

## Thrybergh Primary School



### Purpose of policy:

- To outline expectations of online learning for staff and students
- To provide advice and guidance for staff regarding online learning

### Overview and safeguarding expectations:

As of the 5th October 2020 we are increasing our live and recorded lesson offer to all year groups. Staff should ensure that wherever possible:

- 1:1 sessions are only used for phonics and interventions. Where possible in a small group preferably.
- If only a few children are able to access the resource, the resource should be printed for other students who are not able to access, to work on independently.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Any live classes delivered **must** always have more than one member of staff present.
- Live classes should be kept to a reasonable length of time and no more than 45 minutes, or the streaming may prevent the family 'getting on' with their day.
- Lesson inputs can be recorded and saved on dojo for children unable to access live lesson. This will be an additional input than the live recording. This must only be done via dojo as this is a **secure source**.
- Language must be professional and appropriate, including any family members in the background.
- Registers should be completed so any child who has missed a session can be contacted and supported.
- Lessons must take place in the normal timetabled slot to ensure there are no clashes with other year groups/sessions.

Lessons must be consistent throughout the week **for example:**

- 9:15 - Morning Hello/Handwriting session
  - 10:00 - English Session
  - 11:00 - Maths Session
  - 12:00 - lunch
  - 13:00 - Foundation Subject
  - 14:00 - Story Time
- If you notice any concerns regarding the safety or wellbeing of a child, please refer as usual to our safeguarding team as you would do if you were in school.

### Expectations:

- Teachers create a weekly timetable of work for their year group. This must include subjects from across the curriculum
- Set differentiated My Maths, Times Table Rockstars etc ...
- Online safety curriculum to be followed at thinkuknow website. The page has been created to support parents during COVID-19 and the closure of schools
- Pupils send any completed work to teachers via Dojo or emailed to class teachers and feedback to be given
  - ✓ Dojo point rewards to pupils who have completed work.
- Staff across year group to facilitate a 'good morning' message and catch up, one literacy session, one numeracy session and one story session daily
- In addition, other curriculum areas to be planned for and delivered wherever possible
- The final lesson in the learning journey will be an independent task so that class teachers can begin to assess children's knowledge and skills
- Where possible live lessons should take place to ensure student engagement



### **Registering Attendance:**

- Registers must be taken for all live lessons.
  - ✓ This will be completed via a Google Sheet delivered to you by a member of admin staff
- It is the responsibility of the phase leader to ensure registers are completed by classroom teachers.
- Absence should be followed up by classroom teachers in the first instance through:
  - ✓ Contact parents via phone call/ dojo if child has not accessed any online learning during day, and offer alternative way of engaging
  - ✓ SLT to liaise with parents over persistent curriculum absence

#### **Taking a register or logging participation**

1	The student has taken part in the learning. This could be attending the lesson online or viewing the materials and completing tasks.
X	The student has NOT accessed the online lesson
E	The student is EXEMPT from the lesson. They may have contacted the teacher with a valid reason for not taking part.