



# REMOTE LEARNING PROTOCOLS EYFS

5 January 2021

The 'Remote Learning' experience for pupils in EYFS will involve a combination of the 'Evidence Me' APP and/or Website plus Microsoft Teams. Live sessions are likely to last for approximately 20 minutes and may include singing, story telling and educational games. During the live sessions, the teacher will also explain the teaching content for the rest of the day. We anticipate that this will include three short pre-recorded video lessons (Phonics/Literacy, Maths and Story/Topic). The videos for each day will be saved for parents/pupils to access in the file tab on Microsoft Teams. Parents/pupils will be able to access the video in any order that they wish and at a time which is convenient for them. Any additional paper-based follow up tasks/homework will also be saved within the file tab on Microsoft Teams.

Whilst accessing live or pre-recorded teaching content on Microsoft Teams, parents/pupils will have the ability to ask questions or seek clarification about the work set. Communication can take place between parents/pupils and the EYFS staff using the 'chat' function within Microsoft Teams. We would like to take this opportunity to make you aware that the 'chat' function is public and able to be viewed by all other parents of pupils in the class.

The EYFS teachers would love to see any work completed by the pupils in response to the tasks set. Due to the age/ability of the pupils, we recognise that the majority of the activities set are likely to require a practical rather than a written response. Therefore, we anticipate that evidence of the tasks completed is likely to be captured photographically or as a short video clip. Photographs, video clips and associated comments should be submitted to teachers using the 'Evidence Me' APP or website. Once uploaded, your contributions (which we will refer to as 'observations') will be added to the children's existing online learning journals because we greatly value the learning that you will be facilitating at home as well as in school. Once received, teachers will be able to provide you with feedback or extension tasks regarding the observation submitted. In the event of a closure, we ask that you aim to submit up to three observations per day (via the 'Evidence Me' APP/Website) but these must relate directly to the tasks set within Microsoft Teams.

Key contacts will be able to upload 'observations' to their child's school learning journey profiles for the teacher to review during any enforced closure period. Please note, key contacts will only be able to view the observations that they themselves have uploaded. They will not be able to view any observations or comments uploaded by the other key contact. The EYFS staff will be able to view the contributions made by all of a child's key contacts.

We appreciate this will be a new experience for everybody (us included!) and hope this guidance (along with the Microsoft Teams user guide) will aid everyone to ensure that 'Remote Learning' is a positive and enriching experience for all children in EYFS, relating to our core values:

- **Aim High** - Children will challenge themselves and have high expectations of their learning
- **Work Hard** - Children will ensure they are accessing the daily lessons and completing the tasks set for them by the teacher

- **Have Fun** - Teachers will plan and deliver high quality teaching and learning that will be engaging and enjoyable with a variety of learning tasks for children to complete

We recognise that younger pupils will need considerable support at home from parents in order to be able to access remote learning successfully and would like to thank you in advance for any contributions you are able to make.

Before using Teams, please talk through the pupil protocols contained within this letter with your child and make it clear that any child who does not follow these guidelines will be issued with an appropriate consequence. Any repetition of poor behaviour could result in access to the live teaching elements being denied.

Protocols for children using Microsoft Teams at home:

- Timing for live lessons will be communicated to parents in due course.
- Your child will be expected to attend the daily live session alongside other pupils in their class
- Your child will be expected to complete all tasks set for that day and when possible these should be submitted by parents throughout the day as they are completed. Preferably, all observations should be submitted by 4:00pm and no later than 6:00pm. Teachers will endeavor to mark tasks and issue feedback either the same day or the following morning.
- As previously mentioned, you will be able to leave comments in response to the live or pre-recorded sessions within Microsoft Teams. These comments must be appropriate to the learning task. It might be that you or your child wishes to post a question asking for help/clarification if you are unsure about how to complete a task set. This 'chat' feature is not to be used for the children to communicate with each other through the use of either text or emojis. Any inappropriate messages will be passed onto the senior management team and dealt with accordingly.
- While children are watching a live lesson, we recommend that they are sat in a quiet room and their microphones must be set to mute. If the child wants to ask a question during a live lesson they can use the 'raise hand' button and the teacher or teaching assistant will know they are waiting. Teachers do have the ability to set the pupils' microphones to mute.
- In order for the teachers to maintain visual contact with their pupils, we expect pupils to have their cameras turned on during live lessons (as long as there is a camera function on the device that they are using). This will mean that your child is able to see themselves on the screen as well as the other pupils and staff involved in the lesson. This should help your child to continue to feel connected to their friends and teachers. Pupils will be expected to behave appropriately during the live lesson and any incidents of inappropriate behaviour (such as face pulling) will be dealt with accordingly.
- Pupils must be appropriately dressed when engaging with a live lesson (i.e. no pyjamas).
- It is important that pupils have as few distractions as possible during the Remote Learning experience. Therefore, we recommend that pets are removed from the room where the child is sat. Televisions/radios should be switched off during a live lesson.
- Even though we recommend attendance from pupils during live lessons, the live lessons will be recorded so they can be accessed later by pupils if necessary.
- Remote lessons (live or recorded) must NOT be shared electronically or otherwise. This will be a breach of our Acceptable Use Policy and will be dealt with accordingly.

Please reinforce to your child/ren the importance of working safely online. Make them aware that anything they do or post on Teams will be monitored by the class teacher, IT technician and Mrs Cocker (Headteacher).

By engaging with the remote learning provided by the teacher, we will assume that you have reinforced these protocols with your child and that you and your child are automatically agreeing to abide by these.

As mentioned previously, this is a new experience for us all so we hope that you will continue to be patient with us as we try to perfect our use of 'Teams' and 'Evidence Me' as platforms for learning. It is likely that a number of adaptations will need to be made along the way to ensure the experience is appropriate and accessible for all of the children.

We would like to take this opportunity to thank you once again for your continued support and cooperation during these unprecedented times.