

# Wymondley JMI School



## Wymondley Remote Learning Policy

<https://www.wymondley.herts.sch.uk/>

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# **Remote Education Policy for Wymondley JMI School**

## **Statement of School Philosophy**

Wymondley JMI School has always strived to be creative, innovative and support our children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

At the onset of the previous lockdown, staff were able to swiftly move to teaching on an online platform, providing daily work for each year group. Through Google Classroom, which the children at Wymondley had used for a number of months prior to the first lockdown in 2020, the vast majority of our children were able to access and complete work relating to all areas of the curriculum. With the knowledge of a widening attainment gap, we are striving to ensure that the learning we provide in any possible lockdown is suitable for all, and that no child will be allowed to fall behind. This policy has been created so as to clarify expectations, roles and responsibilities for all.

## **Who is this policy applicable to?**

- A child and any siblings absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child's whole class bubble that is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- All pupils in the event of a further national lockdown.

## **Principles of a home – school remote learning partnership**

We are committed to working in close partnership with families and recognise that each family is unique and because of this, remote learning will look different for different families in order to suit their individual needs.

Wymondley JMI School will provide links to instructional videos for parents on request on how to use Google Classroom and answer queries over the phone or socially distanced in person outside on the school site as appropriate.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.

As a school, we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

Paper copies of all work set, or suitable alternatives where this is not possible, are available on request and will, where possible, be produced in weekly sets to limit the frequency of visits needed to be made to the school

The End User Agreement for Google classroom is attached to this document.

### **The following principles guide how we have set up our provision:**

- Maintaining contact with our families is essential for us and this is done predominately through email or telephone calls but is also conducted, when required, through socially distanced on-site outside meetings to support child based issues/concerns.
- All children will access the remote learning (via Google Classroom) as soon and as successfully as possible;
- We will ensure that all pupils have access to the classroom (by loaning chromebook devices) and that each family has the relevant internet connection;
- We will support parents in learning how to submit work and be open to alternative methods, such as emailing a photo.
- All passwords have been issued to parents, however should support be needed with any aspect of accessing Google Classroom or any of our other platforms including Doodle Maths, Spelling Shed, Reading Eggs or Charanga then parents should contact the school by email at [admin@wymondley.herts.sch.uk](mailto:admin@wymondley.herts.sch.uk)
- Tasks will be easily accessible as will submitting and checking work with a flexible view about how work is returned;
- Each day will start with a 'live' Google Meet with the class teacher and each week will include at least one 'live' Google Meet focussed small group session for each child to attend. All timing information or changes to timings will be posted on the Stream on Google Classroom.
- Each week will feature a 'live' Google Meet for your child to attend with their year group hosted by the headteacher.
- A morning message and overview of the day's learning will be given to ensure that expectations of the day are clear and parents are able to create a structure;
- All instructions for learning through Google Classroom will be given on a daily and/or weekly basis as appropriate and will be clear for children to understand, with a mixture of written and voice recordings to support children's independent access to remote learning.
- There will be a proportionate amount of work that is well-ordered and achievable with, broadly speaking, less than 3 hours for Puffins, 3 hours for Toucans and 3-4 hours for Peacocks and Eagles.
- All Reception children are invited to enter the school field, while adhering to social distancing guidelines, on a Monday between 9-9:30am to collect a pack for the week containing a reading book and any further resources needed to support physical home learning packs issued at the beginning of lockdown.
- All other children are invited onto the school playground on a Monday morning at staggered times to change their reading books for up to two more, with the timings being:
  - 10:30-11am - Eagles
  - 11:00-11:30am - Peacocks
  - 11:30-12:00pm - Toucans

- Work will be engaging and compelling, following the Wymondley curriculum as closely as possible;
- We will sustain engagement by incorporating a wide range of digital resources into weekly learning.
- We will direct to sites and activities that focus on core skills and practice and/or that support our aims;
- All families sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## **Roles and responsibilities**

### **Teachers**

When providing remote learning, teachers are responsible for:

