Arrangements for Remote Learning

Please read this document in conjunction with the Virtual Lessons Code of Conduct for Teachers

Arrangements for remote learning during school closure:

- Lessons will be recorded on Google Classroom by teachers (apart from lessons taken from Oak National Academy) and the videos uploaded on to Google Classroom for Years 2 – 6 and a Google Sites presentation for EYFS and Year 1.
- Each lesson should have a follow-up activity for children to complete (apart from for the DEAR session) which they will be expected to complete after watching the recorded session for each lesson. Follow-up tasks should be set on Google Docs and uploaded to the Classwork section of the relevant class page on Google Classroom (see instructions below) for Years 2 - 6. For EYFS and Year 1, a follow-up activity will be included in the Google Sites presentation, which children should complete on paper at home.
- Each lesson should be assigned its own folder (assignment) with all the relevant resources eg lesson recording, follow-up activity.
- Daily lessons will consist of:

EYFS and Year 1	Years 2 -6	SEND
· One literacy lesson · One mathematics lesson · One phonics lesson · One DEAR session (no follow up activity) · Oak National Academy lessons (for the wider curriculum)	· One literacy lesson · One mathematics lesson · One guided reading lesson · One DEAR session (no follow up activity) · Oak National Academy lessons (for the wider curriculum)	· A personalised offer will be put in place depending on children's targets and areas of need which will be delivered through recorded lessons placed on Google Classroom and Sites for children to access.

- The duration of each recorded sessions should be between 30-40 minutes but can be shorter for EYFS and KS1 children.
- A flipchart should be prepared for each session which should be used in each Google Meet session (the Screen Share option on Google Meet should be used so children can see the flipchart as part of the recording)
- If recording lessons in school using Google–this link can be used to unblock access - https://block.lgfl.org.uk
- All teachers should also include reference to lessons provided on the Oak National Academy website for foundation subjects- https://classroom.thenational.academy/ Teachers should select relevant lessons and ask children to do the selected lesson. This information should be provided on Google Classroom/ Sites for the children each day.

- Teachers should ensure this is uploaded and available for the children to access on Google Classroom each day by 9am. For Google Sites, a link for the presentation will be emailed to parents/ carers by 9am each morning – teachers should ensure this link is emailed to a member of the SLT so they can send it to parents/ carers.
- Follow-up tasks should be marked by the teacher and feedback given to the children for Years 2 – 6.
- If teachers are unable to prepare sessions for their class (e.g. due to poor health), they must inform a member of SLT so cover can be arranged to ensure the sessions continue for the children.
- **In an event where we had to convert to remote learning, it will be compulsory and therefore children are expected to complete all the work teachers set for them.**
- **Teachers must keep a record (eg register) of the children who complete the follow-up tasks and inform a member of SLT of children who are not completing work on Google Classroom. They will then be instructed by a member of SLT to contact parents/ carers to encourage improved engagement with remote learning. If a teacher is unable to get in touch with a parent/ carer after three attempts, a member of SLT should be informed – home visits maybe considered.**

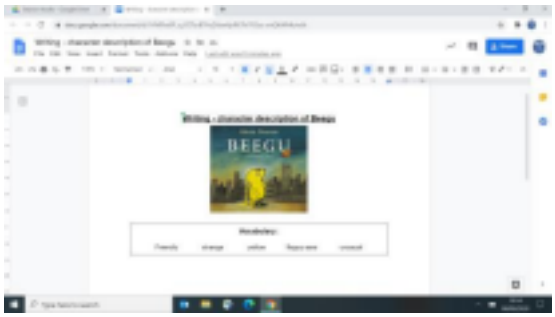
Instruction for teachers only

Instructions for recording on Google Meet:

1. Log on to your Google Drive account.
2. Click on 'Google Apps' icon on the top right hand side of the screen.
3. Click on the 'Meet' icon on the third row, second icon from the left.
4. Click on 'New meeting', then 'Start instant meeting'.
5. Click on 'Activities' tab (square, triangle, circle) and select 'recording'.
6. Click on 'Present now' at the bottom of the page in order to select the screen you would like to share, e.g. include your flipchart in the recording. Select 'Share'.
7. You may choose to have the captions in a selected language, choose English. Additionally, you can select to have a transcript in English. Next click on 'Start recording' and start presenting your lesson!
8. When you have finished recording your lesson, click on the red 'Stop recording' icon on the top left hand side of the screen also click on the 'Stop sharing' icon at the centre bottom of the screen.
9. On the bottom of the screen press the red 'End call' button and then 'End the call for everyone.' The video will automatically convert and be saved in your 'My Drive' area.
10. To retrieve the video, go to 'My Drive' and click on the folder 'Meet Recordings'.
11. Your videos should appear in this folder.
12. Create an assignment on Google Classroom (see below for instructions).
13. Now upload the video to Google Classroom using the 'Add' button (in the assignment section), then select 'File' and select the file from the location you saved it in. You can now add the follow up activity for the video (see below for instructions).

