be delivered successfully for home learning through recorded or live sessions.

## **Accessing remote education**

### **How will my child access any online remote education you are providing?**

Our remote-learning curriculum will be delivered through a mix of live and pre-recorded video input, links to other website content and on and offline tasks (in any order and at a time that suits across the day).

Opportunities to join in with time-scheduled LIVE events will be highlighted, for example Live Lessons, Times Tables Rockstars Class competitions, Mathletics Live Maths games, etc...

Throughout the day, further posts on Class Dojo will add extra detail or examples as necessary and ClassDojo assignments will be set to 'collect in' a piece of work. Extra challenges will also be provided across the week. Staff will approve portfolio posts as soon as possible and give regular feedback comments and encouragement on a student's portfolio, as well as through whole-class feedback opportunities.

Other optional events and enrichment activity ideas will be posted on Class Dojo to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

## **Engagement and feedback**

### **What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?**

Staff will monitor children's engagement with activities and Senior Leaders will contact parents of those children not engaging to discuss how we can help. We are keen to make remote learning an interactive experience through the use of live lessons, submission and sharing of work by children and delivery of feedback from teachers, as well as opportunities for pupils and families to compete, interact and collaborate, for example through Times Tables Rockstars Battles, enrichment ideas and competitions, etc.

### **How will you assess my child's work and progress?**

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

Once they have submitted their work on their own Class Dojo portfolio, will receive 'Likes' and 'Comments' from class teachers, teaching assistants and senior leaders who all have access to pupil portfolios.

We will also provide regular live lessons, face-to-face contact and feedback opportunities for children, to maintain a sense for them of being part of a class. We will use the Zoom Video Conferencing tool to do this. While teaching a primary-age class this way presents its challenges, we are hoping we can use it to deliver high quality explanations and maintain enthusiasm and engagement through interaction with teachers and classmates. Please see the section further down regarding use of Zoom.

## **Use of Video Conferencing technologies (Zoom)**

Live lessons are not compulsory as we know that for some families they are not practical. If you would like to join but are unable to due to technology restraints, please get in touch as we may be able to help.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, the Children's Commissioner and the NSPCC.

In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Zoom, you agree to the following:

- A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 16 this must therefore be their parent's account and kept secure by them - only to be used by their child when supervised by an adult. Sign up here <https://www.zoom.us/signup>
- An appropriate adult must remain nearby during video or conference calls to support with behaviour and engagement and ensure children are safe and using it appropriately.
- Children should take part in the meet up in a suitable communal environment (not a bedroom) and must be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background. Zoom has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- You must make sure you and your child have 'logged off' the call correctly once it is finished – before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through Class Dojo. If you need to contact staff for any reason you will do so through Class Dojo as normal.
- Screenshots, photos or recordings of Zoom meetings must not be made and meeting links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Class Dojo.
- Staff will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Staff must not be alone with a child on a Zoom meeting. Either a parent or other children should be present.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom account must clearly identify you by name and renaming during the meeting will not be allowed.

Participants' audio or video may be muted until appropriate.

- Staff will monitor appropriate use and users will be removed from the lesson if rules are not being followed. Staff will feedback to Senior Leaders and parents if there are any concerns.
- Staff will stay in the meeting until everyone has 'logged off'.
- Staff and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

By choosing to join a live lesson on Zoom, you are demonstrating your consent to the above. If you have any questions or any concerns regarding live lessons then please get in touch.

## **If my child does not have digital or online access at home, how will you support them to access remote education?**

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- We encourage families to get in touch if they are struggling to access our remote-learning offer. We may be able to support with advice or technical support, adaptations to tasks, loan of school devices (laptops, chrome books or iPads), help with internet access, etc...
- For those families without reliable online connections, we will make some paper packs available to be collected from the school. Where possible these packs will dovetail with the work set online; there may however be some differences between them especially as much of the isolation work focuses on teaching videos.
- For those families who do not have online access, work can be submitted to their teachers by taking a photo of their work and emailing to the relevant class email or school office email address. To contact the schools to discuss support to access remote education, please message **David May** or **Tristan Thorp** on Class Dojo, or contact the school offices by email or telephone;

