

## **Remote Learning Policy. January 2021**

This Policy is to reflect our work as a school to continue to provide good quality learning for the pupils of Robert Smillie during these extraordinary times.

Our working has been shaped by the Scottish Government advice on Remote Learning, <https://education.gov.scot/media/hblh4yy0/cerg-remote-learning-080121.pdf>, the views of staff, parents and pupils and from the lessons that we learned previously from 'Lockdown' in March 2020.

### **Rationale:**

Key principals and learner entitlements are set out within the Scottish Government guidance above. Feedback from lockdown from the parent group at RSMP following lockdown in March 2020 can be summed up as follows:

- Families struggled to get children into positive learning routines.
- Pupil engagement in learning was, in general, very low and engagement in online learning resources was very poor (under 10% in some classes).
- Parents reported afterwards that they found paper based learning tasks much easier to monitor and engage with their children than online learning content.
- At the time, most families told us that they had access to hardware that enabled them to access online learning. In reality, for many, it was shared devices, parents' phones, or games consoles that are not easy to use for online learning.
- Children with known challenging circumstances at home who did not attend a Hub, did not engage in learning at all.
- Some children did not go outside to exercise, play or engage in healthy activities that are necessary for their wellbeing.

### **What we do at RSMP:**

To ensure high levels of engagement in learning and better pupil wellbeing we staff will do the following:

- Ensure that every child has appropriate work for their age and stage of learning for each day of remote learning.
- Ensure that the learning provided, as far as is possible, reflects the normal learning that would be completed in a school day.

- Every child will be given a paper pack with the work for a full week. It will be issued every Monday.
- Arrange a weekly, socially distanced collection / drop off of paper packs that ensures children are able to get outside for a short time of exercise and teachers can assess where further support (wellbeing or academic) may be required.
- Offer digital devices and connectivity lending service to all our families to ensure that hardware is not a barrier to learning.
- Ensure that there are set times where children/parents can access their teacher for real time support. This is set up through online platforms (google classroom or learning journals), or through normal communication methods of email or phone.
- Offer 'live learning' through several digital platforms including, Rising Stars reading, How to Train your Monster to Read, IDL, Studyladder, Top Marks, Learn at BBC Scotland.
- Offer a daily check in through online platforms, Google forms or other methods to identify where a child or parent needs additional support with learning from home.
- Continue to collaborate, within the school and with our children and parents to ensure that our offer is consistent across the school, promoting equity and ensuring high levels of engagement.
- School rewards will be used to encourage engagement of pupils.

We expect all pupils to:

- Follow the timetable of work set out by their teacher for each day.
- Complete all set work and hand in work as instructed by their teacher.
- Check in daily with their class teachers/support staff.
- Pupils should use digital learning platforms provided and 'live learning' as directed by their class teacher.
- Pupils should be appropriately dressed for live learning sessions.
- When using digital platforms, pupils must not record and/or share any content, i.e. Google Classroom resources, pre-recorded lessons or live sessions. Any pupil found to be capturing personal information will be removed from the digital platforms.

The role of parents and carers is to:

- Encourage and support their children's work, including finding an appropriate place for their child to work, checking that set work is completed, and ensuring a structure to the working day: start and finish times.
- Ensuring that an adult is available nearby whilst your child is online.
- Make sure that no recording and/or sharing of digital content takes place.
- Feed back to school staff where support or challenge is needed for their child (as appropriate) through normal school communication methods.
- Parents are not permitted to be visible during live sessions. If they have any concerns about live learning sessions, they should email the teacher or contact the school for further support and advice.
- Where pupils or family members are ill, parents should inform the school office so that teachers can be informed of absences and these can be recorded correctly.

We are mindful that if remote working/learning is happening nationally, then there may be bandwidth restrictions across the UK internet backbone affecting participation in live lessons and the timing of assignment submissions.

## Additional Information

### **'Live' online teaching sessions**

Teachers may wish to deliver some content in a 'live' manner. Google Meet allows for resources to be shared, and pupils to ask questions in 'real-time'. Pupils will be provided with details of sessions and will be expected to participate in them if requested and able to. Should a parent wish to speak to a staff member, they should request by email and not via Google Meet during a session. Teachers will record a live session so that the video or audio could be reviewed if any issues were to arise.

