Clayton Village Primary School
Online Teaching and Learning Policy
January 2024

Introduction

The Headteacher and staff of Clayton Village Primary School take seriously their responsibility for safeguarding and promoting welfare of all pupils in their care.

At Clayton Village Primary School, we are committed to providing a warm, caring and safe environment for the children in our care so that they can learn and play in a relaxed and secure environment. We are aware that there may be circumstances beyond the school's control that lead to a school closure and that we may need to provide an online teaching and learning programme. The lessons learnt from the COVID-19 pandemic and school closures in March have been used to create this policy in the event of a future school closure.

Pupil Wellbeing

CVPS recognises that the wellbeing of pupils is of paramount importance whether the children are physically in school or are engaged in an online learning programme and are working from home during scheduled term time dates. To this end, the following assurances are to be put in place if a period of school closure happens within normal term time dates:

1) Teachers are trained (as per the school training schedule) in recognising child protection or safeguarding issues.
2) The school (via the DSL) will act upon disclosures or observations of abuse or neglect in the same way that they would be if school was open as usual: reported to the school Head and Safeguarding Governor and outside agencies being contacted when necessary.
3) The front office will be operational (even if remote from school premises) in order to receive and forward communications from parents that relate to pupil wellbeing to the DSL and other relevant adults at school.
4) A communication channel through office email and Seesaw will become available and will be available for pupils and parents alike to communicate wellbeing-related concerns.
5) A pupil secure online platform (Seesaw) will be set up and used to share relevant information with pupils that affects their wellbeing.
6) Comments between pupils will be monitored by teachers when made on the online platform (Seesaw). Any comments that are not suitable will be investigated fully. Some teachers may choose to disable pupil comments on the online platform (Seesaw).

The Online Curriculum

CVPS's teachers are fully committed to delivering an 'online school' which replicates as much of the 'CVPS Experience,' in all its breadth and depth if a school closure happens. Whilst such closures may happen with little warning or notice period, we will have an online programme in place quickly so as not to miss a school day.

Seesaw will be used to continue our teaching and learning activities. This is a platform that pupils routinely use for many aspects of normal school life and so is the preferred base of any online learning platform.

CVPS's underlying principles will continue to be delivered, albeit in a different way. These principles are:

- a broad and balanced experience for our pupils
- stimulating pupils' enthusiasm
- enabling and encouraging high standards of achievement through good quality teaching and learning
- encouraging our children to strive to achieve their maximum potential
- allowing for the needs of our individual pupils, offering a differentiated approach
- equipping our pupils with the information, skills and motivation for further independent study

Online Timetable

We will plan an adjusted timetable for remote learning. Research shows that, generally, pupils' pace of learning is slower in online learning and our usual busy timetable will be overwhelming. We are also fully aware of the need for both pupils and teachers to have regular breaks from screen time.

Detailed timetables for each year group will be shared with parents and pupils as soon as possible after a closure is announced. The timetable will retain academic rigour in the morning hours and reflect creativity in the afternoons to replicate the normal CVPS experience. Sport/PE will be included in the online learning timetable.

EYFS & KS1:

- Picture News class assembly – 1 per week – pre-recorded and uploaded onto Seesaw
- Morning activity – uploaded onto Seesaw
- Wednesday at 9.00-9.30am – singing assembly with Mrs Russell
- Daily story time – pre-recorded and uploaded into Seesaw
- Live phonics lesson every morning (including writing sentences and follow up work on Seesaw)
- Live group reading every morning (including writing sentences and follow up work on Seesaw)
- Daily writing task uploaded to Seesaw
- Daily key word practice uploaded to Seesaw
- Live maths lesson every morning – follow up work on Seesaw
- Teachers and TAs will contact children who are not engaging in online learning – to be rung on same day and expectation to watch recording and complete task
- Interventions delivered to identified children via zoom or work set on Seesaw
- Friday at 11.00am class celebration assembly for children and parents
- Teacher/Parent clinic – 3.15-4.15pm one day per week
- Online school finishes at 12pm every Friday
- Afternoons – creative/topic based activities set on Seesaw
- Friday mornings to be protected independent activity time, to allow for a break from screen time as well as an opportunity for the class teacher and TA to meet with identified pupils in order to check learning from the week and assist with any additional support required

