# CASTLE PRIMARY SCHOOL

**Remote Learning Policy**

## Education Through Remote Learning

Castle Primary School is committed to providing opportunities for continued education for all children during any extended periods of closure.

Remote learning may also be appropriate in situations when children, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as longer term illness, assuming children are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak, individuals/Year Groups are self-isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to learners who are absent in contravention to school or government guidance.

We expect all children to engage in 'Remote Learning' and we are responsible for monitoring daily engagement. For those children who do not engage, checks will be made with individual families to address any barriers to the child's education experience. Support will be given to try to find a solution to these barriers.

The minimum statutory requirements following school closures are as below:

Key Stage 1:    3 hours a day

Key Stage 2:    4 hours a day

At Castle Primary School we strive to follow our set curriculum for all year groups, providing learners with a range of lessons in each subject. Timetables can be found on the class pages on the website.

## Remote Learning In The Event Of Extended School Closure

In the event of an extended school closure, the school will provide continuity of education in the following ways:

- Regular direct instruction from Class Teachers, with the ability of learners to ask questions online (via Teams/email)
- Setting work for the children to complete, posted either on Teams or the school website http://www.castleprimary.co.uk/ or via on learning platforms such as Education City, Ed Shed, TT Rockstars
- Workbooks, text books, reading books will also be available for 'Remote Learning' to develop independent working
- Phonics videos for sounds of the week through Discovery Education.
- Links to You Tube for stories and rhymes, BBC School Radio – bbc.co.uk/teach/school-radio
- The assessment of specific assignments that are submitted to teachers electronically and on which feedback is provided.
- Children and Teachers are expected to have access to the internet whilst at home; the school recognises that many families may not have home printers and will therefore not require the printing of material.
- Links to local and national initiatives e.g. Joe Wicks PE sessions, Three Peaks Challenge

The primary online platforms the school will use to deliver continuity of education are:

Microsoft Teams: accessed via the relevant app or desktop application, or via the following URL: https://teams.microsoft.com (This will be used for Years 3 to 6 only) or by accessing the class pages on our website http://www.castleprimary.co.uk/

The extent to which different methods of instruction are employed is likely to be determined by the length of any school closure and the ability of both children, families and teachers to participate in remote learning. The school reserves the right to vary the range of methods used to provide remote learning tasks, feedback and interaction, based on the particular circumstances of any closure and based on our experience.

Children/families will be provided with a school email address to avoid any issues regarding GDPR, there will be no expectation for parents/carers or learners to provide their own email addresses for use.

## Live Sessions

Teachers may arrange to deliver content in a 'live' manner (either by text or audio and/or visual means). There is no expectation of teachers to carry out live sessions.

Microsoft Teams/Zoom are platforms that allow for resources to be shared, Teachers to provide guidance, and children to be able to ask questions in 'real-time'. Children will be provided with details of sessions through the 'calendar', or email and will be expected to participate in them.

Current 'Live' sessions are as follows:

Years 1/2    Guided Maths Session (once per week)

Years 3/6    Maths Reasoning, Guided Reading (both once per week)

Years 1/6    Social Communication  (once per week)

EYFS         Story Time  (once every three weeks)

## Video/Online Lessons

For some lessons video recordings or voice over 'powerpoint' may be used. These may be either created by Teachers or used from published sites such as 'Oak Academy', 'BBC Bitesize', etc

These videos will be uploaded to either Teams or the school website and can be accessed at any time, allowing greater flexibility for families to complete the work around their personal schedules

Video sessions are used by all year groups from EYFS to Year 6.

## Assessment and Feedback

Providing timely and helpful feedback is a cornerstone of good teaching and learning, and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to our children on pieces of work that they are required to submit.

Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided.

Children/families are encouraged to return work for assessment via Teams (Years 3 to 6) or by email (whole school) if needed. Electronic communication between families and teachers is a vital part of successful 'Remote Learning'. Telephone communication with EYFS families provides opportunities for teachers to share ideas and obtain guidance for our curriculum delivery.

