



Celebrating learning together in faith, hope and love

Bishop Perrin CE Primary School Parental Remote Learning Support Guidance Jan 2021

When will my child need to learn from home?

If your child has to **self-isolate** because someone in your household has tested positive for Covid-19 or if someone in your child's class has tested positive for Covid-19 and the whole class has to be at home

If there's a **local or national lockdown** and the school is advised to close to all children

Your child does not have to participate in remote learning if they are unwell and would under normal circumstances not be in school as they are too poorly to do so.

Home and School Partnership for Remote Learning

Bishop Perrin School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

The school will provide guidance for both pupils and parents on how to use Google Classroom, which is the platform the school will use to deliver its remote learning model, to ensure they are able to access remote learning if the need arises.

Where possible, it is beneficial for children to maintain a regular and familiar routine. We recommend that each 'school day' maintains structure and familiarity for the children, which includes getting ready for their school day by being dressed in their school uniform, enabling them to be part of the Bishop Perrin School community. This will be established via the school's Remote Learning Timetable.

We would encourage parents to support their children's work, including finding an appropriate place to work (not bedrooms) and, to the best of their ability, support pupils with work, be on hand to deal with any technical issues and encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact the school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.

We encourage families to the '[Digital 5 a Day framework](#)' which provides practical steps to support a healthy and balanced digital diet.

All children are aware of and sign the school's 'Acceptable Use Policy' (AUP) which includes online safety rules. We expect children to adhere to AUPs that they have agreed to both at school and when working on computers at home, along with the Remote Learning Code of Conduct for their year group.

What is my child expected to do?

We're determined to keep all of our pupils on track this year and make sure no one falls behind if they need to learn from home because of Covid-19.

The following guidelines cover our ideal expectations of what we'd like your child to do while learning remotely, and how we plan to support you and them.

When children are at home isolating due to a member of their household testing positive

Children who are having to isolate at home because a member of their household has tested positive for Covid-19, will be set tasks and assignments to access from Google Classroom.

If there are any issues in accessing tasks and assignments, which will be aligned to what all the other children will be doing in class, then please notify the school as soon as possible so we can look to resolve the problem.

When the whole class and teacher are isolating due to a member of the class population testing positive

When a whole class are required to isolate at home due to a member of the class population testing positive for Covid-19, your child's class teacher (as long as they are not ill themselves) will deliver three "live check-in sessions" each day. They will set daily assignments that will closely following the curriculum as if the class were in school. If the class teacher is unable to deliver the live sessions, then another member of Bishop Perrin staff will take over. Please see the timetables accompanying this guidance.

Each day of remote learning, during term time, we'd like your child to:

- Adhere to the Pupil Remote Learning Code of Conduct for their year group
- Be logged on and ready to start their remote learning at 9am and to undertake tasks set by their teacher up to 3.00pm each day, taking breaks as appropriate
- Complete work to the deadline set by teachers
- Wear their school uniform to show that they are part of the Bishop Perrin School community and that they are ready to do their best learning
- Seek help if they need it from their parents (if available) or their teacher
- Alert teachers if they're not able to complete work

We are anticipating that all children will participate in their remote learning and we hope you are able to support us with this. If we find that a child is not participating in their remote learning then their child's class teacher will make contact with parents in the first instance. If there is no improvement in engagement levels after a week, a member of the Senior Leadership Team will contact the child's parents.

Supporting Vulnerable Pupils and Families

Parents of children who the school consider to be vulnerable (for example but not exclusively, those who have an attached Social Worker, who are on the school's SEND Register or who qualify for Pupil Premium funding) will be contacted weekly during the period of remote learning. Calls will be made by a senior member of staff and will be recorded on the Class Telephone Call Log.

What is expected of teaching staff

Teachers' working hours will be 8.30-3.30pm each day and they will deliver three "live" check-in sessions per day for their class, in accordance with their remote learning timetable. Teachers will plan lessons in accordance with the school's medium term plans and the National Curriculum, as if they were teaching in school.

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, then a member of the Senior Leadership Team will be responsible for delivering the learning to that particular class.

When providing remote learning, teachers will:

- Follow the school's Covid-19 Addendum Safeguarding and Child Protection Policy; the school's Staff Code of Conduct for Communication with Children; the school's Online Safety Policy; the school's Data Protection Policy
- Plan a weekly timetable for the delivery of lessons for their class
- Make use of high quality progressive and professionally produced online teaching videos and resources to support the delivery of the curriculum. These will include; [Oak Academy](#), [White Rose Maths](#) and [BBC Bitesize](#)
- Explain expectations to their class on what is to be completed and by what time.
- Facilitate opportunities during each day of home learning to give children feedback on their work.
- Feedback to children might include, but is not limited to:
 - ✓ Self-marking their work via their teacher giving them the answers
 - ✓ Evaluating their work against some set criteria that is shared by their teacher
 - ✓ Evaluating their work against modelled feedback from teachers
 - ✓ Uploading completed pieces of work to Google Classroom for feedback purposes
 - ✓ Bringing back to school after isolation (and quarantine periods) extended pieces of writing for teachers to assess
- Give feedback to assess the children's understanding of their learning and to address any misconceptions
- Respond via messaging mechanisms to work and activities completed by children on platforms such as Purple Mash
- Share good examples of children's work via the school's Twitter account

Data Protection

When teaching from home, teachers may need to access parent and pupil data via Integris (which is the school's Management Information System) via a virtual private network (VPN). This means that they are not keeping any personal school data on their own devices at home. Staff access the VPN using a secure password and parent and pupil information will not be shared with other people living in a member of staff's residence and will not be shared with third parties. Staff must ensure they log off from Integris and the VPN when finished.

Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online, to keep it secure and not to share it with anyone.

Safeguarding children, staff and the storage of recorded live sessions

In order to safeguard both children and teachers during remote learning the school will aim to ensure that there are at least two members of school staff involved with each "live" check-in session. Where this is not possible, the remote learning session will be recorded by the teacher conducting the session. Recordings of live sessions will be kept for seven (7) days in the event of an allegation or incident arising, allowing for an investigation to be carried out if necessary by a member of the school's Senior Leadership team (SLT). After seven days, the recording will be deleted.

Recordings are encrypted and are not stored on personal devices but on remote Google servers located in the EEA (European Economic Area). They are only viewable by the initiator of the recording and anyone else authorised by the initiator.

Teachers will notify a member of SLT if they are concerned about an incident that occurs during a live session. A member of SLT will carry out an investigation which might involve speaking to the second member of staff involved with the live session in question. In the absence of a second member of staff involved with the live session, they will view the recording. There might also be the need to speak to the parents of the child involved with the incident, as well as the child themselves to help determine on next steps. If the incident is deemed to be a safeguarding issue, then the school's Designated Safeguarding Lead will be informed.

If a parent has a safeguarding concern themselves with regards to another child that they have observed during the course of a live remote learning session they should notify the school as soon as possible. The school will follow its normal safeguarding policies and procedures in dealing with the concern.

If a parent has a concern about the conduct of a member of staff during a live remote learning session, they should notify the school as soon as possible and ask to speak to the Headteacher. The school will follow the appropriate school policy as it would under normal circumstances in dealing with the nature of the concern.

What can I do to help my child?

- Support your child as best you can, taking into account your own work commitments
- Ensure your child adheres to either the Early Years and Key Stage 1 or the Key Stage 2 Pupil Remote Learning Code of Conduct (see below)
- Provide your child with a suitable learning environment that will allow them to do their best
- Follow the Remote Learning Timetable for your child's class
- Make the school aware if your child is sick or otherwise can't complete their work
- Contact the school if you need help or support in anyway
- Be respectful that teaching staff maybe supporting their own family during lockdown periods whilst also maintaining remote learning for the children at Bishop Perrin School.

Other things you can do to help and support them:

Distinguish between weekdays and weekends, to separate school life and home life

Create and stick to a routine, as this is what your child is used to at school. For example, eat breakfast at the same time each morning and make sure they're dressed in their school uniform before starting the 'school' day

Stick a timetable up on the wall so everyone knows what they should be doing when, and tick activities off throughout the day

Make time for exercise and breaks throughout the day to keep your child active

Contacting the school during class isolation or whole school closure regarding remote learning

Isolating on own or whole class isolation

If you need to get in contact with the school about your child's remote learning whilst they are either isolating on their own at home or the whole of their class have been required to isolate, then please use the usual communication channels:

Telephone number: 0208 894 1447

Email address: info@bishopperrin.richmond.sch.uk

Whole school closure

If you need to get in contact with the school about your child's remote learning if the whole school has had to close, then please phone on the telephone number above and use the email address below:

Email address: homelearning@bishopperrin.richmond.sch.uk

It is our intention is to reply to emails sent to the home learning email account within 72 hours and between 8.30-5.00pm Monday-Friday during term time.

For questions and queries that are not related to remote learning, then please continue to use the info@bishopperrin.richmond.sch.uk email address.

Class Isolation Remote Learning Timetable for Reception

At the start of each day, using Google Chrome web browser, please log into your child's google account by going to www.classroom.google.com and enter the log in details you have been provided with - these can be found in your child's Reading Log.

This will take you directly to your child's online classroom, where you can access you children's learning activities for the day. Click on Reception Class and a list of assigned activities will come up with links to teaching film clips, worksheets and other resources. The children can work through these during the day, as directed by Miss McAvoy during the morning meeting.

To attend the meetings with Miss McAvoy or Mrs Vanstone (shaded in red below), click on the nine dot icon in the top right-hand corner of your screen and click on Calendar. Then you just click on the relevant assigned meeting for that day, at the relevant time. This will automatically take you to the video link for your child to join the meeting. If there are any access problems with this, an alternative way to join the meeting is by going to meet.google.com (using Chrome web browser), click on join meeting and enter the code which you will find for each meeting recorded on the timetable below.

