

Lamphey Primary School



**Ysgol Gynradd
Llandyfai**

Synchronous Learning **Policy**

Ratified by M Ridout, Chair of Governors 7th Jan 2021

To be Reviewed – September 2021

Lamphey Primary School Synchronous Learning Policy

January 2021

'**Synchronous learning** refers to all types of **learning** in which learner(s) and teacher(s) are in the same place, at the same time, in order for **learning** to take place. This includes in-person classes, live online meetings when the whole class or smaller groups get together.'

What is online learning/blended learning?

Blended learning consists of a range of approaches that can be broadly categorised as:

- **Face-to-face time** with learners
- Online learning, e.g., through HWB, recorded lessons, 'flipped learning' (pupils work on tasks at home before discussions in class); and live-streaming
- Use of textbooks and other physical resources to work at home

1. Aims

- Ensure consistency in the approach to remote learning for all pupils (including ALN pupils) who are not in school, through use of quality online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivering high- quality interactive remote learning
- Align high-quality remote education as closely as possible with in-school provision.
- Ensure consistency of in-school education where staff are quarantined or self-isolating, but healthy. Include continuous delivery of the school curriculum, as well as supporting motivation, health and well- being, and parents
- Support effective communication between the school and families and support attendance

2. Who is this policy applicable to?

- During periods that the school is closed due to weather, pandemic, local circumstances (e.g. fire etc) as advised by the Welsh Government and Local Authority.
- All children who are absent because they (or a household member) are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child whose whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19, as advised by PHE.
- A child who is medically advised to isolate due to being extremely vulnerable to Covid-19
- Teachers who are isolating due to a Covid-19 contact, but who are well

3.Resources:

- High quality online tools for all children through Hwb
- Use of recorded videos and PowerPoints for teaching and assemblies
- Phone calls home
- Live Microsoft TEAMS and/or Google Meets sessions
- Printed learning materials
- Physical materials such as reading books and stationery
- Use of carefully chosen school subscription sites: Times Tables Rock Stars, Lexia, etc

4. Challenges to remote learning

There are a number of challenges faced by staff and pupils of Lamphey Primary School when moving to Synchronous learning:

- Not all of our families have access to a laptop or desktop computer (for each child) with reliable internet access. We are, with the support and guidance of Pembrokeshire County Council reconfiguring a number of laptops and tablets as netbooks to give to families who have no suitable device but do have a reliable internet connection
- Families often have only a tablet or a phone, and/or only one device and multiple children in different years.
- Where families have no internet service or device, then Lamphey Primary School will provide workbooks and printed work. Teachers and pastoral staff will maintain daily contact by telephone.

5. Home-school partnership

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

Where possible Lamphey Primary School will provide an online training session for parents on how to use Hwb, Microsoft Teams and Google Classroom as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Lamphey Primary School would recommend that each 'school day' maintains structure. Parents are encouraged to support their children to follow the timetable of the school day.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work 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 school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Roles and responsibilities

Teachers.

Lamphey Primary School will provide training session and induction for new staff on how to use Hwb, Microsoft TEAMS and Google Classroom.

When providing remote learning, teachers must be available between 9:00 am and 3:15pm

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. **(As Key workers you are able to access childcare provision.)**

If you are unable to work from home you may work from school.

When providing Synchronous learning, teachers are responsible for:

- setting work for the pupils in their classes.
- start live sessions just ahead of scheduled time to allow a prompt start to the lesson
- notify the learners of scheduled sessions as well as any resources required during that session (documents, presentations etc)
- discuss roles and responsibilities and provide a short tutorial on the system at the outset of all sessions
- notify the school's senior management team, learners and parents of any cancelled sessions or changes in arrangements
- ensure that they keep themselves up to date with all relevant policies and procedures, including online safety, safeguarding and data protection policies
- prevent a one to one situation in any sessions by ending the sessions for all participants from MS Teams or Google Meet.
- not to initiate any live streaming or contact outside of the scheduled sessions as timetabled
- have an additional member of staff online and present during live streaming sessions delivered from home
- have an additional member of staff online and present during live streaming sessions delivered from school/setting or if not practical to have a second staff member present, then to ensure the session is recorded for safeguarding purposes.
- notify all attendees if the session is being recorded and ensure that recordings of the session are not made public
- weekly/daily work will be shared using Hwb, Microsoft Teams and Google Classroom, MySchoolapp, email and when requested paper copies.
- teachers will work from home, however if they are unable to do so they may come into school.
- deliver live-streamed sessions only through Microsoft Teams or Google Meet using HWB
- each session should be age-appropriate, but no longer than 1 hour in length.