Within our EYFS monitoring and feedback uses 'Earwig', an online tool where both parents and staff can upload and make comments on children's achievements. This is supplemented with regular contact either by telephone or email.

## Expectations of Learners

Assuming that a child is healthy and well enough to work, they will be expected to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work, and submitting assessed tasks promptly and to the best of their ability.

Our children/families will also be expected to read and respond to communication from the school (e.g. an email from the class teacher) on a regular basis. If children or families have any questions about specific tasks set, these should be directed towards their class teacher either by email or through Teams.

Teachers must work on the assumption that learners will not necessarily have the full range of books and equipment that they would usually have in school. However, if advance notice is possible, teachers will instruct learners to have relevant equipment ready for use.
The school expects that families have internet access at home to access remote learning resources, but teachers will make no presumption of the learner's ability to print at home.

## Different Ways to 'Engage' Children In Remote Learning:

- Ensuring that children have the opportunity to interact with each other. This could be in the form of social groups; small group working for those children who are struggling; live lessons, etc.
- Alternating different tasks or activities and varying the content of lessons.
- Celebrate achievement across the whole school.
- Children feeling part of the school community through quizzes, treasure hunts, sports challenges, newsletters, photographs on the website, etc
- Setting projects for children to complete with a 'show and tell' time to share with others.
- Add extra activities, resources to the school website for children to use.

## Remote Learning For Individual Learners When School Remains Open

Assuming an absence has been agreed with the school, and the child in question is healthy enough to work from home, the school will provide work for children who are unable to attend in person. The collation of work and communication with the parent/carer will be coordinated by the child's teacher or member of the Senior Leadership Team. Though every case will have its own specifics, a rough guideline for the frequency of communication between school and parent/carer would be once per week.

If a significant number of learners are absent from school, but the school remains open, the Head Teacher will decide what method of remote learning will operate.

## Safeguarding During School Closures

In the event of a school closure, children, parents, carers and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

## Critical Workers/ Vulnerable Children

Children of Parents whose work is critical to the response of Covid-19 (or to the response of EU transition) and Vulnerable children will follow the same timetable and work as provided to those children who are Remote Learning.

## Borrowing Equipment From School

With remote learning there is an expectation that children have access to devices to complete their digital work. If families require support from school with digital devices etc they should email the school office to check availability.
Any digital devices borrowed from school by our families will be loaned for the duration of the closure period. It is the responsibility of the family to ensure safeguarding measures are in place to keep our children safe whilst they are learning at home.

## Video/'Live' Sessions

During video calls with your teachers it is really important that you stick to these rules:

- An adult is with you during the video call but at a distance and not in the camera view.
- Adults must ensure that the child has a quiet place to participate in 'live' sessions
- You are in either your dining room, living room or kitchen and not your bedroom.
- You must be dressed and ready – not in pyjamas.
- Please remember that the video conference is part of school. You must be respectful to
- staff and other pupils. School rules still apply!
- Staying safe online – keeping yourself, your classmates and your teacher safe.
- Do not record or take pictures of your teacher or classmates during you online
- sessions.

