

Tarporley CE Primary

Remote Learning Agreement

In the event of school closure to pupils during the Covid 19 pandemic, this document outlines our provision and expectations for our school community.

Learning from home will include access to the following:

- Video lessons/narrated PowerPoints
- Lesson materials shared on School Spider / Tapestry
- Home learning tasks set on School Spider / Tapestry
- Live registration / check in and well-being lessons at specific times on MS Teams / Zoom
- Live weekly collective worship and video collective worship

Teachers will aim to provide 3 pre-recorded lessons or narrated PowerPoints a day and will aim for at least one live registration session and a weekly live well-being session allowing for the current infrastructure limits on our school ICT system. Work will be set on School Spider / Tapestry and completed work should be uploaded daily. If a pupil is learning from home, they should check their homework tasks at the beginning of the day to check when their weekly live sessions are scheduled. They should log in to School Spider, through their pupil login, to see the home learning activities that have been set for that day. Pupils may contact their class teacher / TA through School Spider if they have an issue. Pupils should submit work as directed by the teacher and this could be through School Spider or by email.

It is vital that parents contact the school via telephone or email if they are unable to login

Video lessons

These are pre-recorded lessons that teachers upload to provide the teaching element of the lesson. Parents have fed back that such video lessons are really helpful as it gives them flexibility within the day as to when they can best deliver lessons, it also means videos can be re watched if needed. Instructions for the lesson are included in such lessons.

Live sessions

All pupils should aim to attend their live sessions on MS Teams / Zoom unless they are unwell or where there are multiple people within the household who need access to a device / live session at that time. Parents should make the school aware of any problems they have with technology as ideally learning should be accessed online. Pupils and teachers should use their camera for the lessons and all pupils should leave themselves “muted” unless the teacher asks them to speak. There will be opportunities in the sessions for pupils to participate orally and to ask questions.

The provision of online “live” sessions is a developing element of our teaching and learning provision and we need to ensure that all parties are protected and aware of expected behaviours on line, which of course, will also secure good habits for the future. Below is a set of Remote Learning Agreement behaviours. All pupils are required to follow school behaviour expectations and policies.

Where appropriate, and in line with our behaviour policy, if a pupil's behaviour falls below the school expectations, opportunities to address this will be provided by the teacher in the live session. However, if this continues, pupils may be asked to 'leave' the live session and parents will be contacted. This could result in a pupil being removed from some or all future live sessions.

Pupil Participation in Teams / Zoom Lessons

Working across a video-conferencing platform is something many of us are now familiar with. In working in this way pupils and staff involved need to understand expectations and matters of safeguarding. Even though you will be in your home, you should consider video-conferencing to be a part of school and behaviour should be equal to what we would see in class.

Children in the Early Years Foundation Stage will be provided with 3 pre-recorded sessions per day and one weekly live story session per week. The videos will be uploaded daily to the school website on the Dormice and Hedgehog class pages under the Online Learning tab. Photos and videos of the children's learning should be uploaded onto Tapestry daily. Parents may contact their child's class teacher through the school office if they have an issue.

Positive and Safe Behaviours

- Conduct yourself as you would in a lesson or classroom.
- Maintain appropriate language and body language.
- Wear appropriate clothing and choose an appropriate location.
- Have good punctuality and manners.
- Refrain from personal comments – especially regarding the location of other students.
- Respect everyone's opinion.
- Do not generate comments or content that hinders the good order of the session, e.g. unnecessary messaging in the chat.
- Allow the teacher to lead the meeting.
- The meeting is private and cannot be recorded or shared.
- Do not use Teams calls to contact teachers at any time other than the designated time.
- Other family members should not contribute or be involved in the meeting. We understand that other people may well be 'seen' on screen in some households but they cannot be involved and you may be removed from the meeting if this occurs.
- In EYFS and KS1 a responsible adult must be present in the room to support as required

Live Session Protocols

- Mute your microphone unless asked to speak.
- Where appropriate, if you want to contribute to the discussion use the 'raise your hand' facility and then unmute your audio. This will ensure that everyone gets their chance to speak without everyone talking over each other.
- Please follow any systems or turn-taking structures the teacher uses.
- You can ask questions using the chat facility.
- Be an active member of the group.
- Hang up promptly when the meeting closes.

Dos	Don'ts
<ul style="list-style-type: none">• Pupils should only use technology at home with the permission of their parent / carer.• Pupils should conduct video learning in an open space at home – e.g. a living room etc. Pupil bedrooms are not regarded as appropriate.• Pupils should remain attentive and respectful during sessions and ensure that they are free from distractions. Pupils should not be using personal social media in lesson time.• Any contact with teachers should only be through the platforms agreed by the school and not through personalised accounts open to public viewing, comments or sharing.• Pupils must ensure that all communication with other pupils and teachers using MS Teams or other live learning technology is appropriate, responsible, and sensible.• Pupils should continue to be respectful and polite and avoid posting negative comments.	<ul style="list-style-type: none">• During the Live sessions, pupils must not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If a pupil accidentally comes across any such material, they should report it immediately to their teacher or parent / guardian.• Pupils should not use live platforms to discuss personal matters. Pupils can contact their teacher directly through this.• Pupils must not record or take photos of teachers during live lessons, nor share lessons publicly.• If pupils are communicating through the chat function, they should avoid using shorthand text speak and write as they would speak in class.• Pupils must use their correct full name if requested to input a name on MS Teams.

By logging on to School Spider or by joining the live session you are agreeing to adhere to these expectations.

Parents

Parents should be aware if their child is engaging in a live session online. A parent / responsible adult must be present at the start and end of the live session and must always be within earshot during the session.

Our online platforms will be monitored, as they are during normal times, and this will continue to provide protection to both staff and pupils. There are resources available to help you monitor on line behaviour of your child. This includes setting age-appropriate parental controls on digital devices and applying internet filters to block malicious websites. These are usually free, but often need to be turned on.

Parents should also always be aware of what websites their child is accessing whilst working online, ensuring these websites are appropriate and are those recommended in the work that has been set. If a parent is concerned about the content of a website, email, or online communication they should contact the school immediately. In addition, the following website can be used to report harmful content:
<https://reportharmfulcontent.com/>

Parents should understand how children can be safe online, and the following websites may support parents and carers to keep their children safe online:

Think know provides advice from the National Crime Agency (NCA) on staying safe online

Parent info is a collaboration between Parent zone and the NCA providing support and guidance for parents from leading experts and organisations

Childnet offers a toolkit to support parents and carers of children of any age to start discussions about their online life and to set boundaries around online behaviour.

Parents should feel comfortable contacting the school at any time if they have any concerns about the remote learning process, the content of live sessions, the content of work being set, the nature of websites/videos being used to support learning and/or inappropriate use of the internet by their own or other children.

Parents can contact the school by:

- Calling the school office between 8:30am and 4pm
- Emailing the office admin@tarporleyce.cheshire.sch.uk within the normal working hours of the school.