



“Show me your way, Lord teach me your paths.” Psalms (25.4)

HOME LEARNING POLICY AND GUIDANCE

Purpose and Principles

While the ability to teach at school is postponed during the coronavirus (Covid-19) outbreak, our aim is to continue to provide children with the best possible education. Learning at home will feel very different from learning at school – and it will take a bit of getting used to. Remember, learning is about what excites you and covers all areas of the curriculum. The use of e-learning platforms and video-conferencing will be a key part of this.

To make it as effective as possible, you, parents, carers and your teachers will need to work together to keep in contact and to keep each other safe and well. To continue to be a part of our school community.

Almondsbury CE Primary School Guiding Principles are:

1. To take care of yourself
2. To take care of others
3. To take care of the place you are in

The policy applies to:

- All staff
- Pupils
- Parents and carers

Policy Framework

This policy and procedure forms part of the school’s commitment to safeguarding and child protection and should be read alongside the following policies and guidance documents:

- Safeguarding and Child Protection

- Safeguarding - E-safety
- Code of Conduct - Staff
- Keeping Children Safe in Education (2019)

Guidance for Teachers and Teaching Assistants

1. Teachers will be expected to set appropriate work on the class pages of the school website. Teachers are able to communicate with parents via email but should limit this contact to school hours only.
2. Teachers should let the DSL or DDSL know of any children who they feel are not being kept safe from harm.
3. Teachers should make appropriate adjustments for children with learning needs. This could be the setting of learning for a particular group of pupils in the class.
4. SENCo should send personalised messages, as appropriate, to any parent or pupil who is subject to an EHCP (e.g. behaviour, academic progress, anxiety). Teachers are able to communicate with these pupils as well.
5. A member of SLT will be present during any video zoom conferencing with both pupil and parents as well as the teacher or teaching assistant leading the session.

Guidance for Parents

1. Parents should encourage and support their child's work by:
 - a. finding a suitable place for them to work;
 - b. provide support when required;
2. Parents should contact the class teacher via email if they have any concerns
3. Parents should regularly check the school website and their child's class page to see the work created for them

Guidance for Children

Children should:

1. find a comfortable, quiet space at home to be able to work effectively.
2. ask questions if there is something they don't understand or with which they need extra help.
3. share learning tasks with their teacher and others through the website. Please note all comments made should remain courteous, positive and reflect the school values of looking after each other, ourselves and the place we are in.

4. seek help and advice from the DSL or DDSL if you have a concern, just as when you are at school.

Video-Conferencing

Video conferencing sessions may enable both teachers, teaching assistants and children the possibility to connect while School is closed. At this time, Zoom is the platform that we have selected for video-conferencing.

We believe Zoom can provide the security that required to facilitate safe video communication between staff and pupils so long as appropriate guidelines are followed. This is that any meeting must be password protected. It is envisaged that the use of video-conferencing sessions will evolve and we may, at a future point, make use of a different software platform.

How will ZOOM be used?

- pastoral and assembly check-ins
- teaching, stories and class discussion
- individual pupils such as those considered vulnerable ie CiN, LAC or EHCP

How to Access Zoom

The teacher will send an invite to a Zoom meeting. Zoom can be accessed from a computer, tablet or i-pad or smartphone.

Access to a microphone and video camera is necessary. It is possible to dial into a Zoom meeting by phone if you have difficulty with accessing video online. However, in doing this you will only be able to hear the discussion and not see the interaction on-screen. Sometimes, the teacher may share resources or use the whiteboard to demonstrate and explain things.

When pupils are accessing Zoom assemblies the 'chat' feature is disabled so that this distraction is not present to maintain the pupils' attention.

