Machanhill Primary Remote Learning Policy

This policy is to ensure the ongoing education of pupils at Machanhill Primary under unusual circumstances. The school will deliver academic lessons, and pastoral support to pupils remotely, using Google Classroom. Pre-recorded lessons will be available to support learning, and timetabled live stream interaction will be available via Google Meet.

Pupil expectations:
- Pupils will retain structure to their working day starting with their logging-in to Google Classroom at 9:00 am, where possible.
- In line with their expected timetable, pupils should connect to Google Meet throughout the day at their relevant time slots.
- Pupils should complete all set work and hand in work as instructed by their teacher.
- Unless otherwise directed, pupils should use Google Classroom to access assignments and instructions.
- Use the Google Classroom stream to communicate with their teachers and ask questions if they require help at particular time slots throughout the day.
- Pupils will not record and/or share any Google Classroom content, i.e. resources, pre-recorded lessons or live sessions. Any pupil found to be capturing personal information will be removed.

Parent/Carer expectations:
- 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.
- Please provide an appropriate place for your child to work, ensuring that an adult is available nearby whilst your child is online.
- Parents will not record and/or share any Google Classroom/Google Meet content.
- Parents are not permitted to be visible during live sessions.
- 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.
- 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.
- If there are any concerns, in the first instance, parents should contact the pupil's teacher.

Staff expectations:
- A member of staff will be available daily for check-in sessions using Google Meet. Times are available on Google Classroom.
- Teachers will upload a minimum of one literacy, one spelling, one numeracy, one health and wellbeing and one cross-curricular activity to Google Classroom per day.
- Teachers will differentiate activities to meet the needs of all learners.
- Teachers will upload pre-recordings, websites, youtube clips and other resources to support and progress learning.
- Throughout the day teachers will be available to answer pupil questions on the stream section of Google Classroom.

'Live' online teaching sessions

Teachers will 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.

School Office office@machanhill-pri.s-lanark.sch.uk

Mrs Boyle headteacher@machanhill-pri.s-lanark.sch.uk

Mrs Tallamy gw07tallamyvicky@glow.sch.uk

Mrs Carson gw14carsonkirsti@glow.sch.uk

Mrs Hamilton gw10hamiltonlauren@glow.sch.uk

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

Machanhill Primary Remote Learning Rules

Online Learning Rules:

1. Pupils should not record and/or share any resources, pre-recorded sessions or live sessions from Google Classroom/Meet. Your teacher will record all the live sessions.
2. Pupils are expected to be on-line for live sessions at the designated times.
3. Pupils should be muted whilst online unless the teacher states otherwise.
4. Adults/carers should not be visible on the screen or heard at any time during a live session. Google Meet is for pupil use only.
5. Pupils will follow the school rules, e.g. no text speak, no slang or inappropriate language when writing in the message stream.
6. Parents should contact the class teacher and school using email.