### **Swanbourne CE School**

Email – [office@swanbourne.bucks.sch.uk](mailto:office@swanbourne.bucks.sch.uk)

Phone – 01296 720295

### **Mursley CE School**

Email – [office@mursley.bucks.sch.uk](mailto:office@mursley.bucks.sch.uk)

Phone – 01296 720305

### **Drayton Parslow Village School**

Email – [office@draytonparslow.bucks.sch.uk](mailto:office@draytonparslow.bucks.sch.uk)

Phone – 01296 720306

## **Additional support for pupils with particular needs**

### **How will you work with me to help my child who needs additional support from adults at home to access remote education?**

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils with differentiated tasks, lessons from other year group materials, alternative methods of recording, additional resources and advice and support. Online intervention resources and small group Zoom sessions will also be used where appropriate. We encourage parents to get in touch if their children are finding things too difficult or easy and we will do what we can to make personalised adaptations.

## **Remote Educational Provision For Individuals Who Are Self-Isolating or Shielding**

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class Teachers will provide access to a weekly timetable of remote learning activities shared through Class Dojo.

This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload.

To do this, we will make use of a number of ready prepared high-quality online materials (drawing heavily on units from the national Oak Academy that fit with our school curriculum) and supplement these with our existing subscription packages which children are familiar with.

Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school. Students at home should receive feedback at least twice a week.

### **Sites and services**

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

Class Dojo is our main method of communication between school and families and is used for posting daily timetables and text, video and photo updates between staff and families. [www.classdojo.com](http://www.classdojo.com)

Differentiated Maths activities can be assigned and completed through Mathletics (Whole School) [www.mathletics.com/](http://www.mathletics.com/) and Times Tables Rock Stars (Year 2 to 6) <https://trockstars.com/>

Children in KS2 who have finished their reading books can complete Accelerated Reader quizzes at home at <https://ukhosted75.renlearn.co.uk/2237511>

You can also search to see if your books from home are on their system.

Those children who access Nessy Reading and Spelling ([www.nessy.com/uk/](http://www.nessy.com/uk/)) and Dynamo Maths (<https://dynamomaths.co.uk/>) interventions can continue to access these at home using their individual logins.

We may try and make use of other subscriptions as time goes on. Further details will follow as necessary.

If you require login details for any of these, please get in touch with your child's relevant school office or by contacting their class teacher via Class Dojo.

Any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. See our policies.

### **Safeguarding & Remote Learning**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school's Online Safety Lead (David May) as normal.

Parents can do this through Class Dojo messaging or by phone on 01296 720295.

The following websites offer useful support:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact us on 01296 720295

and one of our Designated Safeguarding Lead (David May) will get in touch.

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

### **Reporting concerns**

Teachers and support staff who interact with children will continue to look out for signs that a child may be at risk and will report via The Three Schools Child Protection Reporting System (Blue Form), following the procedures in the Child Protection Policy. Children and parents are also able to access support from <https://www.ceop.police.uk/safety-centre> a link for which is on The Three Schools' website.

### **Bullying or abuse online**

As children may have more frequent access to online devices, this could potentially lead to Child on Child abuse. The Three Schools will follow the Child Protection Policy if made aware of any instances.

Parents and carers can get advice and support from:

National Crime Agency's Child Exploitation and Online Protection command

Anti-Bullying Alliance for children who are being bullied.

### **Communicating with parents, carers and pupils**

Where education is having to take place remotely, it's important for The Three Schools' staff and pupils to maintain professional practice as much as possible. When communicating online with parents and pupils the Three Schools will endeavour to:

- Communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- Communicate through the school channels approved by the senior leadership team
- Use school email accounts (not personal ones)
- Use school devices over personal devices wherever possible

The Three Schools will continue to ensure that all remote learning tools and systems follow privacy, data protection and GDPR requirements.

Links to other policies (available on the website)

- Positive Behaviour policy
- Child protection policy
- Anti-Bullying Policy
- Child on Child Abuse Policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

This policy was adopted on – **September 2021**

This policy was revised – **September 2024**

The policy is to be reviewed by – **September 2025**

At National Online Safety we believe in empowering parents, carers and trusted adults with the information they need to hold an informed conversation about online safety with their children, should they feel it is needed. This guide focuses on one platform of many which we believe trusted adults should be aware of. Please visit [www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) for further guides, hints and tips for adults.



