



**Beecroft Primary School's Approach To National Lockdown Due To
Covid 19
In School and Remote Learning Policy Updated January 2021 (Staff,
Governors)**

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**Beecroft
Primary School
and Nursery**
Kirkstall, Leeds

Beecroft Primary School's Approach To National Lockdown Due To Covid 19 In School and Remote Learning Policy Updated January 2021 (Staff, Governors)

This policy covers:

1. National lockdown with key worker and vulnerable groups in school and remote learning for those at home.
2. Remote learning for a closed zone or 'bubble' during normal school attendance.

1. National Lockdown with key worker and vulnerable groups in school and remote learning for those at home.

All teaching and support staff are in school (unless shielding or self-isolating) and are teaching their own class in their own bubble.

In school are:

- Nursery – all (29 out of 40 in school)
- Critical/key worker children – as government guidelines – all have been accepted.
- Vulnerable: As defined in government guidelines and including those in receipt of free school meals/pupil premium and those who are EAL and cannot access help at home with on-line learning.

Average class size: Half classes to two-thirds on separate tables maintaining the strict hygiene guidance and ventilation guidance as government guidance and Beecroft Primary School's risk assessment.

182 in school – 62%

Learning in school, with a smaller class, will follow the whole curriculum as normal, led by teachers, who are teaching their own year group.

2. Remote Learning:

<https://educationendowmentfoundation.org.uk/covid-19-resources/best-evidence-on-supporting-students-to-learn-remotely/>

At Beecroft we have considered the above study as a basis for our approach to remote learning. The study states that when implementing strategies to support pupils' remote learning, or supporting parents to do this, the key things to consider include:

- **Teaching quality is more important than how lessons are delivered**
- Ensuring access to technology is key, especially for disadvantaged pupils
- Supporting pupils to work independently can improve learning outcomes

Remote Learning at Beecroft will therefore mirror the in-school work using the same whole class texts and mathematics, programmes of study. For English, Beecroft Primary School is using Oak Academy reading units alongside whole class texts and then extending its own writing and language approach within. Sets of books, to supplement Beecroft's own have been bought to coincide with the Oak Academy units. The reading units have pre-recorded teacher led work on the reading content. Mathematics is taught using White Rose Maths online lessons (purchased by the school) and or Oak Academy Maths.

Plans and weblinks will also be made available to cover the wider curriculum. This will be optional in KS1 as it is extra to their daily 3 hours of core lessons.

Remote learning will be provided for parents in the following ways:

- A bespoke class weekly timetable with weblinks. This will be sent out weekly on parentmail/ the school learning zone and the class TEAMS page.
- A physical pack, which will include exercise books for Maths/English, white boards, pens/pencils and the whole class reading book. A time will be arranged (within 24hours) for parents to come to school and collect this.
- Reading books which will have regular times for parents to come and exchange.
- Technology – devices if required (see Accessing devices)

3. The structure of a week for Remote Learning:

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Reception/Key Stage 1	3 hours per day (+Optional wider curriculum provided)
Key Stage 2	4 hours a day

In Reception/Key Stage One (3hours) a week's timetable will be e.g:

Monday	9- 10 Phonics and Reading	10.15 – 11.15 Maths	11.15 – 12.15 English/ Spelling and Grammar (SPAG)	1.15 -3pm Optional Wider Curriculum
Tuesday	9- 10 Phonics and Reading	10.15 – 11.15 Maths	11.15 – 12.15 English (SPAG)	Wider Curriculum

Wednesday	9- 10 Phonics and Reading	10.15 – 11.15 Maths	11.15 – 12.15 English (SPAG)	Wider Curriculum
Thursday	Assignment 1 Assignments to be completed and handed in to teacher via TEAMS or year1@beecroft.leeds.sch.uk	Assignment 2	Assignment 3	Wider Curriculum
Friday	Assignment 4 Assignments to be completed and handed in to teacher via TEAMS or year1@beecroft.leeds.sch.uk	Assignment 5	Assignment 6	Wider Curriculum

Reception assignments include: Sending pictures of their week's writing e.g. Goldilocks description; sending pictures of their week's maths skill e.g. subtracting with objects/number lines; learning the week's rhyme/phonics and reading comments from parents.

