



BALLYORAN PRIMARY SCHOOL

Remote Learning Policy

January 2021

Rationale

There are three scenarios when we will make Home Learning available for pupils:

1. The absence of individual pupils who meet the following criteria:

- diagnosed with a medical condition and in receipt of medical advice that it is unsafe to be in attendance at school due to Covid-19
- self-isolating as a consequence of their own positive test for Covid-19
- self-isolating as a consequence of a positive test for Covid-19 of a member of their household
- advised by the PHA/Test and Trace, to self-isolate for 10 days

2. Where a whole class bubble has been advised to self-isolate for 10 days by the PHA.

3. The closure of the whole school for a prolonged period of time as happened between March and June or a shorter 'Circuit Breaker' closure.

The Department of Education issued guidance to schools on this: *Circular 2020/05 – Guidance for schools on supporting remote Learning to Provide Educational Continuity.*

1. Online Platforms

When Online Home Learning is required, the following eLearning platforms will be used:

- Nursery will use See Saw
- Yr 1 – 7 will use Google Classroom

Nursery parents have been given access details for See Saw.

Yr 1 – 7 pupils are all familiar with Google Classroom and have their own logon details. (Help Sheets for using Google Classroom have been included on page 8 onwards)

2. When will the work be available?

- When individual pupils are affected, work will be available by the second day of absence
- When a whole class is affected, work will be available by the second day of the absence
- In the event of an unexpected whole school closure, work will be available after two working days
- For the online platforms, work for the day will be uploaded/scheduled by the teacher for 9am each morning

3. What Activities will be Provided?

Nursery

- Practical activities related to the six areas of the Pre School Curriculum
- Nursery Rhyme of the day
- Story of the day

Yrs 1 - 7

- Teachers will greet pupils daily on Google Classroom at 9am using a message on Stream (whole class/school closures only)
- Reading (own books, Open Library, Libraries NI and Oxford Reading Tree)
- Spellings/Phonics/Tables – to be handed in on Google Classroom
- 1 Literacy Activity – to be handed in on Google Classroom
- 1 Numeracy Activity – to be handed in on Google Classroom
- Mathematics as a separate Maths activity
- Accelerated Reader: Yrs 4 – 7
- World Around Us, PDMU and Art assignments will be set weekly, (Yr 3 – 7 will have a specific day for this)
- PE e.g. Healthy Kidz Zoom, video links to exercises (Joe Wicks) at least once a week
- Teachers will record a video at least once per week and upload on their class stream (whole class or whole school closures only)
- Class Meet Ups will be arranged as appropriate (whole class or whole school closures only)

Intensive Support

Mrs Barkley will provide support to her groups using her own Google Classroom:

- Mrs Barkley will greet pupils at 9.15am from Monday to Thursday using a message on Google Classroom Stream
- Videos of games and practical activities will be uploaded onto Google Classroom each week
- Numeracy Groups have already brought home a learning pack with number rods, Snakes and Ladder board, dice and counters

4. Devices/Paper Copies

- While we and the Department of Education, encourage the use of digital resources, parents can request paper packs and these will be available for collection by liaising with the class teacher on a weekly basis
- Paper packs will be issued a week behind the work on Google Classroom
- Work will be provided with the view that the majority of our parents do not have access to printers
- Children may have to read from the screen and record their work on lined or squared paper
- Pupils can use Xbox and PlayStation to access Google Classroom – please see instructions on page 7
- Parents can ask for support with devices and internet access by contacting the school although this cannot be guaranteed as the Department of Education have criteria for this

5. Marking

Google Classroom

- Work returned to the teacher on Google Classroom, before midday will be marked that afternoon
- Work returned to the teacher on Google Classroom, after midday will be marked by the following day
- If work, on occasion is unable to be submitted for a particular reason on the day it is due, every effort will be made to mark these tasks within the working week.

Paper Packs

- Work done using paper packs should be submitted for marking on Google Classroom if possible, for example by taking a photograph of it
- Where it is not possible to submit the work using Google Classroom, parents should return paper packs to the school for marking on a weekly basis on the day that they are collecting their new packs – this means only one visit to the school per week

6. Communication/Interaction

- See Saw allows Nursery staff to communicate with parents and parents to communicate with staff. **However we ask that parents only do this during school hours.**
- Google Classroom allows Year 1 - 7 teachers to communicate with pupils and pupils to communicate with teachers. **Parents should not communicate with staff on Google Classroom.**

- If you wish to communicate with the teacher, please either send an email to the school secretary, Mrs Sloan at jsloan341@c2ken.net or phone the office and arrange for the teacher to call you back or reply by email through the office.
- The School App will be used by teachers to send messages to parents – individual or whole class, but this is a one way messaging system.
- **Please communicate with us during school hours only and staff will communicate with you during school hours only.**

Daily Teacher Greeting

During longer closures this will happen every morning.