## Joining The Video Call

- Your teacher will send you an invitation to join a meeting on Teams. Which will come through in an email.
- Open the invitation and click on yes.
- Go onto the calendar, you should be able to see the meeting on the calendar.
- Click on Join.
- You will have the option to join in the app or to join using the browser. If you can download the Teams app it works better.
- Then click join in.
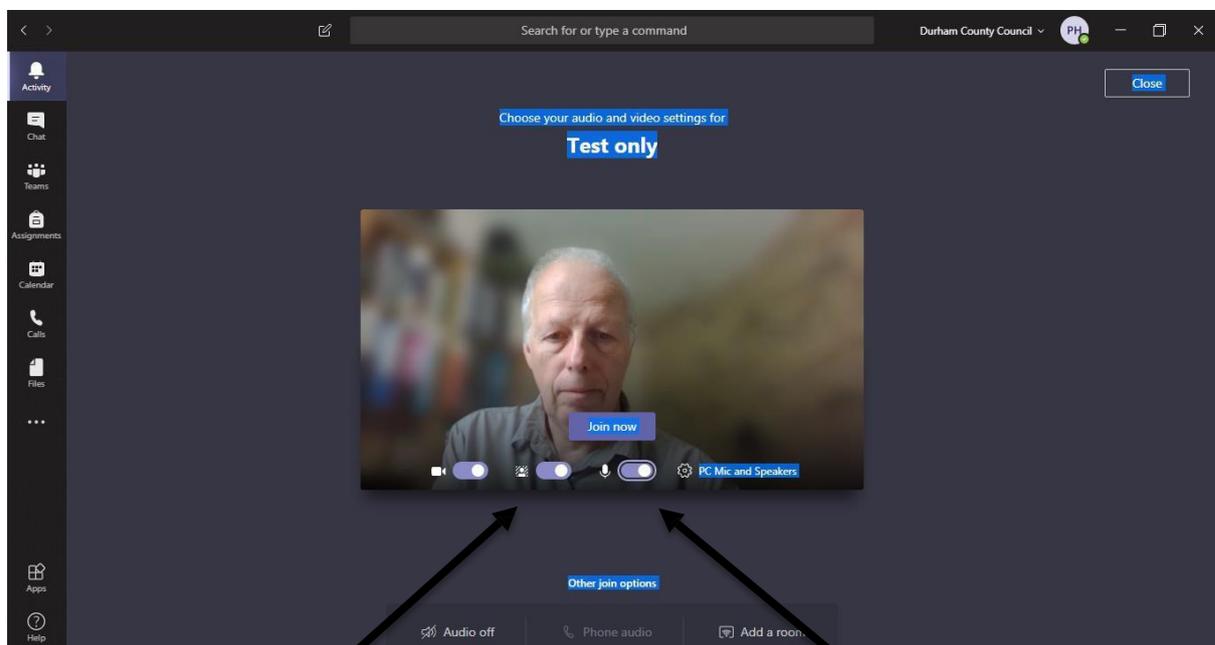


It is a good idea to blur the background so everyone in your class can't see all of your house

Start with your microphone muted (turned off) otherwise it gets very noisy!

Microsoft Teams, or simply 'Teams', is a platform that allows for collaborative working, either as students or as professionals, using communication capabilities through audio, video and instant messaging. The software is available both online through a web browser and to download from microsoft.com. Users can have 1:1 online meetings or set up live events to host up to 10,000 people. Groups can be set up to include only relevant users and almost all file-types can be uploaded and shared, from PDFs and Word documents to audio and video files.

AGE RESTRICTION
**13+**

# What parents need to know about
# MICROSOFT TEAMS

## DISCLOSING PERSONAL DETAILS

Like any messaging service or social network, children can be targeted by others to share their private or personal information ranging from their phone number, birthday and home address to their social media accounts or even their personal login details and passwords. Oversharing their private information can lead to any manner of risks including online fraud, bullying or even grooming activity.

## CYBERBULLYING

#BULLY

The risk of cyberbullying can be increased online when using chat facilities. Microsoft Teams provides the ability for users to chat to each other via its instant messaging service, both as part of a group or privately. Children could find themselves the target of negative or hurtful comments directed from other users who might find it easier to say things they maybe otherwise wouldn't in person.

## INAPPROPRIATE CHAT

The chance to have private conversations in Teams can also mean that children feel as though they can share messages and communication between each other that are hidden away from others. Whilst children are most likely to use Teams in a school setting, the ability to chat privately may provide an opportunity to be less formal which could lead to sharing inappropriate messages, files or content which is unsuitable in a school environment.

## HACKING RISK

Teams, like any software application, may be a target for hackers to illicit personal data. A 'man-in-the-middle attack' could occur, whereby the attacker reroutes communication between two users through the attacker's computer without the knowledge of the other users. This means that online communications could possibly be intercepted and be read or listened to, exposing both parties to the possibility of identity fraud or other criminal behaviour.

