Christ Church CE Junior School

Home Learning Policy

in Response to Covid-19

January 2021

This home learning policy has been written as guidance for staff, parents and children for when our school or a 'bubble' is closed due to COVID-19.

It sets out the procedures and technology that staff can use to keep the learning experience going for children, and details how they can be used effectively and safely, whilst allowing for the differing needs of families. While we understand that home learning may be easier for some families than others, we recognise that regular learning is important to reduce the impact on children's education if they are required to work from home.

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. Some children will be able to work more independently than others or need greater challenge.

The school's usual Online Safety Policy, Acceptable Use Agreements and Behaviour Policy still apply at this time but this policy is an addendum in these unprecedented circumstances, and will be reviewed and updated regularly.

Our main platform for providing home learning is Google Classroom, as advised by the Government.

When needed due to school or 'bubble' closures, there will be a daily timetable that offers a variety of daily online learning activities across the curriculum. This incorporates English, maths, and a range of other areas of the curriculum, and will be updated weekly. Children will be able to upload photos or pieces of work to Google Classroom for feedback from the class teacher. For those who require it please contact the school office via email to request paper copies. (Please see the section further down regarding use of Google Classroom). Your child may be asked to join a small group learning session or intervention with a teacher or teaching assistant. The same safeguarding procedures remain in place for these sessions.

Home learning can also be accessed through a range of platforms e.g My Maths, TTRockstars etc. many of which are part of our usual online provision for children. Passwords for all platforms will be sent home for all pupils.

Year group email and Google Classroom are our main methods of communication between school and families.

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

Communication between staff and pupils / families must only be through the authorised school systems above and not through personal email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

Staff must not use personal devices and must only use school provided equipment.

Safeguarding during online learning sessions

The safety of both children and staff when using technology is paramount and we will be following relevant advice from the Children's Commissioner and the NSPCC. In order to protect both children and staff, we require the following protocols to take place:

Parents/carers must ensure that:

• When joining any school Google Classroom meeting the parent/carer will need to briefly be onscreen with their child so the teacher knows that they have an appropriate adult nearby. This will also give the teacher a chance to talk with them if we need to.

• Children taking part in an online learning session must be in a suitable quiet, communal environment (not a bedroom) free from distractions e.g. television, gaming, music all to be switched off, and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in appropriate clothing that covers top and bottom half of the body).

• All members of the household must be aware that the session is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background.

• Parents/carers must make sure their child has 'logged off' the call correctly once it is finished - before turning off any devices.

• No parent/carer or child must contact any staff using these online tools outside of the pre-arranged session. If contact with staff is needed for any reason this can be done through the teacher's year group email, school office email or by calling the school office.

• Screenshots, photos or recordings of school led sessions must not be made and the links must not be shared with others.

School will ensure that:

• Staff take part in the session in a suitable communal environment and are appropriately dressed. Any family members of the household must be aware that the sessions are taking place and avoid appearing on screen during the session.

• No staff member will contact a parent/carer or child using Google Classroom outside of any pre-arranged sessions and if they do need to contact, they will arrange to do so using school email or via a phone call.

• Teachers will ensure appropriate security settings are in place for the session. They will ensure that access is only granted to the expected registered users invited with a password or direct link.

• Participants will be held in a virtual waiting room while their identity is confirmed. Your Google Classroom 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 and they may be removed from the virtual classroom if rules are not being followed.

• A teacher and one other staff member will be present online throughout the session to help safeguard all participants and monitor appropriate use.

• Teachers will stay in the meeting until everyone has 'logged off'.

• Teachers and any other adults on the call (or in the background) will use appropriate language/ behaviour throughout the call.

Consent to the above is implied by joining the Google Meet and the responsible adult being present.

Failure to comply with these rules could result in a child not being able to access further sessions on either on a fixed term or permanent basis.

Keeping safe online

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

Parents are advised to spend some 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 (See attached appendices).

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 (Julie Holder) as normal. Parents can do this through by emailing jholder@christ-church-ramsgate.kent.sch.uk

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 jholder@christ-church-ramsgate.kent.sch.uk and one of our Safeguarding Leads will get in touch.

Staff will be vigilant and follow our usual online safety and safeguarding /child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

Links to other policies (available on the website):

Safeguarding / Child Protection Policy

Keeping Children Safe in Education 2020
Online Safety Policy / Acceptable Use Agreements
Behaviour Management Policy

Guidance For Safer Working Practice For Those Working With Children Data Protection / GDPR Policy

Appendices:

- Government Guidance

- National Online Safety Agency Top Tips For Parents
  https://nationalonlinesafety.com/hub/view/guide/10-top-tips-remote-learning-for-parents

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- National Online Safety Agency Top Tips For Teachers
  https://nationalonlinesafety.com/hub/view/guide/10-top-tips-remote-learning-for-teachers

- National Online Safety Agency Top Tips For Children
  https://nationalonlinesafety.com/guides/10-top-tips-remote-learning-for-children