# REMOTE EDUCATION 10 TOP TIPS FOR PARENTS

Remote education ensures continuous learning outside the classroom. For parents and carers, remote education isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote education experience.

## 1. TAKE AN ACTIVE INTEREST IN YOUR CHILD'S LEARNING

As a parent or carer, your school may have explained how remote education works already, but children may still need help. Take an active interest in their learning and help support them whenever they need a helping hand.



## 2. MONITOR YOUR CHILD'S COMMUNICATION AND ONLINE ACTIVITY

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



## 3. ESTABLISH A DAILY SCHEDULE AND ROUTINE

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



## 4. ENCOURAGE SCREEN BREAKS AND PHYSICAL ACTIVITY AWAY FROM DEVICES

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks; however, it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



## 5. ENSURE YOUR LEARNING DEVICE IS IN PUBLIC SPACE IN THE HOME

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral, with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



## 6. IMPLEMENT SAFETY CONTROLS AND PRIVACY RESTRICTIONS ON APPS AND SOFTWARE

Dependant on how your school implements remote education, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



## 7. ENSURE YOUR CHILD ONLY USES OFFICIAL SCHOOL COMMUNICATION CHANNELS

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



## 8. FAMILIARISE YOURSELF WITH RELEVANT SCHOOL POLICIES

Schools should have a policy on remote education that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



## 9. MAINTAIN FEEDBACK WITH TEACHERS

Engage in communication with teachers where possible, and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



## 10. MONITOR YOUR CHILD'S WELLBEING AND MENTAL HEALTH

Remote education will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as they can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends every day might take its toll.



## Appendix B – Pupil Netiquette for 'Online Learning' Sessions

### Pupil 'netiquette' for Live Sessions

# online learning etiquette

RAISE YOUR  
HAND IF YOU  
WOULD LIKE TO  
SPEAK



LOOK  
CAREFULLY AT  
THE SCREEN



USE KIND AND  
APPROPRIATE  
LANGUAGE



ONLY SPEAK  
WHEN IT IS  
YOUR TURN



IF YOUR  
TECHNOLOGY  
ISN'T WORKING,  
ASK AN ADULT  
FOR HELP



SIT IN A PLACE  
FREE FROM  
OTHER  
DISTRACTIONS



LISTEN TO  
THOSE WHO  
ARE SPEAKING



MAKE YOURSELF  
COMFORTABLE

GO TO THE TOILET,  
EAT AND DRINK  
BEFORE THE CALL  
BEGINS



At National Online Safety we believe in empowering parents, carers and trusted adults with the information they need to hold an informed conversation about online safety with their children, should they feel it is needed. This guide focuses on one platform of many which we believe trusted adults should be aware of. Please visit [www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) for further guides, hints and tips for adults.



# REMOTE EDUCATION 10 TOP TIPS FOR CHILDREN

Remote education ensures continuous learning outside the classroom. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However, it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote education and to support them in ensuring their experience is as safe and secure as it can be.

## 1. TREAT REMOTE EDUCATION THE SAME AS CLASSROOM LEARNING

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.



## 2. USE CLASSROOM LANGUAGE

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.



## 3. TAKE REGULAR SCREEN BREAKS

Whilst remote education might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



## 4. ALWAYS CONDUCT VIDEO LEARNING IN AN OPEN SPACE AT HOME

To get the best experience from remote education, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.



## 5. ONLY COMMUNICATE THROUGH APPROVED SCHOOL PORTALS AND PLATFORMS

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.



## 6. STICK TO TEACHER RULES AND GUIDELINES AROUND REMOTE EDUCATION

Your school should issue you with guidance on remote education and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.



## 7. DRESS IN SCHOOL UNIFORM

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.



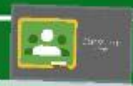
## 8. DON'T SHARE PASSWORDS OR OTHER SENSITIVE INFORMATION

In order to begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.



## 9. DON'T USE SCHOOL PLATFORMS TO DISCUSS PERSONAL MATTERS.

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.



## 10. LOOK AFTER YOUR MENTAL HEALTH AND WELLBEING.

Remote education ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.