## VIRUS INFECTION

Viruses and other harmful programs are among the risks of using online platforms like Microsoft Teams. Wherever you can share files or links, there is a risk that the content could be malicious. This could lead to slow computer performance, deletion of data, the theft of private or personal information and even hackers taking control of your PC.

## LIVE STREAMING RISKS

Microsoft Teams, like other video-conferencing software platforms, facilitates live streaming. That means it inevitably carries some of the associated risks. These are likely to be minimal within a controlled environment (for instance in a classroom setting / remote learning). However, live streaming means that content isn't always moderated and children may inadvertently view or hear inappropriate, unsuitable or offensive material that they otherwise wouldn't.

**NOS** National Online Safety®
#WakeUpWednesday

# Safety Tips for Parents & Carers

## BLOCK USERS

If your child is receiving inappropriate messages or finds themselves being harassed or abused on Teams, they can block these contacts from the privacy control in the settings menu. To add an extra layer of protection, you can also block contacts whom hide their ID to protect children from communicating with people they don't know.

BLOCK

## PROTECT PERSONAL INFO

It's a good idea to talk to your child about the importance of keeping their personal information private and secure. Children should only give out the minimum information they need to when creating an account and understand that if other people request their personal details from them, they should avoid providing it and report any concerns to a trusted adult.

## ENABLE BACKGROUND BLUR

To help protect your privacy during a video call or live stream, it may be a good idea to blur the background or even add a background effect. This can easily be done by clicking 'Background effects' before joining a meeting after which you'll have the option to blur your background, replace your background with one of the images provided or upload and use an image of your own.

## UPDATE COMPUTER SECURITY

It's important to ensure you perform regular computer and software updates, as these patches often improve security flaws and minimise your vulnerability to cyberattacks. Having your own computer security or anti-malware software is another level of defence in minimising the chances of an attack from viruses, malware and other harmful programs. Ensure this is updated everyday so that it is able to protect you against the very latest threats.

## TALK ABOUT RISKS

As a parent, talking to your child and making them aware of the risks of working and communicating online can help them to be more digitally resilient. Perhaps outline a set of agreed do's and don'ts and try to ensure young people know what to do if they are made to feel uncomfortable or experience any negative behaviour or activity.

## AVOID VIDEO/AUDIO

It's always a good idea to turn off your audio during live group calls when not in use. This can easily be done by muting the mic and will avoid others hearing anything personal in the background at home or at school. Similarly, if possible, try to encourage children to avoid using video call to help guard against any privacy concerns and limit the risks of viewing anything inappropriate or unsettling.

## Meet our expert

Emma Davis is a cyber security expert and former ICT teacher. She delivers cyber awareness training to organisations nationally and has extensive knowledge and experience of managing how children access services and apps online.

SOURCES:
https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software
https://www.microsoft.com
https://www.thinkuknow.co.uk

# 10 TOP TIPS
## REMOTE LEARNING FOR CHILDREN

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote learning and to support them in ensuring their experience is as safe and secure as it can be.

### 1) Treat remote learning the same as classroom learning

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.

### 2) Use classroom language

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid positing negative comments or spamming the chat.

### 3) Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.

### 4) Always conduct video learning in an open space at home

To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.

### 5) Only communicate through approved school portals and platforms

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.

### 6) Stick to teacher rules and guidelines around online learning

Your school should issue you with guidance around remote learning and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.

### 7) Dress in school uniform

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.

### 8) Don't share passwords or other sensitive information

In order begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.

### 9) Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.
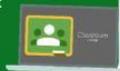
### 10) Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.

# 10 TOP TIPS
## REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

### 1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.

### 2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.

### 3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.

### 4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teacher's will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.

### 5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.

### 6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.

### 7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.

### 8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.

### 9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.

### 10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

# A GUIDE TO SAFER LIVE LESSONS

An online lesson occurs when teachers use video conferencing software to 'live stream' lessons to their pupils. Some of the most popular apps and websites that support this include Zoom, Google Hangouts, Skype and Microsoft Teams. Online lessons can be a great way to replicate classroom interaction, ask immediate questions and gather instant feedback. It's also convenient and allows learning to take place anywhere with an internet connection. However, live lessons aren't always accessible to everyone and younger children will need a lot of parental supervision, which isn't always practical.