Key Stage 1 assignments will include: 1 x phonics work, 1 x grammar, 1 x writing, 1x Maths, 1x spelling test and 1 x reading comprehension (linked to class text)

In Key Stage Two (4hours) an example week's timetable will be :

Monday	9-10 MATHS White Rose	10.15 - 11.15 English and (SPAG) Spelling and Grammar	11.30 – 12.30 Guided Reading (comprehension) Using whole class novel	1.30-3pm Wider Curriculum
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Tuesday	9-10 MATHS White Rose	10.15 - 11.15 English (SPAG)	11.30 – 12.30 Guided Reading (comprehension) Using whole class novel	
Wednesday	9-10 MATHS	10.15 - 11.15 English (SPAG)	11.30 – 12.30 Guided Reading (comprehension) Using whole class novel	
Thursday	Assignments to be completed and handed in to teacher via TEAMS or Via email e.g year5@beecroft.leeds.sch.uk	Assignment 1	Assignment 2	Assignment 3 Wider Curriculum
Friday	Assignments to be completed and handed in to teacher via TEAMS or Via email e.g year5@beecroft.leeds.sch.uk	Assignment 4	Assignment 5	Assignment 6

In Key Stage 2 assignments will include: 2x Maths (reasoning and arithmetic), 1x spelling test (week's rule), 1x reading comprehension (class novel), 1 x grammar, 1x extended writing (usually linked to class novel)

4: Our School Learning Platform: TEAMS

- Microsoft Teams is the chosen digital platform for our whole school learning which was set up using the £1500 grant from Dfe.
- It will be used by all classes except reception who found it too difficult to access when trialled in class.
- Reception class will make use of the class email receptionSM@beecroft.leeds.sch.uk to receive work and or give feedback to pupils.

- All pupils in school have a TEAMs log in which enables them to access centrally all work for their class.
- The TEAMs pages will be used as followed:
- **Posts**- The teacher will post the week's plan here and web links required. It can also be used to give children instructions.
- **Files** – The teacher will upload worksheets/powerpoints and other resources to supplement the week's work (Mon/Wed)
- **Assignments** – The class teacher will set assignments to assess the week's learning objectives in all core subjects on Thursday and Friday. Children will 'hand them in' virtually and receive feedback/next steps by Monday of the following week.
- This page will also allow us to monitor pupil engagement with their remote learning.

If there are live lessons to be scheduled e.g. Whole school Wellbeing Assemblies these will also be added to the POSTs page.

5. Assessment/Feedback

As per the example timetables (see structure of a week), pupils will be expected to hand in assignments weekly on Thursday and Friday which enable the class teacher to see what they have learnt from their core lesson of the week.

Assignments will be handed in virtually through TEAMs Assignments or the class email (this is will be parents' preference).

Either way class teachers will mark children's work and give feedback with clear next steps, weekly.

6. Monitoring:

Class teachers will monitor their remote learner's engagement each week, with a log of who has completed the assignments. If pupils are identified as not engaging, in the first instance, the learning mentor (Mrs Hulme) will ring parents to discuss concerns. This may be followed up by a call from the class teacher. If there are problems with technology/internet or other (e.g. illness) we will aim to help resolve these. However, where children are repeatedly not engaging with remote learning they will be referred to the SLT and may be asked to return to school by the Head (J Turner).

The SLT will monitor each class's assignments page/ emails to ensure that work is being marked and feedback given to children weekly.

7. Accessing devices – The digital divide:

Devices:

We planned ahead for the event of school closures as it is important to us at Beecroft, that no children are unable to access their education. So, we have invested £30,000 into buying 80 school chromebooks, for loan use by pupils. In addition to this we have made our 64 school curriculum laptops available for home use, while

the Dfe have provided us with 20 government scheme ipads. This has meant/means that:

- In lockdown **every pupil who has required it**, has received a school chrome book or laptop for remote learning.
- In the event of a bubble closure **every pupil** in the class will receive a school device to loan.

Internet access:

We also realise that internet access is not available to all of our families easily. So we have purchase 10 x MIFI routers which have safe filtering by Leeds' Schools Broadband. They are available upon request and can provide a family with 10gb of internet access per month with 24 hours notice to activate.