Sample Timetable:

KS2:

- 8.30am – class registration and check in
- Picture News class assembly recorded and uploaded to Seesaw– 1 per week
- Live online lessons start from 9am every morning
- Wednesday at 8.30am – 9.00am – singing assembly with Mrs Russell
- Children will be provided with 'live' lessons during the morning for English and Maths
- Children will be given a set time to complete the work and upload to Seesaw
- Teachers and TAs will offer feedback on work
- Daily spelling activities will be set on Seesaw
- Children will be provided with pre-recorded lessons during the afternoon for: French, Art, PE, Class Novel Study on Seesaw
- Topic lessons will be pre-recorded and set on Seesaw each week
- Children have access to 'Epic' – online library for class book and individual reading book
- Teachers and TAs will contact children who are not engaging in online learning– to be rung on same day and expectation to watch recording and complete task
- Friday mornings to be protected independent activity time, to allow for a break from screen time as well as an opportunity for the class teacher and TA to meet with identified pupils in small groups in order to check learning from the week and assist with any additional support required
- Friday at 11.30am class celebration assembly
- Free afternoon slot for all classes – catch-up, prep, well-being sessions
- Interventions delivered to identified children via zoom or work set on Seesaw
- Teacher/Parent clinic – 3.15-4.15pm one day per week
- Online school finishes at 12pm every Friday

Sample Timetable:

As is usual, we hope that all CVPS pupils will make attending morning lessons a priority unless prevented from doing so by technical problems, illness or similar circumstances. Teachers will keep records of attendance and work submitted so that we can make sure all children continue to benefit from frequent and regular contact with their learning. Teachers will contact parents should there be any concern about attendance during the morning.

Teaching Delivery

Teachers will deliver a mix of synchronous and asynchronous learning, as described below. The reason for mixing these types of learning is so that our pupils can experience both live interaction with teachers and other pupils as well as being able to study at their own pace and in their own time, as necessary. Teachers will use the most appropriate way for delivering the specific content.

Our online lessons will be similar to those delivered in the classroom in their rigour, engagement, depth and educational value. Pupils should expect there to be the familiar elements of introductory warm-up activities, class discussion and interaction, revision of previous learning, a main task to complete, feedback on progress and a plenary or time of reflection. Teachers will use a range of different tools and methods for delivering their lessons.

Live Video Lessons

It is very beneficial for both teachers and pupils to be able to see each other and communicate in real time, hence our planning will include live video conferencing in our provision. Although technology will obviously be vital during a term time school closure, we are clear that quality teaching and learning is based upon positive relationships and positive interaction between teachers and pupils, so this always remains our fundamental approach.

We intend the 'live' element of a lesson to be short, specific and meaningful. This might be the introduction of a topic, a session halfway through a lesson in order to share ideas, or a session at the end of the lesson to round up and reflect on learning. Teachers will be available on Seesaw so that pupils can ask for assistance during times of independent work.

We use Zoom as our primary platform for live video lessons. We appreciate that many of our pupils may already be familiar with using this platform to contact friends and family. However, our teaching provision will need pupils to follow some clear security and safety protocols, as well as guidelines for lessons which will be detailed below.

Safety and Security with Zoom

1) Our pupils must NOT create an account with Zoom (minors are not permitted to do this). They should only join meetings as participants, not act as hosts. Parents need to ensure the most up-to-date version of Zoom is downloaded and that the links sent by teachers will have passwords embedded to ensure secure lessons.

2) Pupils must only join Zoom via the link sent by the teacher via Seesaw. For security, teachers will not use any other method of providing the meeting link/passwords.

3) Teachers will provide the relevant meeting link to Seesaw not less than ten minutes prior to the time of the session.

Pupils should log-in and click on the link to join the relevant meeting. They will need to have their audio (microphone) and video (camera) enabled.

4) All pupils will be required to use their name when they are in the "waiting room" of a Zoom session as a security measure. All lessons will be recorded and will be loaded onto Seesaw for any pupils who missed the session or wish to watch the video for learning purposes.

5) We will not be emailing invites to pupils - all communication will be via Seesaw.

6) Teachers will be using other controls at times during meetings (such as 'mute participants') to maintain pupil focus and behaviour.

Teachers will also be providing recorded video clips as part of our provision, in order to demonstrate, explain or provide class feedback, as well as 'screencasts' in which teachers provide a voice-over to a presentation of some kind, such as flipcharts or PowerPoint. These resources will be made available on Seesaw to be accessed by pupils as necessary.

We would kindly ask that you respect the professional work of our teachers and the privacy of our teachers and pupils by not sharing any videos, screencasts and/or recordings of CVPS class sessions via any form of social media whatsoever.

We will also be encouraging pupils to create and submit their own videos and screencasts as part of their learning, when asked to do so by a teacher:

Guidance for Pupils, Parents and Teachers on Remote Learning

With security and safety at the forefront of what we do at CVPS, pleased take a moment to read the advice given by clicking this link:

https://www.saferinternet.org.uk/advice-centre/parents-and-carers

For Pupils

To give pupils an idea of what online learning will look and feel like, they will be sent a video similar to the ones below:

Reception and KS1 Pupils: here is a short video showing you how to get the best out of 'online school' – enjoy! https://www.youtube.com/watch?v=M6B4_oUeZhw

KS2 Pupils: you might find this short video helpful before your first Zoom class: https://www.youtube.com/watch?v=Mcr-tQRblWk

Before an online lesson:
1) Make sure you go to a quiet place at home (it might be a good idea to remind other people at home that you will be in a lesson or create a sign for your door).
2) Check the lighting in the room. Try not to have a window directly behind you as this will create glare on the video and you may not be seen well.
3) Make sure you are dressed properly so that you are suitable to be seen by others as well as being comfortable.
4) Ensure your device is charged to avoid you losing connection halfway through a lesson.
5) Sit at a desk or table if at all possible (not on the sofa or on your bed), with a notepad or some paper and a pen or pencil close at hand.
6) Login to Seesaw for the lesson that is about to begin. The teacher will post the link about 10 minutes before the live session is due to start.
7) Do NOT sign up to Zoom or invite other pupils or teachers to meetings as a 'host'. Do NOT share any meeting links or passwords with anyone else.

During an online lesson:
1) Where possible, turn off your microphone/audio so that your teacher can teach uninterrupted (of course it will need to be turned on when you have the opportunity to ask questions).
2) Listen carefully to instructions so that you know what your teacher's expectations are in terms of asking questions (it could be a hand-up or your teacher might go "around the room" meaning you will need to wait your turn.
3) Observe as many normal classroom rules as possible i.e. not interrupting others, having the correct equipment, not distracting others etc.
4) Put every effort into your work as you would normally be expected to do.
5) Eat and drink during your breaks, rather than during a lesson.
6) You must not be using other devices (phones etc.) or social media during the lesson.

After an online lesson:
1) Make sure you "disconnect" from the video call properly.
2) Check Seesaw to ensure you complete the tasks required of you.
3) Use Seesaw to ask your teacher questions if there was a part of the lesson you were not quite sure about.
4) Ensure that you submit your work in the manner requested by your teacher.

Guidance for Parents/Guardians

1) Have a copy of your child's revised timetable to hand to avoid organising other family activities or outings during a scheduled lesson. Children may get distressed if they miss a remote learning session. Equally, they may need reminders of when they should be getting ready for a remote learning session.
2) Help your child to create a quiet, comfortable space for their remote learning sessions. This may mean moving a desk out of your child's bedroom if you feel that this is not an appropriate place.
3) Keep a steady flow of snacks and drinks available for your child which will mimic their school experience and keep them energized and not distracted by being hungry or thirsty during remote learning sessions.
4) When your child is engaged in a remote learning session (which may well include a video conference with their teacher and classmates), avoid speaking to the teacher yourself. The teacher will be very limited to time and will have planned to address the children only. Teachers should be contacted via the usual methods if necessary such as office@cvps.paymat.org or Seesaw.
5) **Please respect the professional work of our teachers – do not share any information/lessons.**

Guidance for Teachers

a. Clarify your expectations to pupils when a video call is taking place; wherever possible, as many school rules apply as normal when it comes to behaviour, raising hands, minimising low level disruption etc.

b. Dress properly (as you would at school) to avoid any problems with you being on camera.

c. Speak slowly, clearly and avoid any unnecessary quips or jokes that may cause chatter or giggling among pupils which could distract during a video call.

d. If at home, ensure other members of your household are aware when you are due to teach remotely to minimise potential disruption.

e. Post the meeting link on Seesaw around 10 minutes before the scheduled session is due to start.

f. Start any video call with an outline of what the session will entail as you would in a normal lesson.

g. If a parent appears on screen, politely ask them to allow their child to re-engage with the lesson and ask them to contact you via the normal email channel.

h. When ending a video call, be the last person to disconnect; ensure all pupils have disconnected first.

i. Provide pupils with personal, meaningful feedback before the next lesson of the same subject.

j. CVPS's normal safeguarding protocols apply – if you see or hear anything that gives rise to concern, you must report it to the DSL without delay.

Summary of Expectations for Online lessons:

Pupils	Parents	Teachers
Quiet place at desk	Copy of Timetable	High expectations
Dressed properly	Quiet working space	Dressed properly
Device charged	Respect the lesson	Speak slowly & clearly
Audio off	Refreshments	Outline the session
Normal rules apply		Last to disconnect
Post questions		Safeguarding as normal
Post your work		Feedback ASAP

ONLINE TEACHING & LEARNING EXPECTATIONS

Our usual classroom expectations

- Teachers respect pupils by being consistently punctual for lessons and respect other colleagues by starting and finishing lessons on time.
- Seating in the classroom is organised by the teacher to facilitate learning for every pupil. It can alter according to the topic/activity, but must maximise pupil learning.
- Late pupils should not disrupt learning for others but must be dealt with at a suitable moment.
- Keep a record of any books handed out so they can be returned efficiently.

Our Online Expectations

- Zoom link posted on Seesaw at least 10 minutes before the lesson is due to begin. Encourage pupils to log-in 5 minutes (or earlier) before start of lesson.
- Teacher is punctual to the lesson and finishes it on time.
- Teacher remains active on Seesaw during the independent task.
- All lessons are recorded; recording is shared on Seesaw for absent pupils and deleted the following Monday.
- Plan lessons based on SOW and collaboratively with colleagues. Ask for any help or support you need.
- Slideshows/resources/links shared with pupils via Seesaw or Share Screen on Zoom, so that they can refer to these as needed. Set-up prior to the lesson.
- Involve every child in the lesson; invite to participate and give them enough opportunity to ask questions.
- Use break-out rooms with care; time-limited, specific instructions, join each to check on progress.
- Follow up on absent pupils as soon as possible.
- Set work via Seesaw.
- Give clear instructions and a deadline.
- Lessons should have a clear structure (eg. teacher intro, group work/individual work, plenary); follow this on a regular basis initially to help pupils settle into your lessons and know what to expect.
- Mark assignments as soon as you can; provide helpful, individualised feedback directly onto assignment or recorded verbally.
- Differentiate support, resources, questioning, tasks, feedback as you would do in the classroom.
- Follow up incomplete/missed assignments with pupils and parents as necessary.