

The following document details Newfield Primary School's planning and procedures during periods of remote, online learning. These periods will be guided by Scottish Government policy and supported by South Lanarkshire Council.

The Covid-19 crisis has placed Newfield Primary School in the unique situation of being tasked with delivering a high-quality remote learning experience at a time when the majority of children are not attending school in person. We face the challenge of providing responsive and progressive learning experiences for children/young people who are learning from home as well as those who are attending school as vulnerable learners and children of keyworkers.

Our aim is that our children and young peoples' learning experience is as continuous as context allows. Our aspiration is that in order to provide continuity of learning during lockdown it is as close to the daily face to face experience as it can be, whilst acknowledging that it is neither possible nor desirable to exactly replicate a classroom environment at home.

The South Lanarkshire Council definition of Continuity of Learning in this context is the continuation of educational experience in the event of National Lockdown. It is a critical component of school emergency management, as it promotes the continuation of teaching and learning despite circumstances that interrupt normal school attendance. Our aspiration is that continuity of learning during lockdown should be as close to the daily face to face experience as context allows.

We will monitor engagement with remote, online learning (and follow up with learners who are not engaging). We are committed to giving pupils access to learning activities which will meet their needs and build on prior learning. During periods of remote learning, the school will use the online platform Google Classrooms (GC), the use of which has already been established through our previous remote learning experience. Children can access their Google Classrooms, which have been set up by the school, using their current username and password which have been distributed in August and again in December, they are also stapled inside the pupils' Read Steady Learn booklets. All children have had the opportunity to log into their Google Classroom in school and have been shown how to navigate round the class and access work.

We aim to:

- Offer a well thought-out blend of approaches appropriate to the age and stage of the young person
- Provide new, carefully planned, progressive learning experiences which will be differentiated, with consideration given to the desired learning outcomes – this will include play for the younger children
- Provide frequent, clear explanations of new content, delivered by a teacher virtually or through high-quality curriculum resources or teacher led videos
- Ensure regular, live engagement from the class teacher and support staff on a daily basis
- Measure how well pupils are progressing through the curriculum, using questions and other suitable tasks

- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- Provide additional targeted support through interventions to those who would normally receive this in school

Newfield Primary School Remote Learning Provision

Following discussions with stakeholders and consideration of our current Recovery Curriculum, all our learners will receive:

- **Daily - 1 Literacy, 1 Numeracy and 1 other Curricular Area**
- Work will be clearly marked with the appropriate Learning Intention and will be made of a number of short tasks or one longer extended piece of work, depending on age and stage of pupils.
- Work will be differentiated and task allocated to specific children to ensure work is pitched at an appropriate level.
- Tasks will be shared at 6pm the previous evening via Google Classroom to help with families own commitments and work patterns.
- No homework tasks will be set during the period of Remote Learning.
- Completed tasks can be uploaded into the assignment section of the Google Classroom and will be marked and feedback from the teacher given. This could take up to 2 school days from admission date.
- Work returned via class teacher email will be noted as handed in but individualised feedback will not be able to be given.
- Weekly virtual assemblies will provide the opportunity to share the children's successes and achievements

Direct Teaching/Live Interaction

The following list provide examples of ways which staff at Newfield PS are planning regular, high quality interactive learning.

- Voice recordings on presentations e.g. PowerPoint
- Voice (Screen recordings using Screencastify, Jamboard or similar)
- Voice note - a recording of voice going over the learning intentions or instructions for an activity.
- Reading a story aloud
- Recording of you carrying out an example of a task (using screen recording, online whiteboard or similar)
- Working with partners to target additional support and resources to those who require them

Communication with parents/carers

- SLT will be available daily via phone and/or email office@newfield-pri.s-lanark.sch.uk
- Weekly updates will be provided via email for all parents/carers
- Fortnightly pastoral check-in phone calls will be made by teaching staff to all parents/learners
- The school website will be kept up to date with all relevant information and documentation

- Regular posts will be made on Twitter and on MySchoolApp

Communication with learners and parents/carers using Google Classroom

- Teachers will be online 9am-10am and 2pm-3pm to answer any questions on the GC Stream
- The GC Stream will be available for children and parents/carers to communicate with teachers and each other
- The Google Meet check-in sessions will provide opportunities for learners to engage with one another, their CT and SLT

