Home Learning for Exceptional Circumstances Policy

PRINCIPLES OF HOME LEARNING DURING EXCEPTIONAL CIRCUMSTANCES

The Trust is committed to providing the best possible learning opportunity through these unprecedented times. This policy sets out our commitment and expectations regarding the provision of online learning for all pupils. This policy will also tell you about what you can expect from us should your child/family be isolating due to Covid 19.

Our aim is for all pupils to access appropriate learning each week-day, however we are aware that there will be some barriers to achieving this goal. We have considered ways in which we will work to overcome any such barriers, but we acknowledge that there may be some incidences where this will not be possible. There may also be times, due to teacher illness, that daily online services could be interrupted, contingency plans will be put in place to ensure that any disruption to home learning is minimal.

The main aims of remote learning are to:

> Keep the minds of our children active and happy, ready to return to school and engage with learning when the time comes.
> Ensure regular contact with all children and families.
> Ensure consistency in the approach to remote learning for pupils who aren't in school

USING GOOGLE CLASSROOM

The Trust will use 'Google Classroom' to host its online learning platform. Each class will have an online area where their class teacher will be able to upload work. Children will be able to access their work daily as well as being able to upload completed work for their teacher to mark.

SAFEGUARDING AND SECURITY

Safeguarding is The Trust's priority, throughout the setup phase of this project we have worked closely with our ICT consultants regarding the security of Google Classroom. All of the recommended safeguards have been put in place.   For more detailed information about Google Classroom's security settings and permissions please see Appendix 1.

Reporting an issue for staff:

> Any child protection or safeguarding concern must be reported to the Designated Safeguarding Lead (DSL) without delay
> Concerns about the safety of procedures, behaviours or use of technology should be referred to the DSL
> Routine queries about the use of apps or online materials should be addressed to the class teacher/Academy Head

Reporting an issue for pupils:

> Speak to a trusted adult
> Click the 'Online Safety Concern' click CEOP https://www.ceop.police.uk/safety-centre/
> Contact Childline 0800 1111

SETTING IT UP

As a parent or guardian, you will be sent/re-issued a joining email to the email address you have registered with the school. The email will include your child's secure email address; if you have not accessed the platform before then this email will be followed by another email providing a temporary password. Once you received these emails you will be able to set up your child's access to Google Classroom. The first time you log on you will be directed to set a new password, please keep this information secure. The Google Classroom administrator will be able to reset passwords during the school closure/bubble closure/lockdown; this can be requested by emailing the administrator directly. Your School administrator, and other relevant contacts, are listed at the end of this policy.

Lost or Forgotten Password

If you or your child forgets the password, you can email administrator for a password re-set using the email we have registered for you as your school communication email. The Administrator will be able to check that you are emailing from a known email connected to the pupil who needs a password re-set. They will aim to provide a re-set within 24 working hours. Please bear in mind that, at times, staff will be working in our Educational Centres and this may affect response times. Please note, any work submitted late due to a lost password will not be marked.

ACCESS TO INTERNET/EQUIPMENT

Google classroom can be accessed via tablet or a PC that is able to access the internet. Both Apple and Android have an app that you can use if you choose to. The Trust understands that not everyone will have access to the internet or suitable equipment.

Individual Schools are looking at ways that they can support pupils to access home learning if pupils cannot get access to Google Classroom. In some cases, the School might be able to arrange the loan of equipment, if this is not possible then a pack of paper resources might be provided. Alternatively, Schools may place a list of resources and online learning sites on the School website for children to access. Please contact the listed administrator at the end of the policy if you would like to discuss these alternatives.

LEARNING – WHAT TO EXPECT

Curriculum Content

Online learning cannot fully replace or replicate the sort of learning that takes place in a classroom. Quality learning requires an in-depth knowledge of each pupil and is most effective when there is the opportunity for 'learning conversations' with teachers, support staff and other pupils in the class.

Teachers use these interactions to plan for future learning for pupils in their class. Whilst we acknowledge that the online platform cannot replicate a real classroom experience it is our intention that it will support pupils, parents and carers to continue with some aspects of their learning and give them a continued contact with their school via their teacher.

On the first day of any period of Home Learning pupils will be provided with information and activities about internet safety. Teachers are also asked to include a weekly reminder about internet safety.

Each school day class teachers will upload 'learning opportunities' planned in line with current curriculum plans. The learning opportunities will take many different forms including, PowerPoint Presentations, clips explaining new learning, work sheets, reading activities, set writing tasks and suggestions about other activities pupils could complete. Teachers will also provide pupils with links to relevant online learning that will support their current learning. Each day your child should receive an English and Maths lesson/task, suitable link to further learning and another suggested learning activity in another subject such as history or geography.

The learning will be uploaded to your child's SPECIFIC NAME OF INDIVIDUAL WORK AREA, any work that can be marked will be uploaded to SPECIFIC NAME OF INDIVIDUAL WORK AREA. Teachers will mark any work that has been made available for online marking. The deadline for pupils to upload any completed work will be stated on the site when the work is uploaded (no later than 11pm on the same day as the teacher has uploaded the work) the expectation is that this work is then marked within 24 hours. Unfortunately, late submissions will not be marked.

Response Time and Core Hours
Teachers will be working their usual hours during this closure period, however please note that teachers will also be deployed to our Trust Schools, may themselves have caring responsibilities or may fall unwell. Whilst we will aim for teachers to respond to emails and work submitted within 24 hours, it might not always be possible – understanding during this period will be appreciated. During the school closure/lockdown, if you have any concerns or questions regarding the provision of the online classroom please contact either the Class Teacher or the Academy Head.

Personalisation
When work is uploaded to Google Classroom your child will receive work that is specifically designed to meet their needs, this includes pupils with SEND. Pupils cannot see what work has been set for others. As with any classroom, if you were concerned about any work that has been set you can discuss this with the class teacher by contacting Mrs Leeks, Mrs Richardson or Mrs Cross (see details below). School Leaders and Academy Heads are responsible for monitoring the quality of education and learning at their School(s), this expectation is the same with Google Classroom.

Video Conferencing
In some cases, teachers may wish for pupils to engage with face to face teaching (using Google Meet.) Before these sessions pupils will be sent a meeting code from the session organiser as well as the start time for the session. Pupils will not be able to log in until this time. For safeguarding purposes there will always be two staff members on these sessions.

Pupil/Parental

If a Teacher is off sick where ever possible the School Leader will arrange for another teacher to upload work to the classroom. We will aim to arrange this within 2 working days. However, it should be noted that any replacement teacher, just as in a live classroom will not have the same level of knowledge of your child and their learning.

Parents are offered the opportunity to support their child with home learning through Google Classroom. The Trust strongly recommends that if you choose not to use the platform that you continue to read with your child and encourage them to practice their maths and writing skills.

Contact details of Administrators:
PLEASE ADD DETAILS
Administrator 1:Mrs Leeks – h.leeks@gfpschools.org
Administrator 2:Mrs Richardson – a.richardson@gfpschools.org
Administrator 3: Mrs Cross – s.cross@gfpschools.org

APPENDIX 1
GSuite for Home Learning

As a Trust we use 'G Suite for Education' - a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Currently only the staff access G Suite and we have been using it since the start of the Trust in 2016. As part of our response to the closure of schools due to the Covid-19 pandemic we have decided to expand the use of the G Suite to provide home learning to all pupils. During the closure period pupils will be able to use their G Suite accounts to complete home learning, have work marked and follow links to online educational learning sites.

We use a special version of the core GSuite Apps to provide a secure learning intranet for our pupils and staff. Children will use a Gmail login to access Google Classroom. The Gmail login the pupils use cannot be shared with external email accounts, only with others within @INSERTSCHOOLEXTENTION - the school's Google domain. Google require only basic information to set up these accounts, your child's year group and name. Through Google Classroom, using their secure login at home, your child can continue working on their classroom learning throughout any school closure period.

Our pupil accounts have a particular set of security settings to reflect the fact that the system is being used by a child - they have a much higher security setting than our staff for example. We take advice on these settings from companies that advise us.

Google's Privacy Policy for GSuite can be found here:
https://policies.google.com/privacy/update

The information below from Google provides answers to common questions about what they can and can't do with your child's personal information, including:

> What personal information does Google collect?
> How does Google use this information?
> Will Google disclose my child's personal information?
> Does Google use student personal information for users in Reception-Year 6 schools to target advertising?
> Can my child share information with others using the G Suite for Education account?
> G Suite for Education information for Parents and Guardians
> This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from pupils in connection with these accounts.
> Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html

You should review this information in its entirety, but below are answers to some common questions:

> What personal information does Google collect?
> When creating a pupil account, we provide Google with certain personal information about our pupils, including, for example, a name, email address, and password.
> When a pupil uses Google services, Google also collects information based on the use of those services. This includes:
> device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
> log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
> location information, as determined by various technologies including IP address, GPS, and other sensors;
> unique application numbers, such as application version number; and
> cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.
> How does Google use this information?
> In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use student personal information for users in primary schools to target advertising?

> No. For G Suite for Education users in primary and secondary schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

> We allow pupils to access Google Classroom and Google Mail, however the security setting will not allow them to email outside the school domain.

Will Google disclose my child's personal information?

> Google will not share personal information with companies, organisations and individuals outside of Google unless one of the following circumstances applies:

> √ **With parental or guardian consent**: Google will share personal information with companies, organisations or individuals outside of Google when it has parents' consent which may be obtained through G Suite for Education schools – including SCHOOL NAME. We would contact parents directly if Google ask for any examples of children's work etc.

√ **With Helmingham Primary School and Nursery G Suite for Education accounts:** Because they are school-managed accounts, give administrators access to information stored in them.

√ **For external processing:** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

√ **For legal reasons:** Google will share personal information with companies, organisations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

> Once you use the activation email and set up your child's account, you consent to the collection and use of your child's information by Google. If you don't use the activation email by 1.9.20 we will delete the G Suite for Education Account. G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

> If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your child's class teacher as above.

If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely.

You and your child can also visit: https://myaccount.google.com while signed in to the G Suite for Education account, to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

> If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact:
> Mrs Lloyd in the Office.

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Centre, the G Suite for Education Privacy Notice, and the Google Privacy Policy.

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement.

Document Control

Changes History

Version	Date	Amended By	Details of Change
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Approval

Name	Job Title	Signed	Date

Equality Impact Assessment

Date	Name	Details

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