



# The Craylands School

## Remote learning and online communication policy

### Introduction

If the school has to undergo enforced temporary closure due to government and/or public health guidelines related to COVID 19 the school will implement the most effective online learning we can in the time available.

### The aims of this policy:

To outline procedures and practice for pupils in self-isolation, and are otherwise fit and healthy, to continue with their academic program.

To outline procedures and practice for staff in self-isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic program.

### Pupil expectations:

- Try to join the daily zoom meetings at the beginning of the day to register.
- Pupils should try to ensure that they carry out the maths and literacy tasks set each day at least.
- Check Class Dojo to access the posts/resources for each lesson and do what they can, when they can.
- Complete work as best as they can and hand in work to the teacher in the agreed manner eg upload, photograph, scan etc.
- Use designated Dojo messaging to communicate with their teachers and ask questions if they do not understand/require help within normal school time hours. They may need to email the teacher through the school office as appropriate/if they are having difficulties with the system or for a longer question. They may need to join zoom live sessions during the day to seek extra guidance.
- Pupils may need to photograph work of a visual nature and use Dojo to submit this to teachers.
- All interactions on Class Dojo to be of classroom level type discussions. Pupils to keep personal conversations to their own social media streams in order to keep channels free.
- It is not required to wear uniform for video learning however, appropriate dress is expected.
- Consider what is in the background of your videoed content or chat - ask if you don't know how to blur background.

### Teachers and support teachers are expected to:

- Upload teaching materials and lessons to Class Dojo.
- Teachers will endeavour to set work equivalent in length to the lessons on their revised timetable and be available during scheduled lessons to answer any questions pupils may have via Class Dojo or Zoom (depending on whether the teaching staff is in school that day). It is recognised that it is not easy to estimate the time it takes for pupils to complete work and some pupils will



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work faster than others. An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.

- It may be that it is more appropriate for the teacher to set one longer task that covers several shorter lessons (e.g. a task for the whole week). The total set work should reflect the total length of lesson time that is missed.
- Mark and feedback using Class Dojo with the same regularity they would have done if in school, with the understanding that some pieces of work will just be approved and dojo points issued.
- Make sure that all resources are available online including scanned pages of textbooks.
- As much as possible, use the usual rewards and sanctions and verbal praise/warnings. Email parents if there are ongoing concerns.
- Staff can answer Dojo chats during school hours and their working day but not beyond 4pm or at the weekend. However, emails can be answered at the weekend if staff deem it essential to reply. Students not to expect response from teacher during lunch break.
- Understand that many parents are working from home as well so need to bare this in mind.

### **The Learning Support Teams are expected to:**

Connect with parents and/or students who receive one-to-one SEN support, during their usual allocated time, to check how they are coping with the home learning and keep formal records of all interactions.

### **Parents are expected to:**

- To ensure their child has sufficiently adequate computer equipment and internet access in order to fully participate in home learning; if this is not possible they should contact the school for paper based learning to be sent home or request support with digital equipment.
- Encourage and support their children's work including: finding an appropriate place to work, checking that set work is being worked on.
- Not to worry if all the work that is set can not be completed; each situation at home is different and all we ask is that they do their best
- Contact the school if there are any concerns.
- Support students in choosing an appropriate location for any video recording that they intend to upload.
- Follow the live lesson rules (appendix a) if they join any zoom live calls
- Make contact with the school if they are not using remote learning; they should answer the phone and/or respond to emails.

Feedback - students can continue to receive the feedback they need through online annotation of documents, whilst teachers can track their progress and see where support is required.



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### **Safeguarding**

This guidance document is supported by the Safeguarding policy at The Craylands School. Specific additions to note:

Acceptable use policies have been signed and agreed by staff to ensure that they have a clear understanding of how to use remote learning safely for all.

Any safeguarding concerns should be reported to Kylie Cox, the designated safeguarding lead: [kcox@craylands.kent.sch.uk](mailto:kcox@craylands.kent.sch.uk)



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### Appendix A - Live Lessons protocol

#### **Protocol for Live Video Calls Between School and Home**

During the school day, children and adults will receive an invite to connect to a Live Session via Zoom, where they can chat with and see each other. This Live Session is only open to those children who are invited to join the chat. There will be 1 Live Session a day, however teaching and support staff may add additional live sessions during the day where they are able to and feel it is needed.

During any form of live online meeting, maintaining the safety and privacy of all users is paramount. Therefore, a strict set of protocols must be followed by all involved. Failure to adhere to these protocols may result in the individual being removed from the chat or the chat being terminated for all parties.

Rules for engaging with a live video call from home:

1. Video meetings should take place in a family room in the house, such as a living room or kitchen. Children may not join a video call from their bedroom.
2. Check to make sure that nothing private is visible behind you.
3. Only the child invited to the chat should be seen and heard during the call. Anyone else in the room should be out of view.
4. A supervising adult should remain in the room for the duration of the video call.
5. Children should be dressed appropriately (not in pyjamas), although school uniform is not required.
6. The video call may not be recorded by anyone.
7. Cameras should remain on for the duration of the call.
8. Microphones should be muted when not required – all children should be familiar with how to mute and unmute themselves.
9. The chat facility should not be used unless directed to do so by the teacher.

If, during the call, a child decides to talk about something of a sensitive nature, the teacher will divert the conversation onto a new topic. If required, a follow-up phone call will then be made home by either the teacher or a Designated Safeguarding Lead.

Should you have any queries please contact your child's class teacher or the office, via email.