### **Size of groups for home learning**

Teaching groups may include whole class and small groups. Teachers and pupils should follow the same guidelines as conversations in school (e.g. appropriate standards and behaviour by both staff and the pupils). Teachers will not ask pupils to change to another communication platform. Teachers will never ask pupils to share their passwords.

### **Resources**

Supplies of paper, pencils, rubbers, rulers and jotters are available from the school office if required to complete remote learning tasks.

### **For information regarding;**

- Logging onto a Chromebook
- Glow and Google Classroom
- Navigating Google Classroom
- Photo upload
- How to check what you need to do

Please see the link below.

<https://sites.google.com/sl.glow.scot/slcremotelearning/home>

## **Robert Smillie Memorial Primary Google Meet (computer) - A Guide for All**

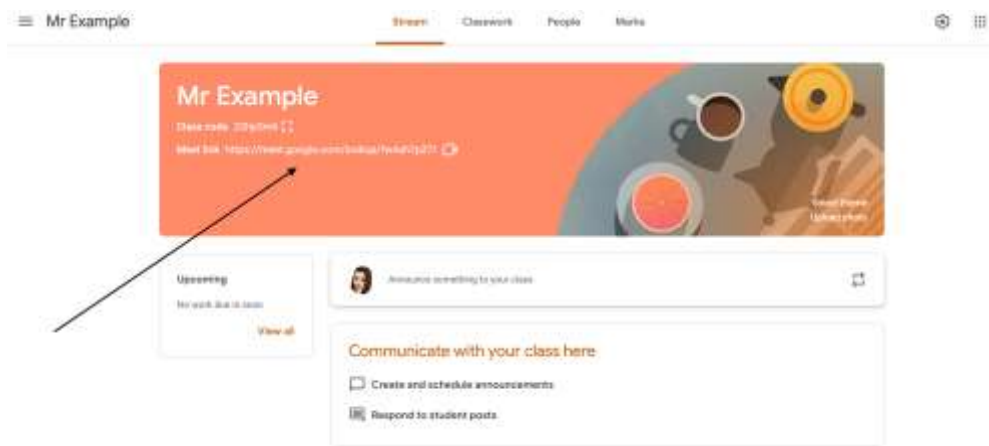
**All pupils have their glow and google email addresses.**

Glow email addresses end in **@glow.sch.uk**

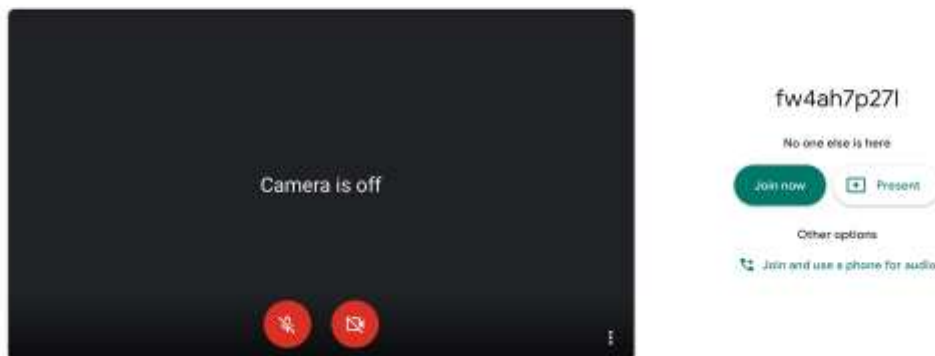
Google email addresses end in **@sl.glow.scot**