Instructions for setting up follow-up tasks on Google Classroom:

Before you add the follow-up task to Google Classroom, you will need to create a Google Doc containing the follow-up task and save on your Google Drive ready to be added to Google Classroom. Only set up follow up activities using Google Docs (not PDFs etc). An example of a piece of work, which could be set:



1. Enter Google Classroom on Drive by selecting from the waffle symbol on the top right hand side of the screen
2. Enter the relevant class section
3. Select 'Classwork' on the top of the screen
4. Select '+ Create' button and click on the 'Assignment' button
5. Record the title and instructions for the follow-up task being set
6. Add the Google Doc you have created (with the follow-up task on) by clicking on 'Add.' Find and select the relevant document and add to the assignment by clicking 'Add'.
7. Click on the drop down menu next to the work you have added and select 'Make a copy for each student.'
8. Record the due date on the right hand side and press 'Assign'.

Marking work on Google Classroom:

Once children have 'Handed in' their work, you will be able to mark and give feedback on the work they have completed

1. Click on 'Stream' at the top of the page and then the piece of work you wish to mark/ give feedback on
2. The next screen will show you how many children have handed in their work. Select the child's work you wish to review.
3. Their work will open up for you to look at and there are a number of ways you can mark/ give feedback:
   -In line with the marking policy, you can highlight work in green or pink
   -You can add a numerical score (if relevant to the work set eg in maths) on the right hand side of the screen (note- the total points can be changed by clicking on the 3 vertical dots next to the box).
   -You can write comments anywhere on the work by highlighting the relevant part and clicking on the circle button with a + in the middle
   -Leave general comments by selecting 'Insert' at the top of the screen and then 'Comment'
4. Once you have completed marking/ giving feedback – press the 'Return' button so children can see the feedback given. Give children time to respond to what you have written and then you may wish to review the children's work again after they have done this to see how they have responded to your marking.

Instructions for making a presentation using Google Sites:

5. Enter Google Sites on Drive by selecting from the waffle symbol on the top right hand side of the screen
6. Select a template at the top of the screen, for example 'class'
7. Give the document a name at the top left hand side of the screen and a class name.
8. Change and add the sub-page on the top right of the screen, for example change the titles of the sub-pages to literacy and mathematics. To change the titles of sub-pages, click on the 'pages' option on the right hand side of the screen and then click on the 3 vertical dots next to the original sub-page title. Next select 'properties' and then type the new name of the sub-page and when you have finished select 'done.'
9. You can then edit each sub-page. To add your recorded Google Meet lesson, click on 'Insert' on the right hand side, then 'Drive' and find the place where the video is saved on Drive – select the video and it will be added to the presentation. You can then add your follow up activity in the same way.
10. Once the presentation is complete, press 'publish' and copy and paste the website address and email to parents/ carers.

Teacher Checklist – In event of school closure

1, Teachers have access to a device which can record Google Meet lessons.

2, Identify vulnerable pupils in class and monitor their engagement

3, Upload daily videos **by 9am** per teacher to Google Classroom or Sites:

- Literacy/maths video
- Guided Reading/DEAR video (KS2) or Phonics/DEAR video (EYFS & KS1) -
Daily wider curriculum videos from Oak National Academy

(Please decide which subjects each partner teacher will upload, i.e. one teacher to do literacy and the other to do maths)

4, Daily checks on Google Classroom, and respond to any queries from children on there / on year group email account.

5, Teachers are entitled to PPA and should use their normal timetabled slot. Flipchart planning must be completed as normal as the expectation is that it will be used during the Google Meet video recordings.

6, It is expected that teachers will make additional provision for vulnerable pupils in class, which should equate to one phone call / Google Meet call session with these children per week.

7, After the first 3 days, teachers must contact parents whose children are not engaging in remote learning and inform SLT. If the family cannot be contacted, teachers must inform SLT so that a home visit can be done.

8, Teachers must remain contactable between normal working hours between 8.30am-3.30pm.

9, Teachers must still engage in any training/ team meetings or INSET via Google Meet.