## What teachers need to consider

### CONDUCT

If you decide to host an online lesson, it's important that you maintain a level of professionalism and treat any online lesson in the same way you would treat a classroom lesson. Dress appropriately and find a setting which has a plain background and has no personal information on display. Remind pupils of acceptable behaviour and their conduct during class. It's worth remembering that live streaming means screenshots and video recordings of your lesson could occur so you should always observe professional conduct at all times.

### COMMUNICATION

Hosting a live lesson means that you will have to think about how you communicate and through what channels. Children will need access to the internet, have the appropriate technology and will need to download the relevant software or application. Some, or all, of these may not be widely available to everyone. It's also important to consider that the software that you choose to use is secure and has the relevant privacy and security settings in place. Any contact should only be through a platform provided by the school and not through personalised accounts open to public viewing, comments or sharing.

### CONTENT

Planning your content will be a key factor to consider prior to hosting an online lesson. It's important to ensure that all content is age-appropriate and that any tasks that you set which require use of the internet won't lead children towards anything offensive or inappropriate. Always try to ensure that live lessons take place with the whole class but bear in mind that some pupils may work slower than others depending on the type of tasks you set.

## What parents need to consider

### CONDUCT

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite and remember their manners. Position your computer or webcam in an open environment where you can monitor their activity, preferably not in a bedroom. Try to keep the background neutral with good quality lighting and sound.

### COMMUNICATION

If your child is part of an online lesson, they may need support in setting up the relevant software and communication platforms in order to take part. Your school will usually provide the relevant details on how to do this however it's worth ensuring that you have some awareness of the privacy and security settings so that you know that all communication is secure. It's important to raise any concerns that you have with the school if you are unable to accommodate an online lesson for any reason.

### CONTENT

Try to take an interest in your child's live lesson if you can and stay close so that you can aid them if necessary. Try to find out who is hosting the lesson, what the lesson is about and what tasks they will be set. If they are required to conduct internet searches, ensure parental controls are in place. If you're using Zoom, make sure that screen sharing is only shared with the host. This will avoid 'Zoombombing' whereby uninvited guests use the screen-sharing feature to broadcast porn or other inappropriate content.

SOURCES:
https://www.eff.org/deeplinks/2020/03/what-you-should-know-about-online-tools-during-covid-19-crisis
https://support.zoom.us/hc/en-us/articles/115000538083-Attendee-attention-tracking
https://hangouts.google.com/
https://support.skype.com/en/faq/fa34649/protecting-your-online-safety-security-and-privacy
https://docs.microsoft.com/en-us/microsoftteams/security-compliance-overview

## Some commonly used platforms

### zoom

Zoom is one of the most popular video conferencing apps at the moment. Schools using Zoom can monitor attendee's activity while screen-sharing, track real-time activity, record live lessons and recall video, audio, transcript and chat files. Admins can also see the IP address and admin information of all attendees.

#### ⚠ Safety Tips ⚠

- ✅ Change privacy controls so that screen sharing is limited to the host only.
- ✅ Turn file transfers off to reduce any risk of hacking or installing a virus/malware.
- ✅ Create a strong password for your account incorporating letters, numbers and symbols.
- ✅ Keep the software as up to date as possible with the latest security patches.

### Google Hangouts

Google Hangouts allows communication through video, audio or messaging, although isn't end-to-end encrypted. During the COVID-19 outbreak, Google has been making the advanced features in Hangouts Meet available to all schools around the globe using G Suite for Education.

#### ⚠ Safety Tips ⚠

- ✅ Ensure that any call made via the app is private or by invite only.
- ✅ Customise who you can receive invites from through the privacy settings to block unwanted contact.
- ✅ Keep all anti-virus software up-to-date and instate a firewall.
- ✅ Always sign out after use to prevent anyone else from accessing your account.