Non Engagement

- The school has defined 3 levels of engagement:
 1. Full engagement
 2. Limited engagement
 3. No engagement
- If a pupil does not engage whatsoever, the parent will be contacted by the class teacher, if your phone rings and it is a withheld number please answer it. Please note this will be a pastoral call to ascertain whether there is anything that we can do to help you.
- If after the teacher's call, the pupil has continued not to engage without a good reason, class teachers will inform senior management.
- After teachers have addressed non-engagement, they will move to contacting parents where there is limited engagement.

General Communication

- The school website, school app, email and text messaging will be used for communication as appropriate.
- Emails should be sent to the secretary Mrs Sloan at jsloan341@c2ken.net and any messages for class teachers will be forwarded on to them. **However we would ask that you communicate with us during school hours only.**

Pastoral Phone Calls

Teachers will make Pastoral Calls when necessary depending on the length of the absence/closure.

7. Online Safety

As children will be spending a lot more time online, please keep an eye on what they are doing and be mindful of online safety. We would refer you to the Internet Safety Section of our School Website at <https://www.ballyoranps.com/internet-safety/>

The Department of Education have also produced a Safer Schools App which can be found at <https://ineqe.com/safer-schools-ni/>.

Further information about this can be found at <https://tinyurl.com/yy74qt6>

8. Good Home Learning Routines

- Pupils need structure and routine, so a daily routine for home learning should be established with set start and finish time
- A quiet area of the house should be chosen if possible
- Work should be done at a table where possible

- Home Learning time should be free from distractions, eg. TV switched off
- Timetable set break and lunchtimes
- Consider interspersing written work with physical exercise or brain breaks

9. Pupil Code of Conduct for Online Learning

See Page 7.

10. Staff Mental Health & Well Being

- Messages and marking will be carried out between 9am and 3pm only.
- Staff will not respond to messages/emails outside working hours.

11. Help & Support

We want to do all that we can to support pupils and parents, during any period where children are unable to be in school, so please do not hesitate to contact us if there is any way that we can help you.

Detailed Online Home Learning Guidance including help sheets for accessing Google Classroom have been published from page 8 onwards.

The Education Authority have also published information on Online Learning to help parents at <https://www.eani.org.uk/supporting-learning>

12. Review

We will keep our Home Learning protocols under constant review and amend when necessary.

Code of Conduct for Pupils during Online Learning

This code of conduct outlines what we expect of Ballyoran Primary School pupils during Online Learning. Much of this echoes our expectations of pupils in class, when in school and all of it is designed to help pupils gain the maximum benefit from Online Learning.

- I will check my Google Classroom regularly, with the help of my parent or carer, to keep up to date with my Online Learning.
- I will only use Google Classroom and my school email for the purposes of Online Learning and will only browse, download, upload or forward material that is related to my learning and as directed by my teachers.
- I will make sure that my communication in the online learning environment is always supportive of my learning and the learning and wellbeing of others.
- I will ensure that any messages that I write on the public or private Google Classroom Streams are appropriate.
- I will not use Google Classroom or my school email to create groups, initiate calls or initiate meetings with other pupils.
- I will ensure that I act within the school's ICT Acceptable User Policy at all times.
- I will be mindful of Internet Safety at all times and will tell an adult if something happens online that I am not happy with.
- When taking part in a live online session, I will make sure that:
 - My parent/carer is in the vicinity, either in the room unseen, or a nearby room, with the door open.
 - I am in an appropriate location, not a bedroom and that the background (and foreground) is appropriate (Be mindful of what is visible behind you/in front of you)
 - I am suitably dressed
 - My environment is quiet and free from distractions
 - I will keep my microphone muted until asked to speak by the teacher
 - I communicate and behave in a courteous way at all times to both teachers and fellow pupils
 - I will not take photos of my screen or record online interactions in any way
 - I will remain attentive
 - I will end sessions when the teacher tells me to do so

Remember in the online world, when you type something, it is always there and you cannot take it back. So be careful of what you say and write.

Where a pupil has breached this Code of Conduct, the teacher reserves the right to contact their parents and to remove inappropriate posts.

Access Google Classroom with your Xbox or PlayStation



Google Classroom

Pupils can access their Google Classroom on Xbox and PlayStation. There is no app that can be added to the consoles. Instead you can use the built in browsers that come on the two devices.

