



Bandon Hill Primary School

www.bandonhill.sutton.sch.uk
Headteacher: Miss L Rodger
Deputy Headteacher: Miss K Osiecka

Meadow Field

Sandy Lane South
Wallington
Surrey SM6 9QU

meadowfield@bandonhill.sutton.sch.uk
Tel: 020 8647 5377

Wood Field

Stanley Park Road
Carshalton
Surrey SM5 3HW

woodfield@bandonhill.sutton.sch.uk
Tel: 020 8619 1120

Oak Field

Stanley Park Road
Carshalton
Surrey SM5 3HW

oakfield@bandonhill.sutton.sch.uk
Tel: 020 8619 1120

BANDON HILL PRIMARY

Remote education provision

Meadow Field - Wood Field

This document will be reviewed termly.

At Bandon Hill School online work is closely aligned with the learning and teaching children in school are offered.

During a school/class closure all children who are not attending school will be offered daily remote learning and teaching via Google Classroom and Zoom by their Class Teachers.

Children who are isolating or shielding while school is open to all will be offered remote learning and teaching via Google Classroom and Zoom by teachers who are also working from home.

Aims of the Remote Learning Policy

- To give all members of the school community clear guidelines for data protection, safeguarding and confidentiality at all times on Google Classroom and Zoom.
- To ensure quality first teaching and learning is delivered on Google Classroom and Zoom.
- To ensure a broad and balanced curriculum is offered online through live lessons and Google Classroom.
- To ensure consistency in the approach to remote learning and teaching for pupils and staff.
- To assist families with access to remote learning and teaching to those who need it by offering online learning tutorials, step by step guides for Google Classroom and Zoom and giving devices to those in need.
- To ensure Bandon Hill's online offer is in line with government guidelines.

Roles and Responsibilities

Role of Senior Leadership/Management Team

- Set clear expectations for teachers, parents and children and oversee and manage the running of Google Classroom and Zoom lessons.
- Ensure teachers are continually reviewing and improving procedures on Google Classroom and during live lessons.

- Deal with any queries and complaints regarding remote learning and teaching from staff, children and parents.
- Support all members of the community with any difficulties they face with remote learning and teaching.
- Telephone families who are not participating with online learning and offer support.
- Running virtual staff meetings and training regularly.
- Ensure CPD continues where possible.
- Use Google Classroom and live lessons to monitor staff performance in order to carry out performance management reviews.

Role of Year leads with Remote Learning and Teaching

- Attend meetings with SLT/SMT and feedback to teachers on their team.
- Support teachers with queries regarding online learning and teaching.
- Monitor the work carried out by team members.

Role of Class Teachers-Google Classroom

- Offer the same work to each year group at each site. There will not be a separate MF and WF offer.
- Liaise with the entire year group team about how the work will be divided fairly amongst teachers.
- Schedule work on Google Classroom by 8pm each day for the following day.
- Ensure the correct amount of work is set and allocated for each year group in line with government guidelines:
3 hours a day for Key Stage 1 (years 1 and 2 when pupils are aged between 5 and 7)
4 hours a day for KS2 (years 3-6 when children are aged between 7 and 11)
Those hours include both direct teaching and time for pupils to complete tasks or assignments independently.

The following work will be set:

Nursery:

- Daily maths or English work (alternate these daily).
- Daily phonics work.
- Weekly topic work.

Reception:

- Daily maths, English and Phonics work.
- Daily topic and wellbeing work.

KS1

- Daily maths, English (writing) and reading/phonics work.
- Daily topic and wellbeing work.
- Weekly SPAG work, spellings and maths fluency.

KS2

- Daily maths and English (writing) work and reading work.
- Daily topic and wellbeing work.
- Weekly SPAG work, spellings and maths fluency.

- For the daily maths and English work, we provide daily PowerPoint Presentations. This also includes SPAG, reading/phonics, maths fluency and spelling where appropriate.
- We provide differentiated worksheets for maths, English, SPAG and reading (labelling them with levels 1-3 with 1 being the easiest) if appropriate.
- We ask all children to turn in/upload their work where possible.
- We use and upload 'Google Docs' worksheets that allow the children to edit the sheets on a computer and upload them (where appropriate). This makes it easier for children who are using computers/laptops to complete the work online. Google Docs is accessible via Google Classroom. Guidance on how to access Google Docs to be given to parents and staff.
- All uploaded/turned in work by the children is commented on by the class teacher within two to three working days, depending on the subject.