Once you have joined a meeting, please mute the microphone. Miss McAvoy or Mrs Vanstone will instruct if you need to unmute it.
For further information about accessing Google Classroom, please see the document that was emailed to you along with this timetable.

9.00 – 9.15		9.15 – 9.30	9.30 – 10.00	10.00 – 12.00 <i>Please arrange suitable times for a fresh air and movement breaks during the morning</i>	11.30 – 12.00	13.30 – 14.30	14.30 – 15.00 <i>Don't worry if the afternoon activities haven't been fully completed by the time of this meeting</i>
Good morning! Registration and class gathering	Class collective worship	Movement break (off-line)	Google Meets with Miss McAvoy Phonics session Introduction to day's tasks	Time to work independently on tasks set	Lunchtime story time with Mrs Vanstone	Time to work independently on tasks set	Google Meets with Miss McAvoy and Mrs Vanstone How has today's learning been? What have you learnt? What we will be doing tomorrow. Story time

Class Isolation Remote Learning Timetable for Years 1-6

At the start of each day, using Google Chrome web browser, please log into your child's google account by going to www.classroom.google.com and enter the log in details you have been provided with - these can be found in your child's Reading Log or homework diary.

This will take you directly to your child's online classroom, where you can access you children's learning activities for the day. Click on your class and a list of assigned activities will come up with links to teaching film clips, worksheets and other resources. The children can work through these during the day, as directed by their teacher during the morning meeting.

To attend the meetings shaded in red below, click on the nine dot icon in the top right-hand corner of your screen and click on Calendar. Then you just click on the relevant assigned meeting for that day, at the relevant time. This will automatically take you to the video link for your child to join the meeting . If there are any access problems with this, an alternative way to join the meeting is by going to meet.google.com (using Chrome web browser), click on join meeting and enter the code which you will find for each meeting recorded on the timetable below.

Once you have joined a meeting, please mute the microphone. Your teacher will instruct if you need to unmute it.

For further information about accessing Google Classroom, please see the document that was emailed to you along with this timetable.

	9.00 – 9.15	9.15 – 9.45	9.45 – 12.00 <i>Please arrange suitable times for a fresh air and movement break during the morning</i>	11.45 – 12.15 <i>For younger children it will be helpful if a parent is present to support with marking their work at this time</i>	12.15 – 14.30 <i>Please arrange your break for lunch at a time / duration that is suitable for you</i> <i>Foundation subjects: art / DT / French / geography / history / music / PE / PSHE / science</i>		14.30 – 15.00 <i>Don't worry if the afternoon activities haven't been fully completed by the time of this meeting, the time after can be used to finish off any work</i>
Mon	Good morning! Registration and class gathering	Google Meets	Time to work independently on tasks set: • Phonics • English • Maths	Google Meets We will review the morning's work, mark activities in your workbooks and explain the learning for the afternoon.	(Foundation subject)	(Foundation subject)	Google Meets How has today's learning been? What have you learnt? What we will be doing tomorrow. Story time
Tues		Reading together – class text: (title an author)			(Foundation subject)	(Foundation subject)	
Wed		If you have your own copy, this will be very helpful.			(Foundation subject)	(Foundation subject)	
Thurs		Phonics / spelling (delete as necessary)			(Foundation subject)	(Foundation subject)	
Fri		Introduction to morning tasks			(Foundation subject)	(Foundation subject)	

Whole School Closure Timetable

	9.00 – 9.15	9.15 – 9.45	9.45 – 12.00 <i>Please arrange suitable times for a fresh air and movement break during the morning</i>	11.45 – 12.15 <i>For younger children it will be helpful if a parent is present to support with marking their work</i>	12.15 – 14.30 <i>Please arrange your break for lunch at a time / duration that is suitable for you</i>		14.30 – 15.00 <i>Don't worry if the afternoon activities haven't been fully completed by the time of this meeting, the time after can be used to finish off any work</i>	15.00 – 15.30
Mon	Good morning! Registration and class gathering	Google Meets with class teacher	Time to work independently on tasks set: <ul style="list-style-type: none"> Phonics English Maths 	Google Meets with class teacher We will review the morning's work, mark activities in your workbooks and explain the learning for the afternoon.	(Foundation subject)	(Foundation subject)	Google Meets with class teacher How has today's learning been? What have you learnt? What we will be doing tomorrow / next week	Google Meets: Reception, Yr 1 & Yr 2 Worship with Mr Corke
Tues		Reading together – class text: (title an author)			(Foundation subject)	(Foundation subject)		15.00
Wed		If you have your own copy, this will be very helpful. Phonics / spelling (delete as necessary)			(Foundation subject)	(Foundation subject)		Time to finish off any activities from today's learning
Thurs		Introduction to morning tasks			(Foundation subject)	(Foundation subject)		Google Meets: Yr 3 & 4 Worship with Mr Corke
Fri					(Foundation subject)	(Foundation subject)		Google Meets: Yr 5 & 6 Worship with Mr Corke