### skype

Microsoft owned Skype is a well-known communication tool that specialises in providing video chat and voice calls. It is one of the biggest apps in the world, providing end-to-end encryption between Skype users, as well as facilitating screen sharing and the ability to record calls.

#### ⚠ Safety Tips ⚠

- ✅ Ensure you have the latest anti-virus software installed on your computer and set up a personal firewall.
- ✅ Keep profiles hidden and don't share any unnecessary personal information on your profile.
- ✅ Don't download anything from profiles you don't know and block any suspicious contacts.
- ✅ Always adjust privacy settings, including only allowing children to communicate with approved contacts.

### Microsoft Teams

Microsoft Teams describes itself as a 'group chat software and collaboration tool'. Its provides the ability to chat, meet, call and collaborate from anywhere and is popular given it's ability to seamlessly integrate with other Microsoft applications like Word and Excel.

#### ⚠ Safety Tips ⚠

- ✅ Turn off guest access so only school issued email addresses communicate.
- ✅ If linked to an Office 365, enable Advanced Threat Protection (ATP) to help prevent against threats via emails, links, and attachments.
- ✅ Make sure your operating system has the latest updates and security patches.
- ✅ Beware of phishing emails asking for your password – Microsoft will never ask you it.

# 10 TOP TIPS
## REMOTE LEARNING FOR TEACHERS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For school staff and teachers, there is a lot to consider and planning is key to ensuring a smooth transition from classroom to home. That's why we've created these top tips to help school staff ensure they deliver the most secure and safest remote learning experience they can, both for themselves and their students.

### 1) Familiarise yourself with the relevant policies

Whilst remote learning might be unchartered territory for you and your school, ensure you still adhere with the relevant policies around safeguarding, acceptable use, data protection, student behaviour and online conduct, for example.

### 2) Consider your surroundings

The use of webcams, video and live streaming must be done with careful thought. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display. Avoid bedrooms.

### 3) Create and disseminate a clear distance learning policy and guidance

This is important so that parents and pupils are clear as to what is expected of you, including around behaviour and conduct. It will also provide them with a level of confidence and reassurance.

### 4) Only use school approved platforms and communication channels

Make sure that you keep to communicating through official outlets, such as your school online portals or assigned email addresses. Never communicate using personal emails or numbers and refrain from communicating outside of school hours.
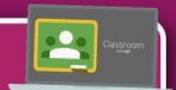
### 5) Maintain professional dress at all times

Treat any online lesson the same as delivering a lesson in the classroom. Maintain a professional image and never wear anything inappropriate or revealing. Encourage your students to also wear their school uniform.

### 6) Distribute a class timetable/schedule for remote learning

This will help to maintain a structure and lesson plan to classes. Include the frequency of lessons, duration, how they will be delivered, times for online and offline learning and any links. This will give parents a sense of structure and reassurance around lesson delivery.

**CLASS SCHEDULE**

### 7) Ensure you use the correct/appropriate technology

Remote learning will mean that you will need to employ the right technology and software to ensure that students are able to access learning in the safest and most secure way. Look to distribute a list of safe apps and software that are secure and won't raise any safeguarding concerns.

### 8) Protect personal data

Only use appropriate systems and software that require email and password login. It's always best-practice to only use school-provided email addresses.

### 9) Consider the needs of SEND pupils and vulnerable learners

It's important to try and accommodate all students, including children with SEND or those who are more vulnerable, and take into account different levels of learning.

### 10) Try to make lessons fun and engaging and encourage regular feedback

Remote learning is a fantastic way to be imaginative with teaching and learning and a great way to encourage independent thinking. Try to encourage a two-way flow of communication with parents and students to help maintain transparency and confidence in the learning process.

LOL!

# Zoom Ground Rules

| No chat while teacher is talking | Be on time | Zoom from kitchen or living room |
|---|---|---|
| | | |

| Mute yourself | Turn on video | Be prepared |
|---|---|---|
| | | |

| Adult needs to be present | Raise your hand to talk | Be respectful |
|---|---|---|
| | | |

Lucky Little Learners