Douglas Primary School & ELC Remote Learning Policy

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SOUTH LANARKSHIRE COUNCIL

Douglas Primary School Early Learning Centre

HOME LEARNING
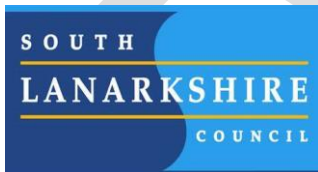
Be Safe – Be Happy – Be All You Can Be!

Respect   Positivity   Friendship   Trust   Determination

Definition of Continuity of Learning – Lockdown

The South Lanarkshire Council definition of Continuity of Learning in this context is the continuation of educational experience in the event of National Lockdown. It is a critical component of school emergency management, as it promotes the continuation of teaching and learning despite circumstances that interrupt normal school attendance.
Our aspiration is that continuity of learning during lockdown should be as close to the daily face to face experience as context allows.

Introduction

Should the need for Remote Learning arise, Douglas Primary School and ELC will be committed to providing continuity of education to its learners and will do so through a process of online learning.

All online learning will be conducted using the platform of Google Classroom. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teaching and learning will be planned to meet the needs of our learners and to replicate the daily routine of classroom activity to the best of our ability.

If pupils do not have access to a device such as a tablet, laptop or computer then we would ask parents/carers to contact the school and one will be provided for them on a loan basis for the duration of home learning.

Flexibility of Learning

We realise that the circumstances that cause our school and ELC to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:-

- ➢ Parents may be trying to work from home so children may not have the support required to access online learning every day from 9am – 3pm.
- ➢ Parents may have two or more children trying to access technology and online learning.
- ➢ Teachers may be trying to manage their home situation and the learning/care of their own children.
- ➢ Systems and technology may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

Expectation Management

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, no daily deadlines will be set for completed work.

After parental feedback, we have decided to upload two activity grids per week rather than daily. One on a Monday morning for the first half of the week and the second on Wednesday for the remainder of the week. This will allow you and your child to plan your own timetable for home learning to work around commitments may have. We do not expect all the activities on the grids to be completed every week; however, **we would ask that all that Literacy and Numeracy are completed and submitted on a weekly basis**.

Please note that the work children engage in during a period of closure will be part of our current planning and not revision tasks. **Therefore, it is vital that we have some form of engagement from all pupils so that they can make progress in their learning.**

Teaching Staff will:-

➢ Continue teaching in line with current progressive planning that is already in place throughout the school and ELC.
➢ Share learning and teaching activities with pupils through the use of Google Classroom
  ▪ In the school this will be in the format of home learning grids - 2 of which will be uploaded each week with a range of tasks which would replicate the learning and teaching taking place in their physical classroom throughout the process of a week.
  ▪ In the ELC this will be in the format of a weekly home learning grid.
➢ Provide differentiated learning and teaching activities which meet the needs of our learners; evident through individual group tasks on a class grid or through the allocation of set grids to specific learners.
➢ Be available to support learning and answer questions during the school day via their Google Classroom. They will be live within the Google Classroom at the following times: 9.00am–10.00am, 11.00am–12.00 and 2.00pm–3.00pm.
➢ Upload pre-recorded videos in order to support the learning activities issued. These videos will be built upon over time with the hope they will provide the valuable teaching input that children would normally receive in a classroom environment.
➢ Begin to build upon opportunities to have 'live' interactions with their class through the use of live video streaming.
➢ Track and monitor the engagement of all pupils in their class and report back to the SLT on a weekly basis on pupil engagement.
➢ Provide feedback to learners on completed tasks once they are submitted.
➢ Further develop their own knowledge and skill base through commitment to CLPL.

Support Staff will: -

➢ Work collaboratively with class teachers to seek ways in which they can support pupils with online learning.
➢ Where appropriate engage in online interventions to support pupils with ASN.
➢ Support the SLT in preparing for the return of pupils through engaging in tasks related to the school's Recovery Plan.
➢ Provide support to those pupils in attendance at school, with a particular focus on those identified as vulnerable.
➢ Further develop their own knowledge and skill base through commitment to CLPL.