- Setting work
- Providing feedback on work
- Keeping in touch with pupils who aren't in school and their parents
- Monitoring levels of engagement and discussing and agreeing most appropriate means of response with SLT
- Reporting any complaints or concerns to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Staff will have high expectations and apply school policy; modelling safe practice and conduct themselves online during remote sessions as they would in the classroom. This includes:

- Following appropriate dress code
- Not taking or recording images for personal use
- Ensuring that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds
- All sensitive documents or tabs are closed when screen sharing

### **Teaching Assistants**

- If there is a whole school lockdown support staff are expected to be available to work on-site as directed unless their risk assessment concludes that this is not safe
- If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure
- During the school day, teaching assistants must complete tasks as directed by their teacher/a member of the SLT

## **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement
- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **Designated safeguarding lead**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## **SENCO**

- Ensuring where parents agree, that all EHCP pupils are in school during a national lockdown and needs are met
- Ensuring that pupils with EHC plans and those on the SEND list continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support

## **The SBM**

- Ensuring value for money when arranging the procurement of equipment, subscriptions and technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

## **Pupils and parents**

Staff should expect pupils learning remotely to:

- Attend live sessions on time;
- Complete work to the deadline set by teachers;
- Seek help if they need it, from teachers;
- Alert teachers if they're not able to complete work;

Staff ask parents with children learning remotely to:

- Support the work set, including enabling independent tasks;
- Make the school aware if their child is sick or otherwise can't complete work;

- Seek help from the school if they need it.

## **Governing Body**

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible;
- Monitoring parental feedback on provision;
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

## **Links with Other Policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct and Acceptable Use Policy
- End User Agreements for Google classroom

<b>Action</b>	<b>Who</b>	<b>Timeframe</b>
Archive old and set up new Google Classroom	TP with support from PJ	Immediate
Ensure that children have logins for all platforms	Class teachers	Immediate
Offer to all parents for the free loan of a school chromebook	TT / PJ	12.01.2021
Offer to all parents to pursue home broadband upgrade for them	TT / PJ	12.01.2021
Google Classroom and home platform sharing of good practice	Teachers & Head	Weekly through Google Meet
All children to login and join relevant class	Relevant Class	Day 1 of lockdown
Communicate with parents regarding any issues	Parents	Day 1 of lockdown
Start each day with a Google Meet registration and briefing	Teacher	Daily
Include daily overview to be used alongside weekly timetable through Google Classroom	Teacher	Daily
Use of online platforms in addition to Classroom; Spelling Shed, Reading Eggs, Doodle Maths, Charanga	Teacher	Daily
Daily lessons through various digital means with motivational and supportive digital resources equating to 3 hours at KS1 and 4 hours at KS2, including use of 'real time live' sessions like 'live hives'	Teacher	Daily
At least weekly small group Google Meet for all children to support learning	Teacher	Daily
Digital feedback through the Google Classroom Stream, through responding to work handed in and through small group Google Meets and whole class Google Meet registration sessions.	Teacher	Daily
Regular review of attendance and activity in learning, followed by appropriate follow up with or without involvement of SLT.	Teacher & SLT	Daily

# **Google Classroom End User Agreement**

## **Google Classroom in GSuite for Education**

*We use G Suite for Education - a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Pupils will use their G Suite accounts to complete assignments, communicate with their teachers and learn 21st century digital citizenship skills, using mostly Google Classroom.*

*We use a special version of the core G Suite Apps to provide a secure learning intranet for our pupils and staff.*

*Children use a Gmail login to access our system servers and the intranet and internet in school. With school Gmail and Google Docs, for example, work and emails cannot be shared with external email accounts, only with others within @wymondley.herts.sch.uk - the school's Google domain. Google require basic information to set up these accounts, your child's leaving year and name.*

*Google Cloud does contain much of the electronic work that your child completes in school. By logging in at home, using the same login as at school, your child can continue working on projects started in school, often using one of the main apps of G Suite, Google Classroom.*