Example gw20smithjohn@glow.sch.uk gw20smithjohn@sl.glow.scot

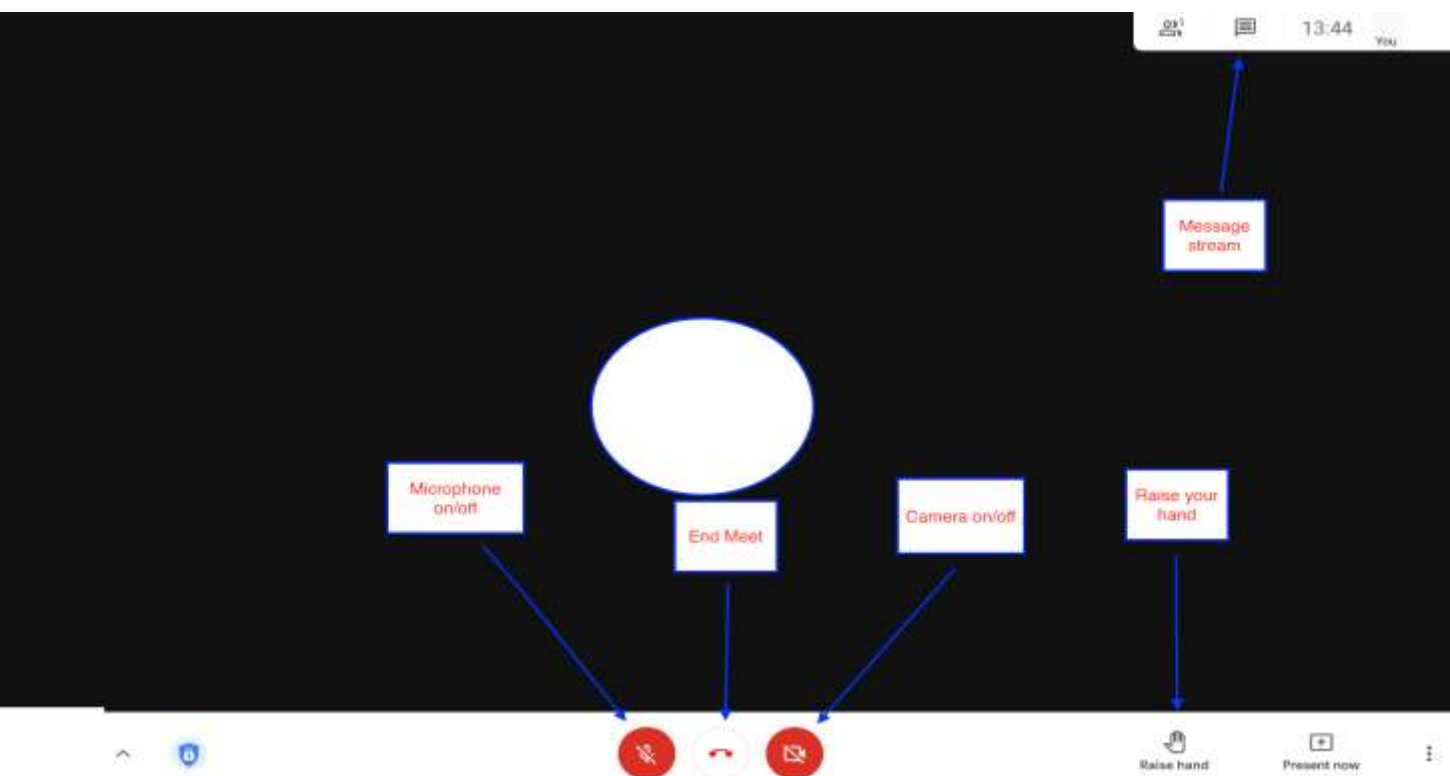
1. Log into glow <https://sts.platform.rmunify.com/account/signin/glow>
2. Find the Google Classroom tile and double click.
3. Click on the relevant classroom.
4. You will see a banner with a Meet link. Click the link. If there is no link, the Google Meet feature isn't available at this time. Teachers will turn this on and off when necessary.



5. Pupils should ensure the camera and mic is turned off and click "Join now".



6. This screen will appear, and the live session will begin. Remember all live sessions are recorded, and no parent should be visible at any times.



Feature	Use
Microphone	The microphone is used so that your child can be heard. The teacher has control over whos' microphones are on and off. If you do not have a microphone feature, you can communicate using the chat stream.  Red= off and white = on
Camera	The camera is used so that your child can be seen. Your child does not need to have their camera on. <b>No adult should be visible if the camera is on.</b>  Red= off and white = on
Raise hand	If your child has a question, they should click "raise hand". The teacher will unmute and answer questions when appropriate. Click "lower hand" when the question has been answered.
Message stream	The message stream section is used if your child wants to ask/answer a question or communicate with the teacher. Anything typed in this section is visible for all pupils to see.
End Meet	This button should be clicked when the session is finished, or your child has to leave the Meet.