The Director of Education has stated that -

'Some contact in both the morning and the afternoon is a good balance, however it is important to consider the age of the learners, number of devices in the family and family circumstances.' January 6th 2021

- Videos and high-quality curriculum resources will be made available if needed.
- Teachers can provide recordings of PowerPoints etc for pupils.
- Teachers will adjust the pace/difficulty of work, in accordance with normal classroom practice for all children including those with ALN .
- Current medium-term plans will be annotated to show the remote learning capability for each unit of work
- Work must be saved in teacher's planning folders with dated file names
- Where teachers are self-isolating due to Covid-19 contact, they will use the above methods to maintain the in-school teaching for their class but will additionally provide live teaching for their class
- Where possible verbal feedback will be given on pupils work.
- Marking will be undertaken but there is no expectation that all pieces of work will be marked when verbal feedback has been given.
- If there is a concern around the level of engagement teachers should inform a member of SLT who will ensure that the pupil/s parents are contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should go through the teachers email account or sent to admin.lamphey@pembrokeshire.gov.uk
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT; for any safeguarding concerns contact the Safeguarding Officer (Headteacher)

Teaching Assistants

- Teaching assistants must be available for work as timetabled during a normal working week.
- If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- During the school day, teaching assistants must complete tasks as directed by a member of the SLT.
- They must attend the daily class sessions if requested by the class teacher
- They may assist the class teacher with marking
- Listen to groups of children to undertake reading activities
- Support individual pupils and/or groups of children as directed.
- Undertake distance learning such as PODS
- Be available to support children who attend the Lamphey Primary School Hub.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Providing staff with the tools and resources to provide effective remote teaching, including:
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or collecting feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Support the class teacher with the provision of home learning for individual children who are isolating (where the class teacher is in school teaching the class).

Safeguarding.

The Headteacher is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

Additional Learning Needs

- The ALNCo must ensure that pupils with IEPs and HCP continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils
- Identifying the level of support needed for children on the SEN register and ensure that appropriate provision is provided for pupils by the class teacher and support staff.

Guidance for Learners

- Prepare for the session in plenty of time and have an appropriate working area.
- Access the relevant files for each session in advance and have the materials to hand.
- Ensure their device is powered from the mains and have a good internet connection e.g. not too far from the Wi-Fi router.
- Choose an appropriate quiet workspace (ideally a separate room) where other family members will not be walking around and disturbing you and explain to your family you are starting a live session.
- Minimise distractions. Turn off music, tv, phone, games console in the background.
- Not to impact on the experience of the lesson for other pupils, showing respect for everyone in the online classroom.
- Ensure they are dressed appropriately and treat the session as they would in school.
- Contribute to the class in a positive manner and not be disruptive at any time.
- That parents can support their pupils with the technology but should not ask questions or speak for their child during the session.

- Only comment or raise questions on the topic being discussed. (Comments or questions which are inappropriate being removed from the conversation facility.)
- Conduct themselves in an online session as expected in any sessions whilst understanding that any disruption will be dealt with by the school's behaviour policy.
- Schedule any updates on laptops outside sessions.
- Not make recordings/images of the class or the teacher or any part of the session using another device.
- Not record or take screenshots of any aspect of the session, including the teacher and the class.
- Not initiate any live streaming or contact outside of the scheduled sessions as timetabled.

Guidance for Parents and Guardians:

- Your child will be added to a MS Team or Google Classroom by a member of the teaching staff - a short video explaining accessing MS Teams through Hwb is available on YouTube <https://www.youtube.com/watch?v=GEK0mr4EG3w> -a short video explaining accessing and handing work in through Google Classroom through Hwb is available on YouTube https://youtu.be/_zWxvK64IUQ
- A tile for that class will then appear in their MS Teams or Google Classroom area
- They will be then sent an invitation to the Live meeting
- Please contact Lamphey School if you have any problems
- The terms and conditions for using Hwb are provided via this link: <https://hwb.gov.wales/support-centre/trust-centre/data-protection/terms-and-conditions>

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy