

**Theale Church of England Primary School**

# **Remote Learning Policy**

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## **1. Purpose**

This policy aims to ensure there is a consistent approach to remote learning in the event of a full or partial closure, or a teacher who is self-isolating, or in providing for pupils who may be self-isolating. It aims to set out the expectations for teachers, pupils and the school community, and to provide clear guidelines and protocols for the successful delivery of remote learning. This provision may be a combination of live or recorded lessons and online tasks.

It is the overarching aim of Theale C.E. Primary School to, as far as possible, maintain our high standards for pupils who are unable to attend school, or in the event of a full or partial closure, to deliver a well-planned and sequenced curriculum in line with our Teaching and Learning and Curriculum Policies.

## **2. Rationale**

Following the school full and partial closures which commenced in March 2020 and with the ongoing possibility of staff self-isolation and the requirement to have provision in place for pupils unable to attend school, schools have adapted their teaching practices for remote education in order to continue to meet the needs of pupils. This document states the aims, methods and protocols for remote teaching at Theale C.E. Primary School.

## **3. Policy: Usage of Google Classroom (recorded lessons) & Zoom (live lessons)**

Online learning will be through a mixture of “live” and recorded lessons and will be kept under review as circumstances change. Currently, live lessons will be delivered where teachers are well but self-isolating via Zoom to their class. Full instructions on the usage of Zoom have been provided for teachers (Ref. Appendices).

For full or partial closure, some live teaching will be delivered via Zoom and recorded teaching will be delivered via Google Classroom, along with online tasks, so pupils will be able to access many aspects of the curriculum they enjoy in school. There will at least three tasks each day, including a variety of subjects from across the curriculum this will be closely linked to what pupils would be learning in school. Tasks will be delivered in a variety of formats, including You Tube clips where parents are advised to supervise control over adverts taking into account the advice shared via parent mail on Parenting in a Digital World. Tasks and learning will be released each day with pupils submitting all work back to teachers on Google Classroom. Teachers will endeavour to provide feedback to any work submitted by 6pm on the day it is set. This is how we work in school with teachers after school marking their books and then preparing their lessons for the next day later on in the evening. If your child submits work later or on days after it has been set, the teachers may be able to give feedback but it will depend on their workload. All work at the end of the day/week can still be accessed by the children. This timescale is to allow as much flexibility as possible for access/completion of work to reflect the different home learning circumstances and manage teacher workload. Tasks can be submitted in a range of ways which include editing the document, attaching a new document or uploading a photograph. Each pupil will have a dedicated user name and password and parents and pupils have been provided with full operational instructions (Ref. Appendices).

The use of Zoom and Google Classroom will remain under review according to changing circumstances and the integration of Google Classroom with other platforms such as Purple Mash will be an ongoing and evolving process.

## **4. Roles and Responsibilities**

When providing remote education

Teachers are responsible for:

- Setting work; providing feedback on work; keeping in touch with pupils who are not in school and their parents; attending virtual meetings with staff, parents and pupils if necessary; where necessary combining home learning with in class provision through “live” or pre-recorded lessons.

Subject leaders are responsible for:

- Working with teachers to support the adapting of the subject for remote learning; working with other subject leaders to ensure a consistent approach; monitoring work set in their subject.

The SENCO is responsible for:

- Ensuring pupils with an EHCP are able to access home learning as appropriate to need; overseeing and supporting teachers with meeting the needs of individual pupils; directing and supporting TAs to support their children at home.

SLT are responsible for:

- Co-ordinating remote learning across the school; monitoring the effectiveness of remote learning and security issues; teaching where appropriate.

Governors are responsible for:

- Monitoring the school’s approach to providing remote learning to ensure that there is a consistent approach and that education provided is of the highest standard possible.
- Ensuring that staff are knowledgeable about how to ensure that remote learning systems are secure, for both data protection and safeguarding reasons.

## **5. Curriculum Continuity**

Teachers’ planning will aim to ensure that pupils who have to stay at home learn the same material as they would have learnt as if they were in school. Planning for full or partial closure will also ensure that pupils have access to an ambitious, challenging, knowledge-rich curriculum, based on medium term plans, and that pupils will have regular practice to apply their knowledge and skills. They will be supported by high quality online resources and teaching videos. We also recognise that younger pupils and pupils with SEND may need more adult support in home learning and we will work with families to support their needs and access a broad and balanced curriculum.

When teaching remotely, we will also ensure that we have systems to check pupils’ engagement and regular communications with parents. We will assess pupils’ work in a variety of ways, such as using questions, and other suitable tasks. We will also provide feedback in a variety of ways which will include some live feedback via our zoom sessions. The programme we deliver will be of equivalent length to the core teaching pupils receive in school (in line with DfE guidance) ideally including regular contact with teachers.

## **6. Effective teaching and learning.**

We know from recent EEF research that the characteristics of good teaching are more important than how it is delivered (i.e. remotely). Teachers will carefully adapt and plan their approaches as best they can to an online setting to replicate what we know helps pupils

learn. They will also take account of what we know about how memory works and the impact of cognitive load on memory. They will ensure that:

- Lessons will build on what pupils already know so that knowledge and skills are built incrementally. Lessons may begin with a review of learning e.g. quizzes and with clear learning objectives.
- New materials will be presented in small steps with practice after each step allowing time for pupils to practice independently. If the lesson is recorded, the teacher may instruct pupils to pause the lesson so they can have time to think the answer through.
- Pupils will receive clear explanations and clear and detailed instructions with planned opportunities for independent practice.
- Teachers will model thinking aloud using: worked examples, templates, and checklists to help pupils understand what success will look like.
- There will be a range of strategies used to check pupils' understanding and gauge how well pupils are progressing through the curriculum: e.g. completed work can be used to assess progress; quizzes can check understanding and provide instant feedback to pupils.
- Lessons will avoid unnecessary information, be simple to follow, and use strategies to maximise engagement. Layout of presentation slides or resources will be designed to avoid overloading pupils' working memory.
- Teachers will encourage, as far as possible, active engagement of pupils e.g. though having a choice of activities, through taking a lesson at their own pace, by taking on additional challenges.

## **7. Monitoring**

Given the changing circumstances of COVID-19 infection, the policy will be monitored, reviewed and updated by SLT and the governing board on a regular basis during the period of the pandemic.

## **8. Safeguarding**

Safeguarding of our pupils remains a priority during any period of remote learning and the Covid-19 Safeguarding policy should be followed at all times.

## **9. Other relevant documentation and links with policies**

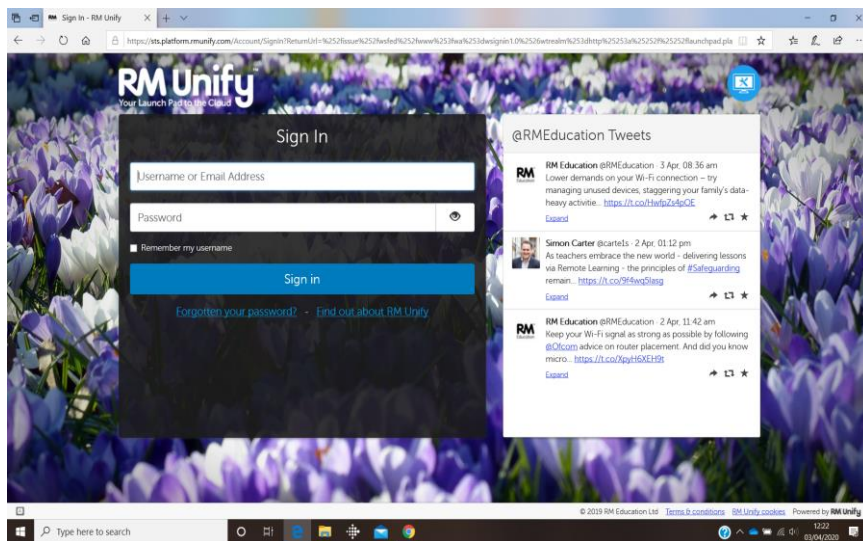
This policy is linked to:

- E safety policy
- COVID-19 Safeguarding policy; Child Protection and Safeguarding
- Keeping Children Safe in Education
- Positive Behaviour Policy
- Teaching and Learning Policy
- GDPR
- Staff Code of Conduct

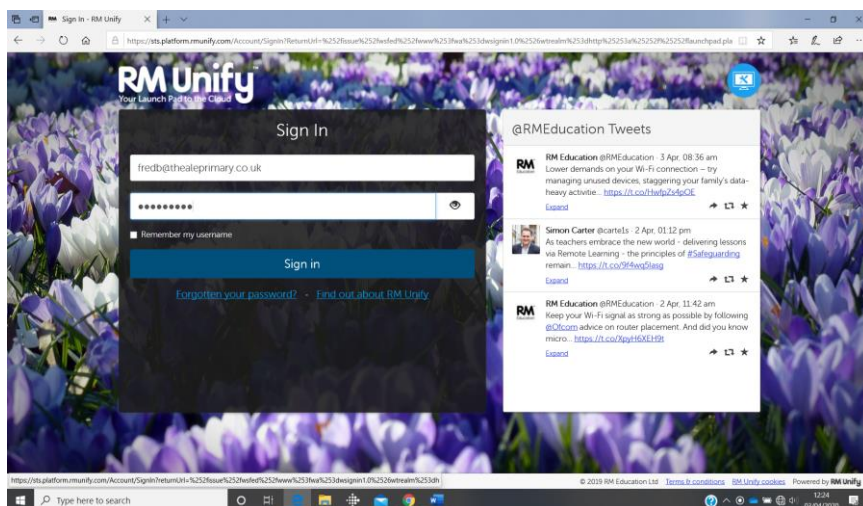
## Appendix: PUPIL GUIDE to accessing and getting back into Google Classroom

### Accessing Google Classroom

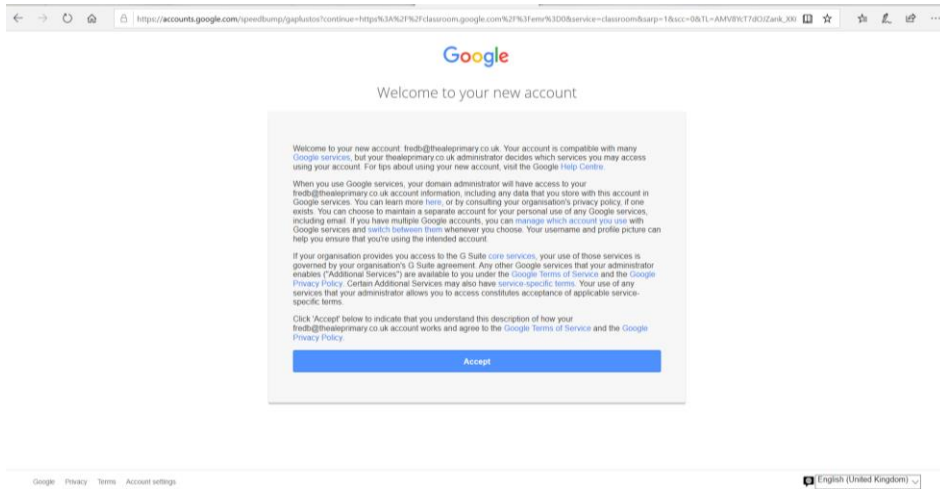
1. Go to [www.rmunify.com](http://www.rmunify.com)



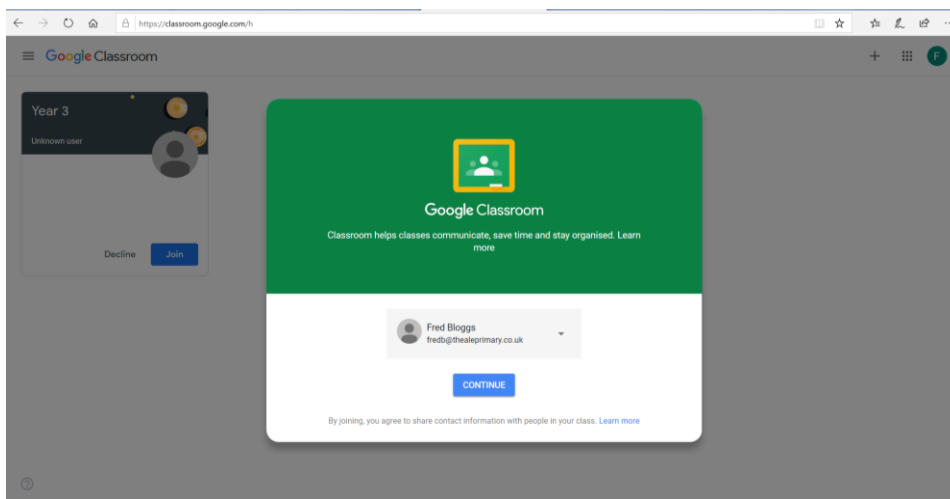
2. Enter the username and password you have received, then click sign in



3. Click accept

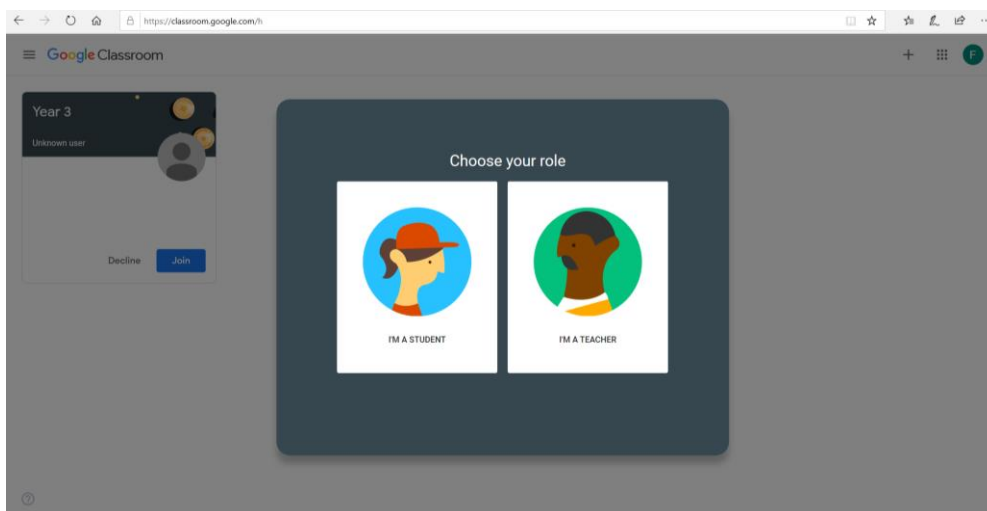


4. You will then get a screen that looks like this.

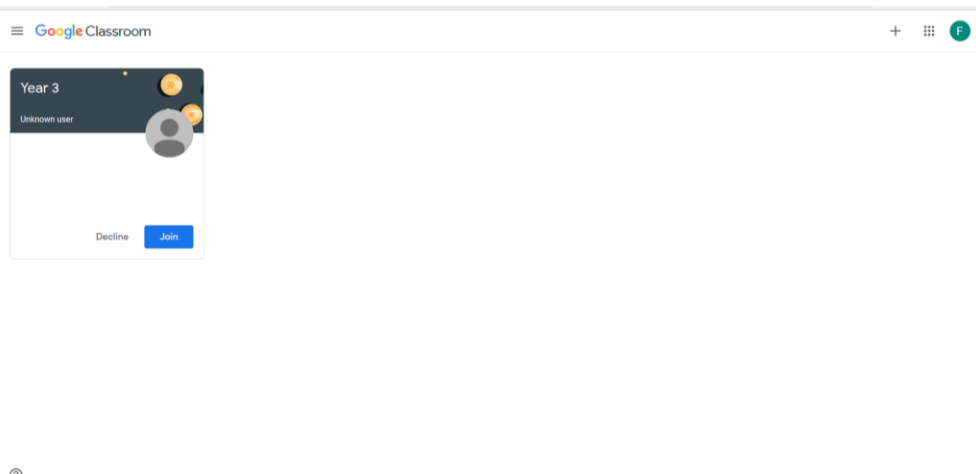


The year group on the left will be the one your child is in. Click continue

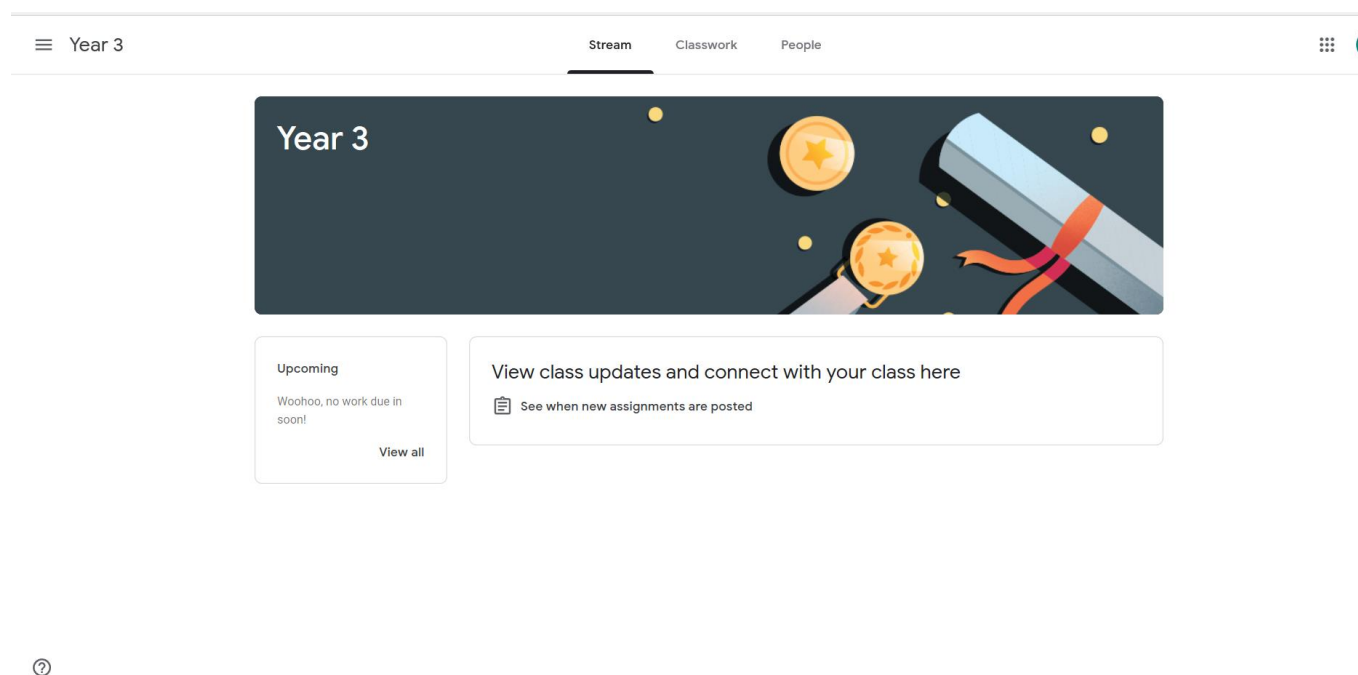
5. Choose 'I am a student.'



## 6. Click Join



## 7. You will then see a screen which looks like this

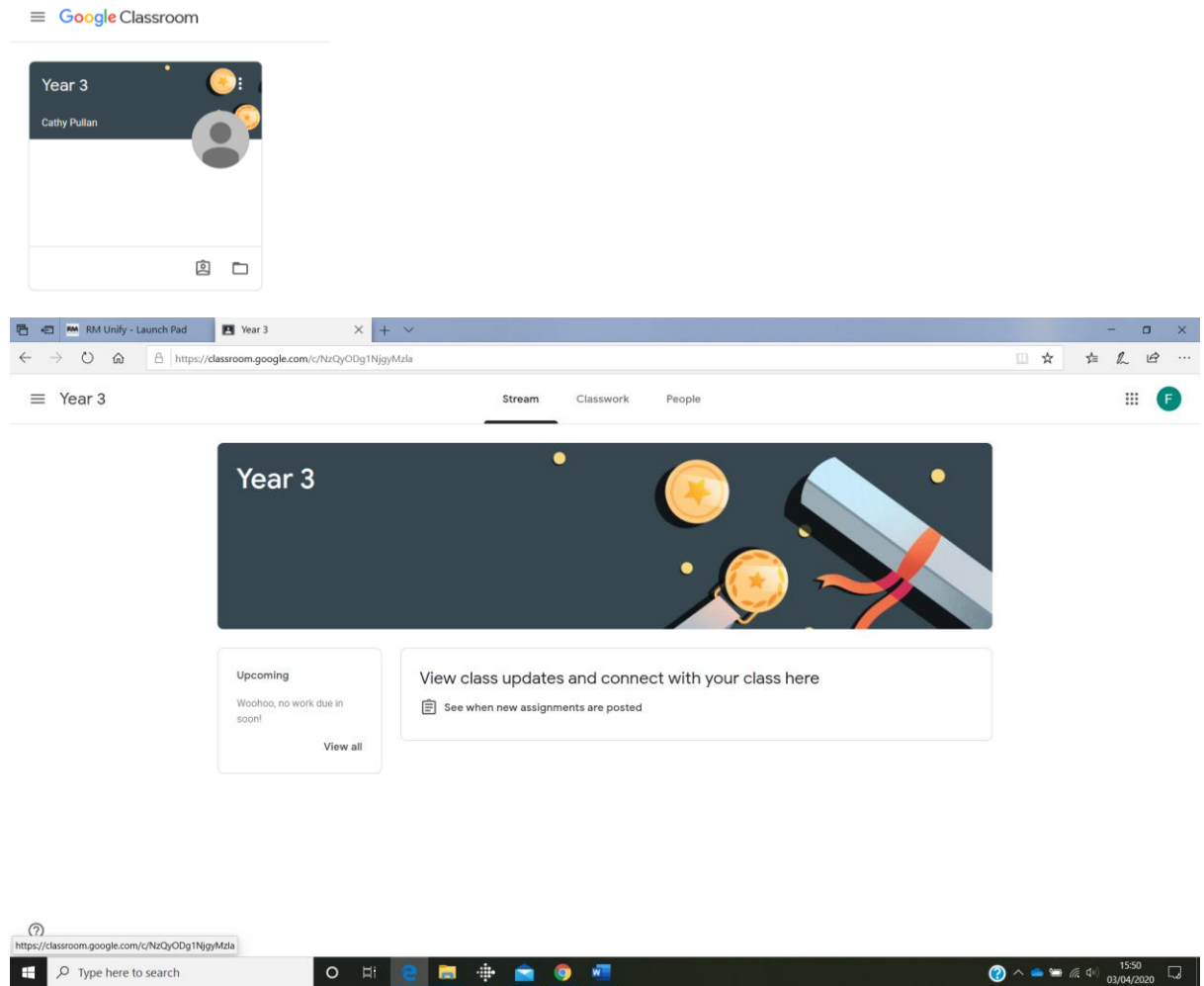


This screen will vary according to which class your child is in, but it will always have the year group at the top. As the work goes live, you will be able to check in the 'Classwork' tab to see what work has been set for you. Any comments or updates from your teacher will appear on this page too.





You will then be back in the Google Classroom with your class label on the left. Click on it to see what work you have now.



Further updates will follow as the classrooms go live to support in accessing work, and submitting it back.

# Appendix: Protocols for live teaching with Zoom. Guidance for Teachers, Parents, and Pupils

## Introduction

These protocols aim to ensure that live lessons with pupils and/or staff at home are safe, secure and continue to meet the high standards set by our school with our children.

This is guidance for running live lessons over Zoom and how to do this safely and best engage the pupils.

### **A. Principles of live teaching for all - Guidance for Teachers:**

- Just like at school, adhere to the school's staff code of conduct and pupil positive behaviour policy– professional attire, school uniform, how to participate respectfully- Everyone must treat a live virtual classroom just as they would at school.
- Turn your camera on and have your camera at eye level.
- Stay muted unless you're talking to reduce background noise.
- Make sure you sit in a well-lit room, ideally not a bedroom.
- Be mindful of what's going on behind you. Think about having a solid wall behind you, not a mirror or turn on a virtual background.
- You must not post pictures of your virtual class on social media or elsewhere online.

### **B. Parental consent** – Please note that it is advised Zoom accounts are only accessed by people over the age of 18.

- If you would like your child to be part of a zoom call from home, please help them set this up and join the room.
- Please be aware that you are consenting for your child to take part in a call that features video and audio facilities.
- We may be recording the calls so that we can share previously recorded instructional material; that is to help children with their learning.
- If your child can work independently, we do not require you to be actively engaged in your child's Zoom session, but please be aware that, while there will be an adult from school managing the Zoom, your child is at home and remains in your care.
- You may wish to check on your child's learning at home during a Zoom lesson, especially younger children who may not always access learning completely independently. While we encourage this, we also ask that you do not try to engage with the teacher who is teaching or join in the lesson yourself. Please also try to avoid being "on camera".

### **C. Using Zoom Rules to keep everyone safe**

- All our children **should NOT go to [www.zoom.us](http://www.zoom.us) to create an account** because:
  - (i) They should only be joining Zoom meeting sessions as participants (not separate account holders) through the School Subscriber's account.
  - (ii) Minors are not permitted to create an account per Zoom's Terms of Service.
- The title of Zoom meetings will be scheduled with the lesson, year group and teacher.
- We will share the details of meetings with you in advance via Google Classroom.
- We will give pupils a few minutes to join the lesson at the start, please aim to be prompt.
- We may Lock Zoom lessons once they have begun so no one else can enter.

- Teachers will have control over the screen sharing facility.
- The Waiting Room feature will be used to protect our Zoom virtual classroom and keep out those who aren't supposed to be there, as we allow them access one by one to the virtual classroom.
- The chat facility will be controlled by the teacher
- A teacher will remove any participant who does not behave as we would expect or if they are unknown - if someone who is not meant to be there somehow manages to join our virtual classroom, we can easily remove them from the participants' menu.
- Parents are responsible for ensuring there is nothing in the background that is inappropriate/ they do not wish others to see. All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background.
- Please choose a username that clearly identifies your child; this helps the teacher recognise the pupils when teaching if videos are off.
- You **must not video or photograph any part of a Zoom lesson at home** or include any aspect of our Zoom sessions on social media

#### **D. Expectations from pupils**

Refer to pupil code of conduct guidance on page 12.

#### **E. School Protocols and Procedures: Joining Zoom Meetings**

We will:

- Provide meeting IDs and passwords for our Zoom meetings
- password-protect the classroom: We will create a password and share with our pupils via school email or our school google classroom so only those intended to join can access a virtual classroom.
- disable join before host: Pupils cannot join class before the teacher joins and will see a pop-up that says, "The meeting is waiting for the host to join".
- manage annotation: Teachers will disable participant annotation in the screen sharing controls to prevent pupils from annotating on a shared screen and disrupting class.
- always exit the live meeting for all at the end -the teacher must always be the last person to hang up and end the video conference.

#### **Additionally, teachers have a couple of in-meeting options to control their virtual classroom:**

- Disable video: Turn off a student's video to block distracting content or inappropriate gestures while class is in session.
- Mute pupils: Mute/unmute individual pupils or all of them at once. We will also be setting up all meetings with the Mute Upon Entry facility in place.
- Attendee on-hold: An alternative to removing a user, you can momentarily disable their audio/video connections. Click on the attendee's video thumbnail and select Start Attendee On-Hold to activate.
- Security Icon in Toolbar: Visible only to hosts and co-hosts of Zoom Meetings, the Security button provides easy access to several existing Zoom security features, as well as a new option to turn on the Waiting Room in-meeting. This button allows us to remove participants,

lock the meeting, and decide if we want to allow our participants to screen share, chat, rename themselves, and annotate on shared content.

### **Our first and ongoing virtual lessons**

- We will remind pupils not to share personal information during the session.
- We will spend some time at the beginning checking pupils understanding of their audio and video. This may be through a quick game at the start of the call!
- We will discuss online etiquette and expectations of the pupils in their first virtual class and periodically revisit this topic.
- We will take time to promote questions, comments, and reactions from the class. We will show them how muting and unmuting works and support them with asking questions or sharing comments aloud.

If you have any questions regarding these protocols or other topics related to student privacy, please contact [office@theale.w-berks.sch.uk](mailto:office@theale.w-berks.sch.uk)

Note to Parents: Most importantly, we are aiming to have fun with this new technology and engage virtually in the social interaction, that we are all currently missing. We always aim to be open with you about our practice and ask you support us and be patient with this new venture. Undoubtedly, we will have to manage unforeseen pitfalls, as with anything new, but with us all working together in the spirit of providing the best we can for our children I am sure we can overcome whatever challenges we face.

### **Pupil code of conduct for school Zoom sessions from home:**

- I will make sure an adult allows me to join my Zoom lesson.
- I will make sure I am in a public room (not a bedroom).
- I will make sure I am dressed appropriately in school uniform.
- I will make sure my language and behaviour is suitable for a school context.
- I will contribute politely and not talk over others.
- I will not give the security details of my Zoom meeting to anyone else.
- I will not take videos, photos or screenshots of Zoom meetings.
- I understand that if any of my behaviour is not suitable for a school context, I will be removed from the meeting and I may not be allowed to re-join that session.

## Teacher checklist for using Zoom

- During set up, check the box to set up the waiting room.
- During set up, make sure the 'enable join before host' remains unchecked.
- Before starting the meeting, ensure any personal information/ documents/webpages that are not school related or appropriate for children to see have been fully closed in case you may need to share your screen.
- If you have chat enabled, ensure the participants can only chat with the host.
- Once the meeting has started, click 'participants' and make sure this stays open throughout the meeting in case pupils need to be muted or removed to the waiting room at short notice.
- Only admit participants from the waiting room whose names clearly indicate they are a participant you are expecting.
- Once a pupil enters the call, do a quick visual check of the area to ensure nothing inappropriate is visible.
- Once pupils are present on the call, remind them briefly of the code of conduct.
- If at any point you have concerns about inappropriate behaviour, mute the individual's camera and audio, explain their behaviour is inappropriate and remove them to the waiting room.
- When ending a call, ensure that all children leave the meeting before you do.

Report any safeguarding concerns to Catherine Morley, Maria Bradbury, Sue Kedar or Sue Gallagher.

## Additional Information: Using Zoom for remote learning

### 1. Setting up meetings

- All meetings should be set up using a Zoom account registered to a school email address.
- A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 18 this must therefore be their parent's account and kept secure by them - only to be used by their child when supervised by an adult. Sign up here <https://www.zoom.us/signup>

### 2. We will ensure that

- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings. If they do need to contact you, this will be via email or phone as normal.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing and annotation will be disabled and chat will be restricted.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom account must clearly identify you by name and renaming during the meeting will not be allowed.

- Participants' audio or video may be muted if the teacher views/hears anything inappropriate and they may be removed from the meeting if rules are not being followed.
- School staff will be present at all points throughout the video call which will be recorded to help safeguard all participants and monitor appropriate use.
- Staff will stay in the meeting until everyone has 'logged off'.

Parents are advised to spend some time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online.



Founded in 2011, Zoom is one of the world's leading video conferencing software providers. It has a number of features, including video and audio conferencing, real-time messaging, screen-sharing and the ability to upload, share and search for content. Users can start their own meetings or they can join meetings set up by others. The app is available to use across PCs, laptops, tablets and mobile phones and is free to download on both the app store and on Android.



# What parents need to know about zoom



## ZOOM BOMBING

'Zoom bombing' is the term which has been coined to describe unauthorised people joining zoom meetings uninvited and broadcasting pornographic or inappropriate videos. An attacker can hijack a meeting if they know the meeting ID and it isn't reinforced with a password. Not taking preventative measures or implementing privacy controls could open up the risk of children witnessing sexual or inappropriate content with very little notice.



## RISK OF PHISHING

The rise in popularity of Zoom has led to a rise in hacking operations and phishing campaigns. This is when participants are encouraged to click on links to join what they believe to be legitimate Zoom meetings via email, but which are in fact fraudulent. These scams aim to obtain sensitive information such as user login details, passwords and/or credit card information.



## PRIVACY CONCERNS

Depending on how the app has been set-up, Zoom can offer very little privacy. In many cases, the meeting hosts can see detailed information about each participant including their full name, phone numbers and maybe even location data. Furthermore, depending on where the camera has been set up or where your child's computer is positioned, private or personal information could be stolen depending on what can be seen in the background.



LIVE

## LIVE RECORDINGS

One of the features of Zoom is the ability to record live meetings. By default, only the host of the meeting can usually record live sessions however other meeting members can also record if the host gives them access. Recordings can be stored on devices or on the cloud and can be downloaded and shared with no restrictions. This means that videos, audio clips and transcripts of recordings involving your children could be widely shared on the internet or between users without your authorisation or consent.



## PRIVATE ZOOM MEETINGS

Zoom has a facility to set up breakout rooms, which enables a private meeting within the main Zoom session. The host can choose to split the participants of the original meeting into separate sessions. This gives children the ability to speak privately away from the main group to other users however chats aren't always monitored by the host and if the meeting has been made public, children could be more vulnerable to experiencing negative comments.



## 'LIVE STREAMING' RISKS

At its very core, Zoom facilitates live streaming. That means it inevitably carries some of the associated risks that live streaming brings. These are likely to be minimal within a controlled environment (for instance when used in a classroom setting for remote learning). However, live streaming means that content isn't always moderated and children who use the app unsupervised or with limited security settings, may be more at risk of exposure to viewing inappropriate material. Other risks can include downloading malicious links, sharing personal information or even potential grooming.



# Safety Tips For Parents



## REPORT INAPPROPRIATE CONTENT

Remind your child that if they do see something that makes them feel uncomfortable or upset then they need to talk about it and report it. Parents can report unwanted activity, harassment, and cyberattacks to Zoom directly. To help your child, you could try setting up a checklist before they go online, with an agreed set of rules and what they should do if they see something inappropriate.



## USER PRIVATE MEETING IDS & PASSWORDS

It is always better to set up a meeting with a random ID number generated by Zoom than by using a personal number. This means it is harder to guess and less likely to be hacked. It's important to never share meeting IDs with anybody you don't know and always set-up a password function to allow other people to sign-in. This should already be a default setting that is applied on Zoom.



## PROTECT YOUR PERSONAL DATA

It's important to discuss with your child that they should not share personal information on Zoom. This includes passwords, their address, phone number, etc. Create your child's account under a false name or pseudonym and always set a custom background to help hide details in your home. Zoom allows you to turn on virtual backgrounds and select your own image to appear behind you.



## BEWARE OF PHISHING EMAILS

Every time you or your child gets a Zoom link, it's good practice to ensure it has come from the official platform and is not fraudulent. Signs of a phishing email include an unrecognisable email address, an unofficial domain name or a slightly distorted logo. The email itself might also be poorly written or contain suspicious attachments.



## TURN OFF UNNECESSARY FEATURES

If your child is using Zoom, there are a number of features that you can turn off to make the experience safer for them. For instance, disabling the ability to transfer files or engaging in private chats can help to limit the risk of receiving any malicious attachments or receiving any inappropriate messages. In addition, you can turn off the camera if it is not needed or mute the microphone when not in use.



## USE THE 'VIRTUAL WAITING ROOM' FEATURE

The waiting room feature on Zoom means that anybody who wants to join a meeting or live session cannot automatically join and must 'wait' for the host to screen them before entering. This is now a default function and adds another layer of security to reduce the likelihood of zoom bombing.



## KEEP YOUR VERSION UPDATED

It's important to ensure you are using the latest version of Zoom available and always update it if you get a prompt. These updates are usually to fix security holes and without the update you will be more vulnerable to an attack. Check the official website to see what the latest version is and compare it to your own.



## HOST IMPLEMENTED PRIVACY CONTROLS

If your child is part of a larger group meeting, then it's important to make sure that the host is abiding by Zoom's Terms of Service. This includes the fact that they have gained everybody's permission for the session to be recorded. The host should also have set screen sharing to 'host only' and disabled 'file transfer' to help keep the live stream secure.



## 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://zoom.us/privacy> | <https://zoom.us/> | <https://zoom.us/docs/doc5/school%20Administrators%20Guide%20to%20Rolling%20Out%20Zoom.pdf> | <https://www.theguardian.com/technology/2020/apr/02/zoom-technology-security-coronavirus-video-conferencing>

[www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) Twitter - @natonlinesafety Facebook - /NationalOnlineSafety Instagram - @NationalOnlineSafety

Users of this guide do so at their own discretion. No liability is entered into. Current as of the date of release: 08.04.2020

# 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.





# 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 posting 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.