# Robert Smillie Memorial Primary Google Meet (phone/tablet) - A Guide for All

All pupils have their glow and google email addresses.

Glow email addresses end in **@glow.sch.uk**

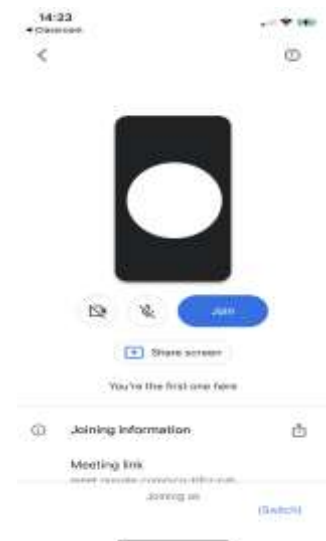
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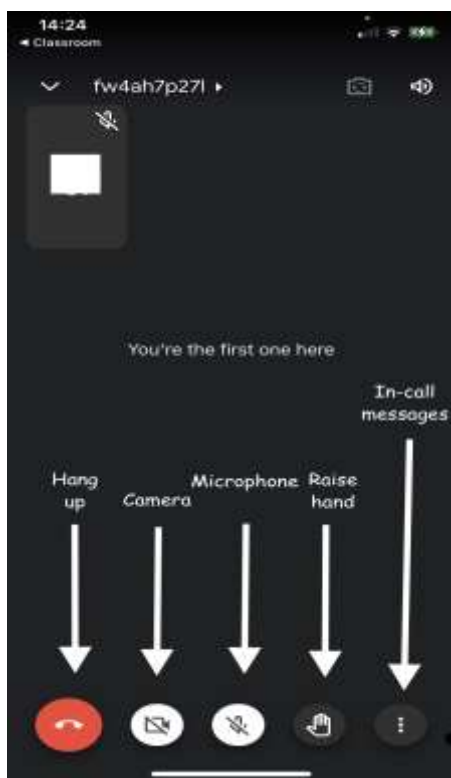
1. Download the Google Classroom and Google Meet app for free.
2. Sign in to Google Classroom, ensuring you are using the pupil's Google email address. (see above)
3. Click on the relevant classroom.
4. You will see a banner with a Meet link. Click the link. If there is no link, the Google Meet feature isn't available at this time. Teachers will turn this on and off when necessary.



7. Pupils should ensure the camera and mic is turned off and click "Join".



8. This screen will appear, and the live session will begin. Remember all live sessions are recorded, and no parent should be visible at any times.



Feature	Use
Microphone	The microphone is used so that your child can be heard. The teacher has control over whos' microphones are on and off. If you do not have a microphone feature, you can communicate using the chat stream.  Red= off and white = on
Camera	The camera is used so that your child can be seen. Your child does not need to have their camera on. <b>No adult should be visible if the camera is on.</b>  Red= off and white = on
Raise hand	If your child has a question, they should click "raise hand". The teacher will unmute and answer questions when appropriate. Click "lower hand" when the question has been answered.
In-call messages	The message stream section is used if your child wants to ask/answer a question or communicate with the teacher. Anything typed in this section is visible for all pupils to see.
Hang up	This button should be clicked when the session is finished, or your child has to leave the Meet.

#### Useful Google apps



Drive



Meet



Docs



Slides



Sheets



## Accessing Glow on Your Console

Did you know that pupils can access Glow on their gaming consoles? This might help free up home laptops or devices for parents who are also seeking to work from home. It may not be available on all console formats but this guide will help Xbox and PlayStation users.

### For Xbox users:



1. Turn on Xbox One and launch Edge\*
2. Enter the URL <https://glow.rmunify.com>.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk).
4. Enter the password.  
( Optional) You can choose to save the username and password on the browser for easier access next time.
5. Follow this link for a useful video tutorial:  
<https://youtu.be/rWTwAfIKbkU>

\*If your console doesn't have the Edge browser, it can be downloaded in your Store.

### For PlayStation users:



1. Turn on PS4 and launch Internet Browser (Select Library, then Applications, as shown.)
2. Enter the URL <https://glow.rmunify.com>.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk)
4. Enter the password
5. Follow this link for a useful video tutorial: <https://youtu.be/mHTHaXhccDE>

