



Remote Learning Protocol

Parent information

January 2021

Remote Learning Rationale

At Cromer Academy, our remote learning offer through Google Classroom (G suite) includes clearly signposted lessons each week in line with your child's usual school timetable. Lessons have clear teacher explanations in the form of voice recordings or videos, work for your child to complete and upload, and regular quizzes to check progress.

Our school staff have also worked very closely with the leading national provider of remote learning, Oak National Academy, to tie in with our schemes of work. Where relevant, these lessons are clearly provided.

While we know that remote learning can never replace face-to-face teaching, we are confident that our remote learning offer is effective and beneficial for our pupils.

We strongly believe a blended approach (live and pre-recorded) best fits our context and that pre-recorded lessons are often better and more accessible than live lessons because they are not as reliant on technology working seamlessly for the lesson's entirety. Pre-recorded lessons enable pupils to pause, go at their own pace and catch up if technological difficulties arise. Ofsted have reported on remote education in [this article](#). A variety of our lessons and form time will be live.

I quote directly from [The Education Endowment Foundation](#) research that suggests, *'Ensuring the elements of effective teaching are present – for example clear explanations, scaffolding and feedback – is more important than how or when they are provided.'*

We know that this is a difficult time for families, and that, while it is important that your children continue to have their school day structure, there needs to be some flexibility for them if necessary. So, as we discovered in the previous lockdown, healthy eating, regular exercise and downtime are essential for all our well-being, particularly children.

Pre-recorded lessons, don't tie your child to a particular time-slot and give your child much needed flexibility, particularly if they are having a bad day. Moreover, from an academic point of view they give teachers the time to carefully check work submitted, and give considered weekly feedback to the pupils so that they know how to progress in their work.

Equally, using pre-recorded lessons allows form tutors, and other staff, time to make welfare calls to families and provide support, if necessary, with academic or other issues. We therefore, strongly believe our use of Google Classroom allows a more holistic way of best supporting pupils at this time.

1. Aims

This Remote Learning Education Protocol aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school, through use of quality online and offline resources and teaching videos.
- Provide clear expectations to members of the school community with regards to the delivery of high quality remote learning.
- Support effective communication between the school and families.

2. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Protocol may include:

- Online tools such as Google Suite of Applications.
- Use of recorded video, instructional videos and assemblies.
- Phone calls home.
- Use of Oak Academy, Seneca, Educake, BBC Bitesize and other online learning websites/platforms.

Pupils must use their @cromeracademy.org.uk email account to log in to the Google remote services provided by the academy.

3. Home and School Partnership

Cromer Academy would recommend that each 'school day' maintains the structure of their existing timetable. We encourage pupils to stick to their timetable as best as they can but we understand that at times this may be difficult. All we ask is that pupils try their best in the circumstances and in the time available.

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 a case-by-case basis.

4. Responsibilities

Teachers will be available between normal school hours, wherever possible.

All teachers will aim to provide the best experience for pupils, providing feedback and interaction, but will adopt different approaches whilst using the Google suite of applications and other external services.

5. Pupil Protocol

Remote learning at Cromer Academy, during any enforced school closure, will ensure that you are able to stay connected and be part of the school community. It will not only allow the learning process to continue but will also provide important support for your child's well-being.

Expectations for live sessions

When using Google Meet and Classroom, remember that this is an extension of the classroom and pupils should conduct themselves as they would in the classroom. In order to add another layer of online safety, live sessions will be recorded to safeguard pupils and staff. The recordings will not be used for any other purpose and will never be distributed.

This includes:

- Video conferencing from an environment that is quiet, safe and free from distractions, for example, not in bedrooms; and where possible be against a neutral background.
- Being on time for each remote learning session.
- Being dressed appropriately for learning (no pyjamas).
- **Make sure that your child's camera is turned off and their microphone on mute at the start of each session and only unmute if instructed to do so by the teacher.**
- Appropriate comments related to the learning objectives of the lesson can be made through the class comment feature of Google Classroom.
- Only joining each remote learning session 5 minutes before the start time and ensuring that your child ends the session when asked to do so by the teacher. They may have to wait until the teacher has admitted them. Please be patient.
- Pupils should have all the equipment that they need for each session nearby such as your pencil case, textbook and exercise books.
- Pupils should remain attentive during sessions.
- Pupils should interact patiently and respectfully with their teachers and peers.
- Pupils MUST NOT record each other's online interactions or film or share images of members of staff. It is illegal to share images of people without their consent.

Pupil Remote Learning Protocol Agreement

I understand that I must use remote learning facilities in a responsible way, to ensure that there is no risk to my safety, the safety of others within the school community or to the safety and security of the ICT systems.

1. I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
2. I will use appropriate language. I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3. I agree that in order to add another layer of online safety, live sessions will be recorded to safeguard pupils and staff. The recordings will not be used for any other purpose and will never be distributed
4. I will not use language or images that could stir up hatred against any groups or individuals. This includes cyber bullying and any actions likely to harass, cause offence, inconvenience or cause needless anxiety to any other person. If I

- accidentally come across such material I will report it immediately to my teacher or my parents.
5. I will not reveal any personal information (e.g. home address, telephone number) about myself or others in the school community.
 6. I am aware that email is not guaranteed to be private. Messages supporting illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.
 7. I will not attempt to harm or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system
 8. I will only use technology for school purposes as directed by my teacher.
 9. I will only use technology for school purposes when an adult is aware that I am using it.
 10. I will not reveal my passwords to anyone.
 11. I will be responsible for my behaviour and actions when using technology at home (Google Classroom, Google Meet and other interactive applications), this includes the resources I access and the language I use in any communications including emails and chat/forum posts.
 12. I will not record or take photos of my classmates or teachers during any remote learning session.
 13. I will not forward any content that I have given access to online –such as worksheets, exam papers, answers, solutions, videos, notes or links – to anyone outside of the school community without the permission of the creator of that content.
 14. I understand that when using Google Classroom and other applications provided by the school that my use is monitored and logged and can be made available to my teachers.
 15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents may be contacted.
 16. I agree to comply with the acceptable use policy of any other networks that I use.
 17. By accessing our remote learning package (including googlemet 'live' sessions) I agree to all of the above.