To maintain a **safe and enjoyable environment** for children and staff when taking part in a video-conferencing session, the following considerations must be observed:

Guidance For Parents & Carers on the Use of Video-Conferencing

1. Parents must:
 - a. give their consent in advance via email for an individual session. Without this consent, children cannot participate in a video-conferencing session

- b. maintain an awareness and oversight of times when their child is using video-conferencing
 - c. ensure that pupils engage in video-conferencing in an environment that is communal, safe and free from distractions
 - d. ensure that their child is suitably dressed and that others in family/household are aware that a video-conference is taking place
2. Parents are required to participate in a video conferencing call, alongside their child.
3. Parents or carers will be asked to agree for the sessions to be recorded, for their child's safeguarding and for the teacher's safety to take part in video conferencing calls.

Guidance for Children on the Use of Video-Conferencing

1. Children should:
 - a. be suitably dressed (not in pyjamas) and located in a family room, not for example a bedroom, if invited to join a video-conferencing call
 - b. behave in a way that looks after themselves and other people who are taking part in the video-conference (take turns to speak, be positive and caring to each other, etc).

Teachers should:

1. familiarise themselves with the functions of Zoom, including the privacy and mute settings.
2. schedule video-conferencing sessions to take place within normal school hours (09.00 – 15.30) and should be scheduled 24 hours in advance with agreement with parents.
3. host and supervise the video-conference session at all times
4. ensure that any video-conferencing session has a minimum of three participants. For an individual lesson or learning support session, this could be teacher, child, and supervising parent/carer.
5. keep a record of attendance for each video-conferencing session by seeing the child at a Zoom meeting.
6. engage in conduct in the same manner as would be appropriate within the classroom
7. outline expectations for behaviour and conduct during the first video-conferencing session. Subsequent sessions should include a brief reminder of the expectations and rules that keep children and staff safe online.
8. All participants, including teachers, pupils and parents should be dressed appropriately (not in pyjamas)

9. consider and be sensitive to the needs of individuals and to any children who may be sensitive to certain topics or issues that may arise during video-conferencing sessions.
10. Ensure that the meeting is ended for all participants at the end of the session.

Online etiquette

During the live teaching sessions we have set out a series of protocols and etiquette which we would like pupils and parents to abide by

1. Pupils must be ready to learn during the live sessions and engage in the teaching by their class teacher and teaching assistants. They should have a pencil/paper and any other resources available.
2. Parents should ensure that pupils are dressed and ready to learn. For younger pupils parents may wish to be in the same room to support the learning at home. For older pupils parents should monitor the learning taking place.
3. Teachers share their screens and the images of the pupils are vastly reduced. Therefore, not all pupils will be asked to answer questions during the session due to their concentration on teaching all of the children. Parents should understand and accept this.
4. The use of break out rooms during the live sessions may be used to enable smaller groups to discuss aspects of the learning together. Pupils need to be sensible and responsible during these times and if possible parents present during these times.
5. Parents need to be patient with the teaching as this is a new way of teaching for the class teachers and teaching assistants and aspects may not be as clear as they would be in the classroom.
6. The teacher will be in control of the screen and the muting of pupils to enable them to teach more effectively. Pupils or parents should not unmute themselves unless asked to be the teacher. This leads to a smoother teaching sessions for all.
7. Teachers will set work to continue after the live teaching session. Parents can then email this completed work to the class teacher afterwards. The teacher will go through the work and provide whole class feedback, unless there are specific issues with a particular pupil, during the following teaching session. There is no expectation that work will be marked and returned but general feedback provided for everyone. If there are misconceptions then these will be addressed the following session.
8. Sessions should not be recorded without the express consent of all parents of pupils and teacher involved.



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Parental/Guardian/Carer Consent form for Video Conferencing calls on Zoom.

Pupil name:

Class:

I confirm that I, [name of parent/guardian/carers] _____, am the parent/guardian/carers of the pupil named above.

I do not give consent to the above pupil participating in live video conference calls, set up and run by a teacher/teaching assistant at Almondsbury CE Primary School.

I confirm that I have read the Almondsbury CE Primary School Home Learning Policy. I am aware of the obligations which it places on me as the parent / guardian/carers and will ensure that the safe practices outlined within the policy and guidance regarding the use of video conferencing at home is followed.

Name: [parent/guardian/carers] _____

E-mail address [parent's email] _____

Date: