

Remote Education Policy

At Manor Leas Infant School we are launching the use of G Suite for Education (also known as Google Classroom) and we are seeking your permission to provide and manage a G Suite for Education account for your child. **In the event of any further school or bubble closures, remote learning will be delivered through Google Classroom.** Pupils will be able to use their accounts to access and complete tasks, receive feedback from their teachers, ask questions about their learning and communicate with their teachers and peers. We may also use it within school as part of our wider curriculum.

In order to do this safely, we need a policy to support staff, parents and pupils when using Google Classroom. Parents and carers will need to consent to this policy before an account can be provided. Whilst the policy will not change, the way we use Google Classroom may evolve to meet need and respond to feedback.

To ensure everyone is safe when using Google Classroom, we have set ground rules that we expect all users to follow. They are:

- login using the school account only, not a personal account
- say only kind things
- tell someone if there is anything that is not safe or worries you

All staff, parents, carers and pupils should follow the school's Online Safety Policy at all times. Pupils should be reminded of how to stay safe online by teachers, parents and carers.

Online learning provision

Staff

- Staff will aim to provide online learning content from the first full day of self-isolation, if possible.
- Staff will provide online learning content in a range of formats, which may include live sessions, pre-recorded videos, links to other websites and other documents.
- Staff will provide learning tasks for Phonics or Spelling, English, Maths and other relevant subjects by the start of each school day. The tasks will be both meaningful and ambitious and match the expectations for pupils who are still working in school. The tasks will be closely aligned to our curriculum and will be differentiated where possible to meet the needs of all pupils who are working remotely.
- Staff will give frequent and clear explanations of new tasks.
- Staff will give feedback to pupils by the end of the next school day, once a task has been submitted. Staff will respond with a brief private comment.
- Staff will contact parents if pupils do not appear to be engaging with the home learning tasks in order to offer support.
- Staff will have regular conversations about staying safe online and encourage the pupils to tell them if they come across something worrying online.

Parents and Carers will:

- Monitor their child's use of Google Classroom.
- Ensure that the email address is only to be used for access to Google Classroom.
- Support their child to access the home learning tasks and support with the learning where possible.
- Submit completed work to the class teacher where possible.
- Share the teacher's feedback with their child where possible.
- Ensure that pupils do not take screenshots, photographs or recordings of other people, their work or comments.
- Have regular conversations about staying safe online and encourage their children to tell them if they come across something worrying online (further guidance can be found on our website).

Pupils will:

- Try to complete the tasks set for them by their teacher.
- Only write and say kind things about and to each other.
- Only use their school email account to log in to Google Classroom.

Contact with pupils

Staff

- Staff will use Google Meet (accessed through Google Classroom) to stay in contact with pupils.
- Staff will carry out daily Google Meet check-in sessions with pupils.
- As part of our safeguarding practice, staff will call the families of pupils who do not attend the daily check-in sessions.
- Staff will ensure that the Google Meet function is only available during planned meeting times.
- Staff will share details of planned Google Meet sessions with pupils in the class (if permission given) the day before the meeting is due to take place. If smaller group sessions are planned, details should be shared with the relevant groups of pupils.
- Staff will not accept pupils into the session until 5 minutes before the start of the session.
- If sharing their screen with pupils, staff should be confident with how this works and will only share relevant content. Staff should close any windows containing sensitive or private information before sharing their screen.
- Staff will monitor the conversations within Google Classroom (written and spoken) and can mute/disconnect pupils who are disrupting a session or being unkind to others. If this reoccurs, staff may contact parents or carers to discuss this and they may exclude them from future sessions or stop them accessing the Chat function.
- Staff will regularly monitor the Chat stream and private messages and will endeavour to respond to messages or questions from parents or pupils as soon as possible. Please note that you may not receive a reply outside of the hours of 9.00am – 3.30pm.

Parents and Carers will:

- Enable their child to join the daily Google Meet session where possible.
- Ensure that an adult is in the room during a Google Meet session.
- Endeavour to be contactable by phone if their child is unable to join the Google Meet sessions.
- Try to find a quiet area for the sessions to take place in (not a bedroom).
- Ensure that their child only joins the sessions they have been invited to by a member of staff. No private video calls between children is permitted.
- Remind their child about appropriate behaviour before live sessions.
- Support their child with the use of technology.
- Ask general questions that they have about the learning tasks in the chat stream. If there is a private question that you need to ask about the home learning tasks, a private message can be sent.

Pupils will:

- Listen carefully to their teacher and peers when they are talking.
- Only write and say kind things about and to each other.
- Choose to join via audio only if they wish.
- Only attend the sessions they have been invited to, even if the Google Meet function is available.
- Not video call other pupils using Google Meet.
- Follow the same classroom rules and expectations as they would in school.
- Be on mute at the start of the session and wait to be told to un-mute themselves. If pupils wish to contribute to the session or ask a question, they should use the chat function to indicate this, unless told otherwise by the member of staff. When the teacher asks them to speak, they can unmute themselves and share their ideas.

All staff, parents, carers and pupils should be appropriately dressed during Google Meet sessions i.e. as they would be dressed as on a standard non-uniform day. (Pyjamas are not appropriate dress.)

Staff, parents, carers and pupils must communicate with each other in a kind, polite and professional way at all times. This includes when meeting virtually or sending written messages.

Please note that staff will continue to follow our Child Protection and Safeguarding Policy and any safeguarding concerns identified within a session will be shared with the Designated Safeguarding Leads. The reporting of child protection and safeguarding concerns remains as before. It is the responsibility of all adults in and outside of school to ensure that any safeguarding concerns are reported to the Designated Safeguarding lead. All concerns can be reported to the school, and in the case of an emergency 999 should be called.

Individual pupils who are self-isolating

- In KS1, all pupils who are self-isolating will receive their home learning tasks through Google Classroom.
- In EYFS, Google Classroom will be used in the case of a bubble or school closure. Individual pupils who are self-isolating in EYFS will receive their home learning tasks through Tapestry.
- Individual pupils who are self-isolating will receive regular phone calls from a member of staff to check-in with the child and to offer any further support. The daily Google Meet sessions will not take place as staff will be teaching in school.

Pupils for whom we haven't received consent for Google Classroom

- If a parent has not given consent for Google Classroom, the pupil will receive their home learning tasks via email. This will mean that pupils are not able to access any of the home-learning videos that may support their learning.
- If a parent has not given consent for Google Classroom, the pupil will receive regular phone calls from a member of staff, rather than a video call.