8. Teacher expectations:

- Teachers will plan lessons that link directly to the curriculum focus for that year group and will provide resources to support tasks for home learners.
- The weekly plan must be sent to SLT by Friday at 3pm the week before the learning commences.
- Should remote learning need to be set for a class or bubble, the work for the week in English, Maths and other subjects will be sent out via parent mail and put onto the school website in the class home learning zone by 5pm the day before lessons commence.
- The schedule for lessons with weblinks must also be added to the 'POSTS' section of TEAMS CLASSROOM for their year group on a Monday by 8.30 am.
- Work will include revisiting/ revising work already covered in school so that knowledge is securely embedded.
- Reading activities must be planned around the Whole Class text sent home.
- Class texts/ paper/whiteboards to accompany lessons will be available for parents to collect from the school office in a socially distant way.
- Staff will add any resources to their class Teams page FILES section and it will be families responsibility to download or print if required.
- Teachers will respond promptly, within reason, to requests for support from families at home via the home learning email address that corresponds to each child's year group i.e. the address for children in Year 5 is year5@beecroft.leeds.sch.uk
- Staff and parents should communicate via the class email address only.
- If teachers are self-isolating they will still be required to provide plans for their class. However if they are ill (e.g. positive covid case) arrangements will be made to cover their class's remote learning provision.
- There is no requirement to provide live lessons as teachers are teaching full time.
- The Assistant Head (Mrs Carter) will provide weekly live sessions for Key Stage 1 and 2 as below:

9. Training:

Teachers have all received training from AGILE ICT in how to utilise Microsoft Teams. This has been followed up with three practical sessions by the Computing Lead (Mr Campbell) Teachers have built into their class timetable (except Reception) weekly sessions to practise using the chromebooks for pupils.

These lessons must include:

- Safety using and care for the chromebooks through discussion
- Logging in practise to both the chromebook and Teams
- Negotiating TEAMS pages
- Completing and handing in 'ASSIGNMENTS' in the assignment section.
- Using the mute function and hands up to answer qs emoji
- Following a teacher's instructions via the web cam or screen share.
- Using the touch screen.
- Finding TTROCKSTARS and Education city
- Online SAFETY SMART rules

10. **Safeguarding**

Online teaching should follow the same principles as set out in the Guidance for safer working practice (including Covid-19 Addendum issued in April 2020) for those working with children and young people in education settings (National Safer Recruitment Consortium May 2019).

Where students are using digital technology away from school for the purposes of remote learning, the duty to ensure appropriate supervision is the responsibility of the child's parent/carer as outlined in the school's acceptable use policy. However additional steps have been taken:

- The chromebooks have been locked down to safe search using the same filtering that pupils use in school. This has been 'key word' tested by Connect-up and shown to only include educational results.
- Websites that could be accessed such as Youtube have been set to child mode so that there is no inappropriate material.
- Children cannot download their own apps or adjust laptop settings.
- Laptops have had a home learning profile created with only Teams/Office and Chrome available. It will be parents' responsibility to monitor home internet use.
- Children/parents have signed an agreement to ensure they are fully clothed not in pyjamas for any online sessions. There are no lessons to be done in bedrooms by either staff or pupils.
- Staff will ensure when screen sharing there is only the required educational material on show and nothing personal including photo backgrounds.
- Teachers who perform any live lessons or assemblies will record their lessons so that they could be reviewed at a later date and keep a register of children who attend them.
- All chromebooks have a tracking app enabled.
- All all staff who interact with children, including online, must continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy, in the usual way in school reporting to DSL (N Brown) and SLT. Where appropriate referrals should still be made to children's social care and as required, the police

- Both parents and pupils have signed a safe use agreement (see appendices)
- Staff have also signed a safe use agreement (see appendices)

11. Data Protection:

Beecroft will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Staff members may need to collect and/or share personal data such as pupil emails or Education city passwords as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online. Only share with the family required,

Parents are clearly informed that live sessions (e.g. Wellbeing Assemblies) are recorded for review. These will be stored in an encrypted file on the school Teacher Share drive and deleted after 2 weeks.

12. Roles and Responsibilities

S Campbell Deputy/IT coordinator is responsible for training staff in the implementation of this plan.

Headteacher June Turner (and SLT) is responsible for monitoring the quality and effectiveness of the provision.

Governors – The plan has been presented to governors, who approved it and will be monitoring its effectiveness.

Connect-Up IT are responsible for the maintenance and smooth running of the chromebooks including adding/ removing users from teams.

Links To Other Policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Appendix 1