- On Xbox, go to 'My Games' and 'Apps' and select 'Microsoft Edge'.
- On PlayStation use the 'www' browser.

If you cannot find the browsers on the consoles there is a search function you can access on the home screen.

Once the browser has been opened:

1. Type in **classroom.google.com** in the URL bar.
2. A prompt for a Google account will appear
3. Type in your School email and password – remember you must use your school email in the form username123@c2ken.net
4. The Google Classroom home screen will open up.

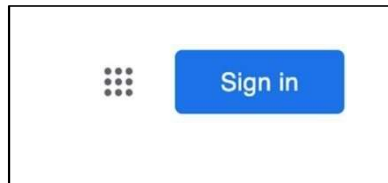
If you have a keyboard or mouse you can plug these in and it will make navigation easier. Otherwise you will have to use your controller.

Guide to using Google Classroom (laptop / computer)

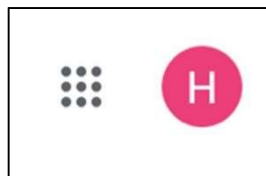
1. Go to www.google.co.uk (if possible use Google Chrome)



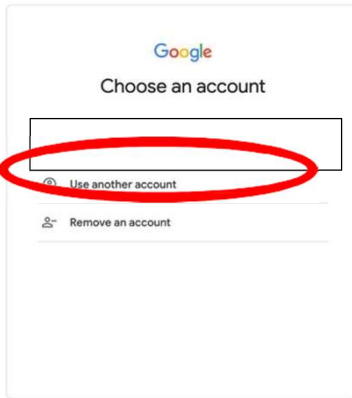
If no one is currently logged in, the top right-hand corner will look something like this:



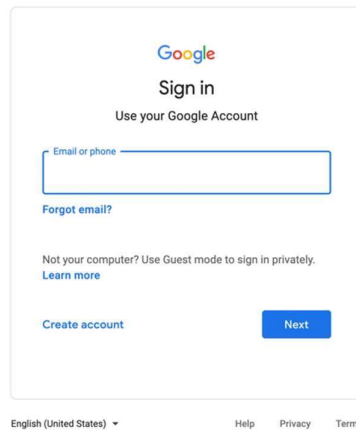
If someone is already logged on it will look like this:



2. To sign in or change the person logged in, click either the sign in box or the circle.
3. To log in your child, click *use another account*.



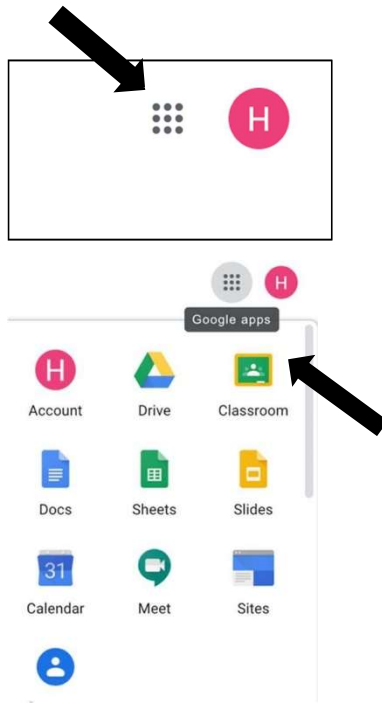
4. Firstly enter their school email (provided by class teacher)



5. Click *Next*

6. Enter password (provided by class teacher)

7. Once the correct person is logged in the initial of the child will show in the top right corner of the page. Click on the 9 squares next to the circle with initial and select *Classroom*. If the classroom option does not appear you can use www.classroom.google.com instead and login that way.

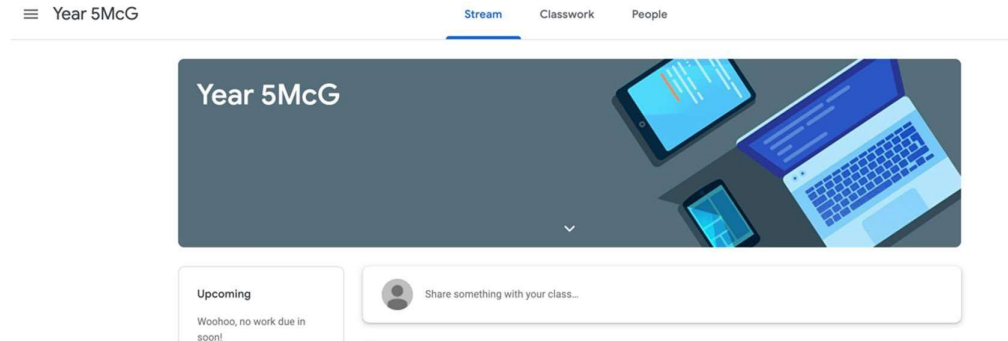


This should bring you to a page similar to this:

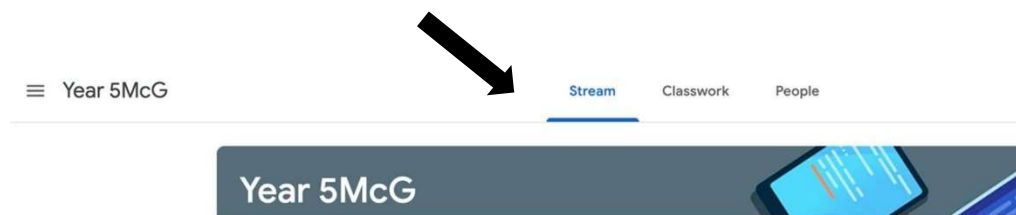


For your child to access their classroom, they will need to click *Join*

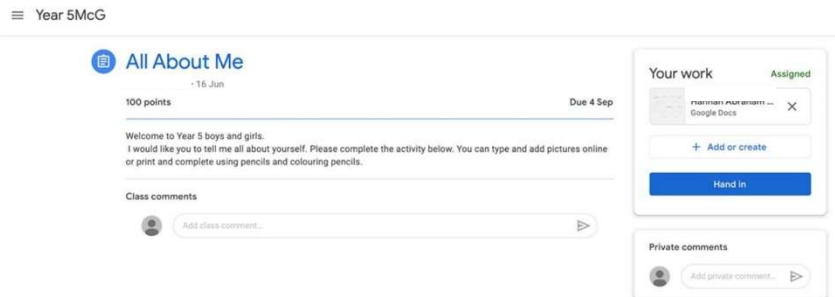
The following screen will then show:



Any work that has been assigned will show under the *Stream* tab.



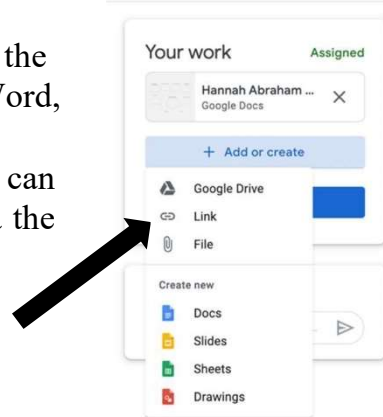
Pupils should click on the most recent task. The next screen will give instructions on how to complete the work and any accompanying documents.



All work that has been assigned can always be accessed through the *Classwork* tab.

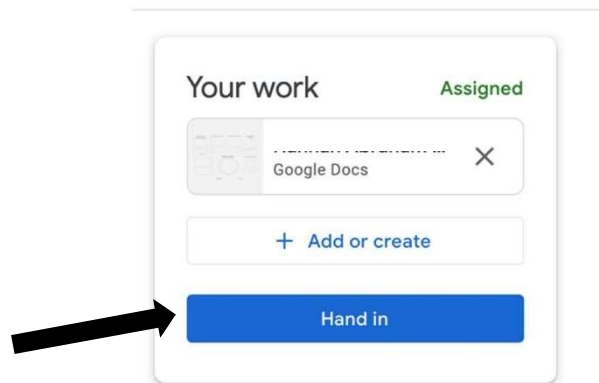


Pupils are able to use the Google programs to complete the work by clicking + *Add or create*. Docs is similar to Word, Slides is similar to PowerPoint, Sheets to Excel and Drawing to Draw. If pupils complete something which can be photographed or as a video this can be uploaded via the File Button.



If the teacher has provided a template for you to use, you simply click on the document provided.

Once a piece of work has been started it will automatically save so it can be edited later, or if it is ready for submission you should click *Hand In*.



Any work that is carried out in the Google programs (Docs, Slides, Sheets, Drawing) will be visible to teachers. Teachers will be able to suggest changes and leave comments on the work to help pupils.

Teachers can only mark a piece of work once it has been handed in, so don't forget to submit it.