Zoom lessons

- All teachers deliver daily 30 minute Zoom lessons with their children for maths and English in the morning.
- All children are offered uniform time slots across the school. Parents/children choose and attend 1 English and 1 maths Zoom slot.
- The time slots for all teachers in Years 1-6 are as follows:

English 1	9.15-9.45	English 2	10.00-10.30
Maths 1	10.45-11.15	Maths 2	11.30-12.00
- Key Stage 2 Teachers do an additional 30 minute zoom lesson of their choice at the end of the day at 2pm (topic, wellbeing, reading etc.).
- Reception teachers offer a daily 20 minutes phonics Zoom lesson per day. The time slots offered are as follows:

Zoom 1	9.15-9.35	Zoom 2	10.00 -10.20
--------	-----------	--------	--------------
- Nursery staff offer a weekly Zoom to all children to catch up, play some phonics or maths games, read a story to them etc.
- Withdrawal teachers also deliver Zoom English lessons with their group children. This is a daily 30-minute Zoom with two time slot options. Group children should attend the group Zoom, not the main class English Zoom. Time slots as follows.

English 1	9.15-9.45	English 2	10.00-10.30
-----------	-----------	-----------	-------------
- The Zoom lessons cover work set on Google Classroom that day.
- Teachers share their screen (PowerPoints or Google doc resources) on Zoom in order to teach the children.
- Communication with parents with Zoom dates, times and log in details is sent via Ping by the class teacher. (Appendix 1)
- Children are asked to log into the Zoom call 5 minutes before the lesson start time. This will give time to add everyone to the lesson and to start the lesson promptly.
- Teachers send the school's 'Zoom Guidelines' (Appendix 2) with Zoom log in details.
- Teachers are available during their working hours to reply to parent emails or phone calls where appropriate.

Role of support staff with remote Learning and Teaching

- When available, support staff are asked to attend Zoom lessons with teachers to offer support to both the children and the teacher.
- Support staff comment on children's work where and when appropriate.
- Support staff assist the teacher in preparing resources for online teaching.

Role of Subject Leaders with remote Learning and Teaching

- Subject leaders monitor work set on Google Classroom for all year groups that is linked to their subject in order to track the quality of work and curriculum coverage of their subjects.

Role of Governors with Remote Learning and Teaching

- Governors monitor the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Governors ensure that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Role of the SENCO with Remote Learning and Teaching

- The SENCO is available to support staff with any concerns or queries they have about children with SEND during remote learning lessons and their provision during these sessions.
- They will observe children within Zoom lessons if needed.
- They will research and offer advice to both staff and parents for any child who has additional needs and finds remote learning a challenge.

Role of Pastoral leads and Pastoral Care staff with Remote Learning and Teaching

- The pastoral leads work with the ELSA team to ensure vulnerable children are having regular contact with them.
- They continue to communicate with teachers and parents regarding any children who they feel may need ELSA support.
- They work with the Senior Leadership team to support children who have been affected by COVID19 in their family.

Role of IT leads with Remote Learning and Teaching

- The IT leads are responsible for fixing issues with systems used to set and collect work.
- They help staff and parents with any technical issues they're experiencing.
- They review the security of remote learning systems and flag any data protection breaches to the Data Protection Officer.
- They assist pupils and parents with accessing the internet or devices.

Role of parents with Remote Learning and Teaching

- Parents should be contactable during the school day – although they may not always be in front of a device the entire time.
- They support their children to complete work and upload it to Google Classroom.
- They alert teachers if they're not able to complete work.

Staff expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

Attendance

- Parents are asked to inform the school office if their children cannot attend the Zoom lessons and participate with Google Classroom. If a child does not participate and we have not received the reason why, teachers make a note of these children daily and inform SLT.
- SLT call the absent children daily and offer support where needed.
- Teachers and SLT send reminders to parents of Google Classroom log in details.

- Engagement is expected daily unless we are given a reason for an absence.

Assessment in Remote Learning and Teaching

- Teachers use assessment for learning within their daily Zoom lessons and adapt future planning to suit the strengths and weaknesses in their class.
- Teachers mark uploaded work on Google Classroom and use this feedback to adjust planning and differentiate effectively.

Safeguarding and the role of Designated Safeguarding Leads (DSL) on Google Classroom and Zoom

- DSLs check and follow up My Concern daily to monitor any new safeguarding concerns made by staff.
- They check in with vulnerable families who may be struggling with isolation or home schooling.
- They set clear expectations to staff to ensure they are all following the safeguarding procedures during remote learning.

Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant year group partners, year lead, subject lead or SENCO.
- Issues with behaviour – talk to the relevant year lead or SMT/SLT.
- Issues with IT – talk to Cygnet or IT leads.
- Issues with their own workload or wellbeing – talk to their line manager/HR manager/SMT/SLT.
- Concerns about data protection – talk to the Data Protection Officer.
- Concerns about safeguarding – talk to the DSL.
- Issues with Google Classroom or Zoom-talk to SMT/SLT.