*Our pupil accounts have a particular set of security settings to reflect the fact that the system is being used by a child - they have a much higher security setting than our staff for example. We take advice on these settings from companies that advise us.*

*On leaving the school, we can transfer your child's digital learning record to his/her own gmail account through the Google TakeOut system - the school does not then retain any data. This can be a wonderful souvenir of learning. Google accounts are deleted within a few weeks of a child leaving St Vincent's.*

### **Google's Privacy Policy for GSuite can be found here:**

*<https://policies.google.com/privacy/update>*

*The information below from Google provides answers to common questions about what they can and can't do with your child's personal information, including:*

- *What personal information does Google collect?*
- *How does Google use this information?*
- *Will Google disclose my child's personal information?*
- *Does Google use student personal information for users in K-12 schools to target advertising?*
- *Can my child share information with others using the G Suite for Education account?*



## **G Suite for Education information for Parents and Guardians**

*This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from pupils in connection with these accounts.*

*Using their G Suite for Education accounts, pupils may access and use the following "Core Services" offered by Google Classroom (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):*

- *Gmail*
- *Calendar*
- *Docs*
- *Sheets*
- *Slides*
- *Forms*
- *Drive*
- *Sites*

*Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:*

### **What personal information does Google collect?**

*When creating a pupil account, we provide Google with certain personal information about our pupils, including, for example, a name, email address, and password. Google may also collect a profile photo added to the G Suite for Education account, but the school will not support the upload of personal photos of children.*

*When a pupil uses Google services, Google also collects information based on the use of those services. This includes:*

- *device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;*
- *log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;*
- *location information, as determined by various technologies including IP address, GPS, and other sensors;*
- *unique application numbers, such as application version number; and*
- *cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.*

### **How does Google use this information?**

*In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.*

### **Does Google use student personal information for users in primary schools to target advertising?**

*No. For G Suite for Education users in primary and secondary schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.*

### **Can my child share information with others using the G Suite for Education account?**

*We allow pupils to access Google services such as Google Docs and Sites, which include features where users can share information with others within our Internet domain here at Wymondley.*

### **Will Google disclose my child's personal information?**

*Google will not share personal information with companies, organisations and individuals outside of Google unless one of the following circumstances applies:*

- **With parental or guardian consent.** *Google will share personal information with companies, organisations or individuals outside of Google when it has parents' consent which may be obtained through G Suite for Education schools - including Wymondley. We would contact parents directly if Google ask for any examples of children's work etc.*
- **With Wymondley's School** *G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.*
- **For external processing.** *Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.*
- **For legal reasons.** *Google will share personal information with companies, organisations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:*
  - *meet any applicable law, regulation, legal process or enforceable governmental request.*
  - *enforce applicable Terms of Service, including investigation of potential violations.*
  - *detect, prevent, or otherwise address fraud, security or technical issues.*
  - *protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.*

*Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.*

### ***What choices do I have as a parent or guardian?***

*First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.*

*If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Mr Plunkett.*

*If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.*

### ***What if I have more questions or would like to read further?***

*If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Mr Plunkett.*

*If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center, the G Suite for Education Privacy Notice, and the Google Privacy Policy.*

*The Core G Suite for Education services are provided to us under Google's Apps for Education agreement.*

### ***Consent Form:***

*Children have been made aware of online behaviour, however it is relevant that you are also aware.*

### ***Pupils need to know:***

*Pupils will follow school policies for appropriate use when using Internet based services like Web 2.0 applications & Google Apps. These services are considered an extension of the school's network.*

*Pupils have no expectation of privacy in their use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement, whether they access these in school or at home.*

**Parents need to know:**

*Pupils email is archived and the Pupil Acceptable Use Agreement (PAUA) will be enforced. School staff will monitor pupil use of applications when students are at school. Parents are responsible for monitoring their child's use of applications when accessing programs from home; the school cannot take responsibility for home Internet access and its setup. Pupils are responsible for their own behaviour at all times.*