Beecroft Primary School

Class Rules for responsible use of school Chromebooks/ Remote learning

Keep safe: Keep SMART

1. I will look after the Chromebook and keep it in its case when it's not in use.
2. I will only use the Chromebook for schoolwork and homework.
3. I will use the usernames and passwords provided by the school to access the Chromebook and Teams Classroom
4. I will log on to Teams 5 minutes before each lesson so that I am ready with the correct equipment in front of me.
5. If there is a live session the teacher will mute my mic and I will use the hand up symbol if I want to speak.
6. I will go to a quiet area in my house for the session but not my bedroom.
7. I will make sure I am properly dressed in school uniform (if possible), not pyjamas for any online lessons.
8. The people around me need to be using respectful language and not playing loud music/TV so I can concentrate.
9. The messages I send or information I upload as part of my school work will always be polite and respectful.
10. If I see anything that makes me uncomfortable using the chromebook, or I receive a message I do not like, I will not respond to it but I will immediately tell a school staff member
11. I will follow the SMART rules at all times.
12. I understand that the school may check my computer files, e-mail and the Internet sites I visit, to help keep me safe.
13. I will not try to make any changes to laptop settings, ipad settings or apps without permission.
14. I understand that if I deliberately break these rules my parents and the Headteacher will be informed and I may have my internet or Chromebook access withdrawn.
15. I agree to try and create my own digital footprint that is positive.

Signed _____ Class _____ DATE _____

Appendix 2

Beecroft Primary PARENTS AGREEMENT FOR LOAN USE OF CHROMEBOOKS

Pupil Name.....

- As the parent / carer of the above pupil, I give permission for my son / daughter to have home access to the internet and use a school Chromebook, for their remote learning.
- I will ensure that this is returned to the school office, after the lockdown, in the same undamaged condition. (Failure to do so may result in a bill for damage or full replacement)
- I know that my son / daughter has signed an Acceptable Use Agreement and has received online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- Although the school has taken every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet on the Chromebook, it is my responsibility to ensure they are safely using it at home.
- I understand that my son's / daughter's REMOTE lessons are important to stop them falling behind. I will ensure my child is logged on to the Chromebook at the correct times, in a quiet area of the house.
- If there is to be a "live lesson" pupils must be fully dressed and not in a bedroom. (see pupil agreement)
- I understand that the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Parent/ Carer signature

Date

Appendix 3

Beecroft Primary PARENTS AGREEMENT FOR LOAN USE OF LAPTOPS

Pupil Name.....

- As the parent / carer of the above pupil, I give permission for my son / daughter to have home access to the internet and use a school laptop for their remote learning.
- I will ensure that this is returned to the school office, after the lockdown, in the same undamaged condition. (Failure to do so may result in a bill for damage or full replacement)
- I know that my son / daughter has signed an Acceptable Use Agreement and has received online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- As the laptop is to be used on home Wifi, school's filtering system does not work. Therefore it is parents' responsibility to ensure children are using it to access only suitable educational websites responsibly.
- I understand that my son's / daughter's REMOTE lessons are important to stop them falling behind. I will ensure my child is logged on to the laptop at the correct times, in a quiet area of the house.
- If there is to be a "live lesson" pupils must be fully dressed and not in a bedroom. (see pupil agreement).
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Parent/ Carer signature

Date

Appendix 4

Beecroft Teaching Staff Agreement - Online Lessons

- Online teaching should follow the same principles as set out in the Guidance for safer working practice for those working with children and young people in education settings (National Safer Recruitment Consortium May 2019).
- Beecroft Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements – The Chromebooks are fully locked down with safe search and school filtering
- Provide a schedule for parents of online lessons on Parentmail/website and TEAMS by 5pm the day prior to them commencing (for bubble collapse) /Or Friday at 3pm (for lockdown)
- It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.
- Plans should utilise the school recommended websites: Oak Academy/ White Rose Maths with clear instructions for children to follow the lessons.

For any live lessons or pre-recorded lessons staff must follow these rules:

- No 1:1s - groups only.
- Both Staff and children must wear suitable clothing, as should anyone else in the household. Follow Beecroft's Staff dress policy.
- Any computers used should be in appropriate areas, for example, **not in bedrooms**; staff need to be mindful that backgrounds do not compromise personal confidentiality or breach the guiding principles of safer working practice guidance for staff working in educational settings. – If not in school classroom you can switch on a blank background.
- Think about who is around, what music/ sounds/ language can be heard in the background. Make sure this is suitable
- Any live class should be recorded as per training so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time (1 hour Max)
- Language must be professional and appropriate, including any family members in the background.
- Mute all children's mics when teaching, then use the "hand" emoji system to unmute/ answer questions
- Explain expectations before each lesson and any children not abiding by the rules to be taken off the video chat. Report this to SLT.
- Staff must only use the platform specified by SLT which is TEAMS CLASSROOM as this is secure.
- When sharing your screen for children to see lesson slides make sure there is nothing inappropriate/sensitive open on your desktop including photo backgrounds.
- Staff should record, the length, time, date and attendance of any sessions held. This must be sent to SLT.

I confirm I have read and understand the above.

Name _____ Date _____
Signed _____