If parents have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in work set or zoom lessons - the child's class teacher
- Issues about a child's wellbeing - the child's class teacher
- Concerns around safeguarding – Miss L McCarthy or Miss L Sills
- Concerns around Special Education Needs – Miss K Fowkes-Smith or Mrs K Coyne

Data protection

Accessing personal data

When accessing personal data for remote learning purposes,

- All staff members should come into school to access SIMS and use school email addresses/phone numbers to contact parents directly.
- If a staff member is unable to come into school e.g. because they are shielding, they must contact the school office to find the relevant information.
- Any personal data that has to be shared externally with a staff member must be sent password protected via the school email addresses and should only be held by the staff member for as short a time as possible.
- If a staff member needs to call a parent via their personal phone number, they must block their caller ID by dialling 141 at the start of the number.
- Once a staff member no longer needs a pupil/parent's personal data, then it should be deleted securely.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning system.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

All staff members take appropriate steps to ensure their devices remain secure. This includes:

- Keeping any personal data about children in a secure place.
- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Appendix 1

Template for sending information regarding remote learning to parents

Subject: Remote Teaching and Learning

Category: Home Learning

Message:

Dear Parents and Carers of ****class name*** Class,

As you will be aware, the government has announced that schools in Sutton will be closed except for the children of key workers and vulnerable children until January 18th at the earliest. All other children will temporarily move to remote online learning from Wednesday 6th January.

For those children at home, we want to provide you with a few key points of reassurance. Across Bandon Hill, we have had lots of experience now with remote learning and teaching and will do our utmost to ensure a positive and productive experience for the children. We would like the children to have the daily routine and reassurance of 'seeing' their teachers and classmates, but without the pressure or screen time involved in replicating the full timetable. Therefore, the day will be split between online Zoom lessons with their teacher and independent work for them to complete on Google Classroom, which we believe is the happiest balance for children and parents. There will be daily work in English and maths and lots of other subjects on Google Classroom for the children to complete.

Children are also asked to attend one English Zoom lesson and one maths Zoom lesson. Please pick from the following times and please only attend one of each. Please ensure you log in to the Zoom calls 5 minutes before the start time. This is to ensure a prompt start to the lesson.

INSERT YOUR TIMES AND ZOOM DETAILS HERE

If your child attends a withdrawal group for English, you will receive a separate Ping from the withdrawal group teacher. Please attend the English time slot offered by the withdrawal group teacher, not the main class English Zoom. They will be ran at the same time.

It is important that children participate every day, unless they are unwell, in which case parents should contact the school office daily as normal stating the reason they will not be on the Zoom calls. As previously mentioned, if you have any concerns regarding computer facilities or internet access, we are here to help; but please contact the school office straightaway so that we can try to find a solution as soon as possible.

Attached to this Ping is 'Zoom Guidelines'. It is important that you read and follow the instructions carefully.

We look forward to seeing the children either in person on the 5th January or online on the 6th January.

Thank you for your co-operation.

Kind regards,

Class Teacher

Appendix 2
Guidance sent out to parents

Zoom Guidelines

-In order to sign into the Zoom video call, we will send you an email with the Zoom ID and password for the meeting as well as the date and time of the call. This will be via Ping.

-You will then need to go to <https://zoom.us/> or use your Zoom app and click on the button that says 'join a meeting'. Here you will be asked to enter the Zoom ID before a pop up will appear for you to enter the password.

-At the beginning of the video call, we ask that parents stay in the camera shot so that teachers can speak to you first.

-During the call please ensure you are either in the room or close by so that you can hear the conversations.

-At the end of the call teachers will ask for you to come onto the screen again in order to bring the call to a close.

-The teacher will record the Zoom call for safeguarding purposes. If you do not wish your child to be recorded, please let us know. In this case, we will just use Google Classroom with your child.

-Below is a list of guidelines that we would ask parents to follow in order for us to safeguard both our staff and children. Please ensure that you follow these.

- **Do not share the Zoom meeting ID or password with anyone else.**
 - **Please ensure you sign in 5 minutes before the time given.**
 - **Be mindful of what the camera is showing in the background.**
- **Teachers may use the mute function during the call in order to ensure that everyone can be heard.**
 - **Teachers may disable the chat function if children are using it inappropriately.**
- **All participants on the call should conduct themselves in a manner that they would within school. Should anyone not be deemed to conduct themselves in an appropriate manner, the teacher reserves the right to remove them from the call. A child behaving inappropriately will be given 2 warnings and then removed if the behaviour continues.**
 - **Each call should last no longer than 30 minutes.**
- **If there are technical difficulties and we cannot carry out the Zoom call, we will put the work on Google Classroom for you to access instead.**
- **If you have any questions regarding the Zoom lesson, please email the school office for the attention of the Class Teacher.**

