

Guidelines for Parents and Carers and Pupils

Parents and Carers

We will provide pupils not in school with a high quality remote learning offer equal to the core teaching and learning that would happen in school. It is expected that pupils will complete work to the best of their ability and return this for feedback by any deadline set.

Just as in school, there are expectations around behaviour and keeping safe when learning remotely. This guide and protocols will help you and your child to understand these rules. Please discuss them together before your child engages in on-line learning.

ClassDojo

This will remain in place to allow for communication between home and school. It also provides a platform:

- For staff to post work to pupils
- For pupils to return completed work to staff
- For staff to provide feedback on completed work

Expectations

1. ClassDojo should only be used for appropriate home / school communications.
2. Pupils should not post inappropriate comments on ClassDojo.
3. Parents and Carers should consider the content and tone of communications with staff. We will always want to help if there are issues or concerns as we very much value our collaboration with parents and carers to the benefit of pupils. Staff are happy to speak to parents and carers in person (adhering to social distancing) and via the telephone. The school has a formal complaints procedure that is appropriate for any serious complaint.
4. Parents and carers should consider the time they send communications via ClassDojo bearing in mind the workload and wellbeing of staff.
5. Staff may not be able to respond immediately to messages sent.

Google Classroom

Pupils in Years 4, 5 and 6 will receive work set remotely via Google Classroom. All pupils in Years 4, 5 and 6 will be provided with log ins for Google Classroom. They will be able to experience logging in, accessing and submitting work and communicating with staff via Google Classroom through ICT lessons in school to ensure they are confident users of the platform. Home Learning activities and tasks will be used to allow pupils to become familiar with Google Classroom.

Within Google Classroom

Work may be set using a range of appropriate tools within Google Classroom, including but not exclusively, Google Documents, Google Forms, Google Slides and PowerPoint.

Some of these will be tasks the pupil will work on independently and return for marking and feedback. Others may provide opportunities for collaboration with peers. In all cases, pupils must ensure that their contributions are at all times appropriate.

Some activities are not compatible with Google Classroom and so will continue to be sent to pupils in Years 4, 5 and 6 via ClassDojo, for example White Rose Maths worksheets.

Remote Learning Formats

Your child will receive their remote learning via a range of formats including:

- Recordings made by teachers - these may be stories read for your child and / or recordings of presentations such as PowerPoints or SMART documents with explanations, instructions and tasks set.
- Slides with audio descriptions created by teachers.
- Links to lessons from the Oak National Academy, BBC and other sites relevant to the curriculum taught.

Live lessons

Any live streamed lessons will be timetabled and undertaken using Google Meet. Parents / carers will be given at least 48 hours notice of a live session. All Google Meet lessons will be recorded (and so can be accessed by pupils who were unable to attend the live session).

Expectations

1. Pupils will not enter the meeting before the lead members of staff - there will always be at least two members of staff in each live session.
2. The lead member of staff will be the last to leave the meeting.
3. Pupils will only use their microphone when instructed to do so by the member(s) of staff.
4. Pupils will only use their camera when instructed to do so by the member(s) of staff.
5. Pupils will only use the chat function when instructed to do so by the member(s) of staff - all comments will be pertinent to the lesson and appropriate.
6. Pupils (and anyone else in the home) will be appropriately dressed for being on camera - no pyjamas!
7. Pupils will be in an appropriate quiet, shared space in the house - not a bedroom or bathroom!
8. Parents should check that any background visible via the camera is appropriate - backgrounds can be blurred.
9. Others in the household should be aware that a live session is taking place.
10. Pets or other distractions should be kept away.
11. Equipment should be fully charged / plugged in.
12. The camera and microphone should be checked before the lesson.
13. Any other browser tabs should be closed.
14. Pupils should have all necessary equipment for the lesson - for example pen, pencil and exercise book - nearby as easy to access.
15. Pupils will participate in all elements of the lesson as instructed by the member(s) of staff.
16. Pupils will undertake work to the best of their ability.

It would be useful for parents to be there to support their child during the first few lessons in case there are any issues and for younger children, this support may have to continue.

Staff have the right to remove a pupil from the Google Meet, if they are not following the school's behaviour expectations.

Please note that pupils in Reception and Years 1, 2 and 3 will be sent the link to live sessions via ClassDojo and parents / carers will therefore need to sign in via their own email address. In order for staff to be able to identify who has joined the lesson, please make this clear when signing in. Pupils may be asked to ensure that their cameras are turned on at the beginning of the lesson in order for the teacher(s) to know who has joined the session.

Home Learning Grids

Pupils who are looking for additional learning challenges and activities can, as always, access the year group specific tasks on the Home Learning Grid (accessed via the Reid Street website). Staff would love to see examples of the work undertaken based on these grids so please share via ClassDojo or Google Classroom as appropriate.

A Classroom of Links

Each year group has a virtual classroom which includes links to regularly used sites including TT Rockstars, BBC lessons, year group specific sites and more. Please visit this regularly as it will be updated and will support the continuous development of basic skills such as learning number bonds and times tables.

Additional Free Resources

The school website will host a range of links to free resources across a range of subjects and topics. Again, visit this regularly as it will be updated.

Struggling to access the Remote Education offer?

We have produced and collected guides to help parents, carers and pupils to access the remote education offer. You can find these in the Remote Education section of the school website:

<https://www.reidstreet.darlington.sch.uk/curriculum/remote-education/>

Remember that we are here to help in any way we can so please get in contact with us at school if you have any questions.