If you are having any problems accessing Google Classroom please let us know

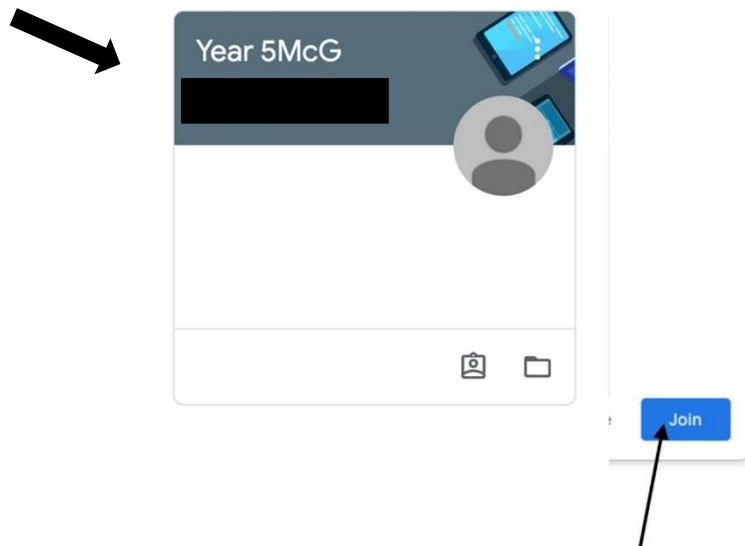
Google Classroom Help Sheet (electronic devices)



Google Classroom

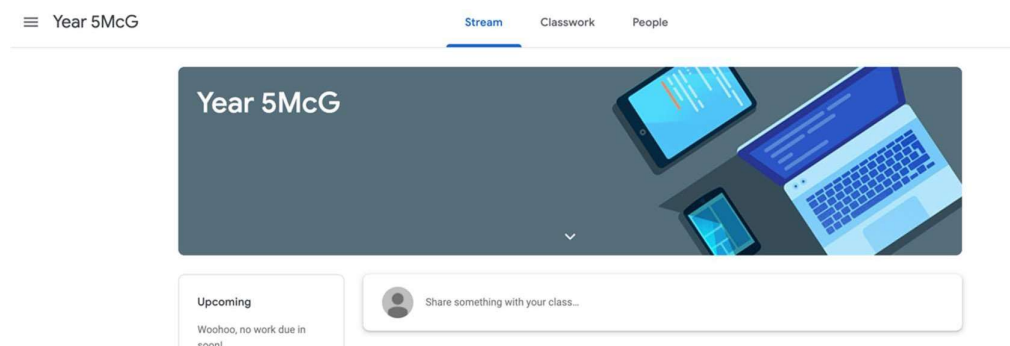
Download and open the Google Classroom App
Enter your child's login details (provided by class teacher)

This should bring you to a page
similar to this:



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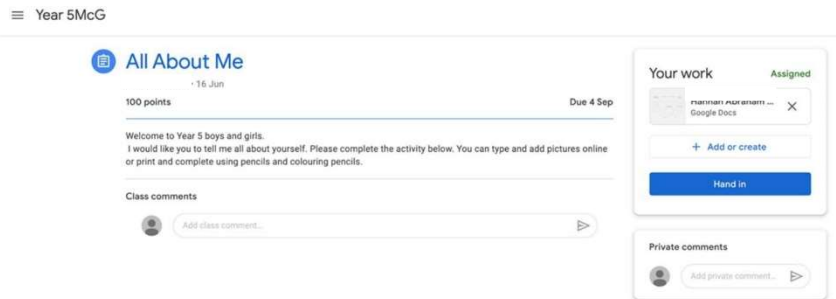
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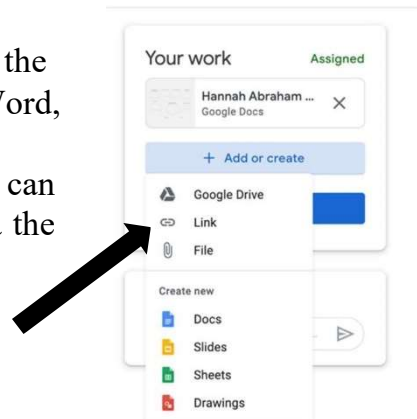
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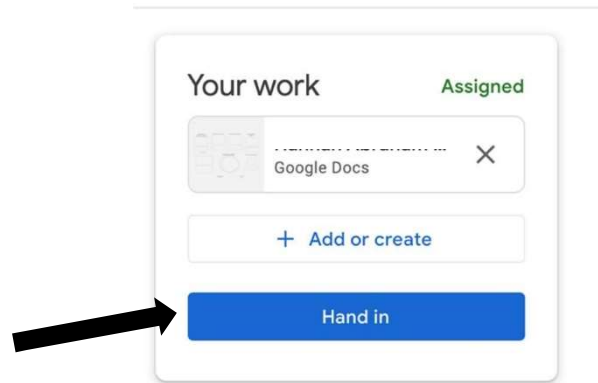


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