Early Years Staff will: -

➢ Work collaboratively with the nursery teacher to seek ways in which they can support pupils with online learning.
➢ Engage with parents and pupils through Google Classroom/email.
➢ Carry out weekly 'check-in' chats with parents and pupils.
➢ Provide support to those pupils in attendance at the ELC through key worker and vulnerable placements, on a weekly rota basis.
➢ Further develop their own knowledge and skill base through commitment to CLPL.

Senior Leadership Team will: -

➢ Quality assure the materials being posted on Google Classroom.
➢ Ensure that there is a consistent and uniformed approach to online learning across all classes in the establishment.
➢ Track and monitor the progress of pupils.
➢ Further develop their own knowledge and skill base through commitment to CLPL.
➢ Provide support, guidance and CLPL opportunities for staff to ensure that they are confident in the use of online learning and are able to meet the needs of the learners within their class.
➢ Monitor the weekly engagement of all pupils on Google Classroom.
➢ Make contact with families who are not engaging with Google Classroom in order to identify any barriers to online learning and put supports in place to overcome these barriers.
➢ Cover classes in the event of staff absence.
➢ Gather feedback from all stakeholders on the effectiveness of our online learning provision and seek to make improvements if required.
➢ Engage with all classes throughout the period of a week.
➢ Provide regular updates through the school/ELC agreed communication channels – school app, social media, school website and email.

School Pupils will:-

➢ Engage in Google Classroom on a daily basis.
➢ Choose from the range of activities provided to create their own daily timetable, making sure that all literacy and numeracy tasks are completed by the end of the week.
➢ Upload completed tasks or pictures to the submission folder and not to the class stream, this will keep work private and confidential and allow the class teacher to give feedback.
➢ Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly.
➢ Only access the material shared by their teacher and ask for parental permission to use technology for anything out with the tasks being set.
➢ Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.
➢ Be assured that their wellbeing is of the upmost importance to us and that they should take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.

Parents will:-

➢ Support their child's learning to the best of their ability.
➢ Where required, support their child to access and engage with Google Classroom/monitor their child's engagement in Google Classroom.
➢ Support their child to create a timetable of work which meets the needs of the child and their family.
➢ Ensure that all literacy and numeracy tasks for the week are completed by Friday.
➢ Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of Google Classroom.
➢ Know they can continue to contact their child's teacher as normal through the Google Classroom or email if they require support of any kind.
(Please note that teachers are only expected to reply during their contracted working hours)
➢ Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

Communication

During periods of school closure and remote learning, we will continue to communicate with you through our previously agreed channels. These include personal emails, social media posts, school app updates and messages and or website. If you do not have access to these platforms already I would urge you to do so now as they are our main lines of communication.

Our Facebook group is called 'Douglas Primary & ELC'

Simply log into your account and then search for the group using the search tool. Once you have found it select the request to join button.

We will process any requests sent ASAP.

Our Twitter page is called 'Douglas Primary & ELC'

Our tag is @DouglasPrimary

The page is open to all followers.

Please search for the app in your Apple or Google Play Stores.

Once downloaded enter the following details to access our school and ELC

Username: DouglasPS PIN: 8512

www.douglas-pri.s-lanark.sch.uk

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If you should have any further questions related to our Remote Learning provision then please do hesitate to contact the school office on 01555 851224 or through email – gw14douglaspsoffice@glow.sch.uk

The following pages contain guides on how to access Google Classroom and upload completed tasks/photographs. You will also find our 'Readiness to Learn' factsheet with the key details relating to our use of Google Classroom.

Appendix 1 – How to access Google Classroom through a tablet/phone or computer

Appendix 2 – How to access Google Classroom through a gaming console

Appendix 3 – How to upload completed work or photographs to Google Classroom

Appendix 4 – 'Readiness to Learn' factsheet