Quality Assurance

- SLT and CT monitoring daily engagement on GC through GC register
- SLT and CT monitoring engagement levels over weekly period
- SLT and CT monitoring quality of work returned
- SLT monitoring content of GC on regular basis
- Fortnightly calls to all families for pastoral support and to target non engagement
- SLT engaging in regular conversations with parents and carers regarding content of GC
- SLT and CT engaging in regular conversations with learners regarding online learning, content on GC
- SLT monitoring planning and progress through FP consultations and Tracking and Monitoring meetings
- SLT ensuring regular opportunities for staff to engage in ongoing CLPL
- SLT ensuring regular opportunities for staff to engage in shared planning and moderation activities

Role of parents/carers

Newfield Primary School values the partnership with parents/carers and the support they can provide with learning at home and outside school. Parents/carers are expected to:

- Establish a routine at times when the child is able to learn effectively that suits the family according to their needs and the availability of devices.
- Promote the value of remote learning, encouraging and supporting their child/ren to complete their home learning
- Foster an open pathway of communication between the school and home
- Ask the school for help if they do not have access to adequate technology/resources at home so that it can be arranged
- Contact the class teacher if they have any concerns or questions about any aspect of work at home or if their child is experiencing difficulties

Role of pupils

- Carefully follow the guidance of the class teacher regarding what to do, the amount and timing of work, when to submit it and what is expected, making sure that they understand what they have been asked to do by reading the instructions carefully and/or watching any videos that accompany the task

- Ask questions if they do not understand, via the remote learning platforms or via their parents by email to class teachers where relevant
- Contribute thoughtfully to Google Meet sessions, providing feedback on remote learning to the teacher, including whether it was too easy, too hard or just right, for the school to monitor and evaluate.
- Take pride in their work and try their best to complete the tasks

Newfield Nursery Remote Learning Provision

- Weekly Literacy, Numeracy and I Health and Wellbeing activities are posted on the Learning Journals.
- Termly Newsletters continue to be sent to parents via Email and Learning Journals.
- Early Years workers have taken the lead in Curricular Areas on post activities for their Curricular Area in the Learning Journals.
- Parents are encouraged to use the achievements section of the Learning Journals to celebrate any achievements at home.
- Staff make comments on work/achievements posted and will make suggestions for next steps.

Quality Assurance

- The Nursery teacher works alongside Early Years workers and takes responsibility for planning weekly activities.
- All activities need minimal resources to ensure all learners have equal access.
- The Depute Head will monitor the Learning Journals and send out questionnaire to parents to encourage feedback in order to improve every two weeks.
- The nursery staff will gather feedback from parents and children on remote learning activities provided.
- An engagement sheet is completed week.

Communication with Parents

- The SLT is available to be contacted daily through email or telephone calls.
- All of the nursery team will communicate with their own groups via learning journals.
- The Early Years workers will phone all parents every fortnight for a check in.

Appendix attached:

A - Access to Google Classroom Guide

B - How to download Google Classroom App

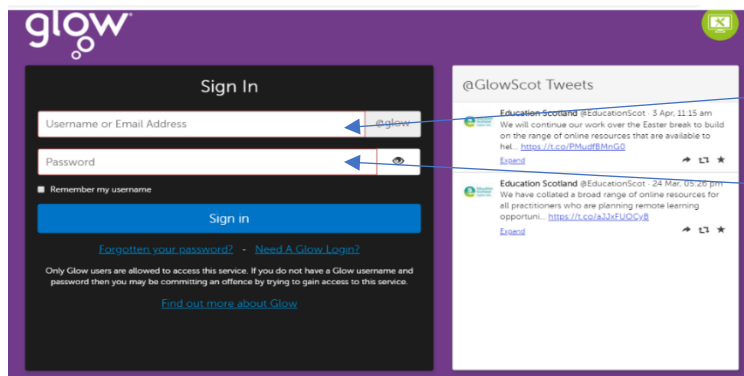
C - How to upload a photo on Google Classroom App

D - A guide to Video Conferencing for Learners, Parents and Carers

E - Accessing GLOW on your games console

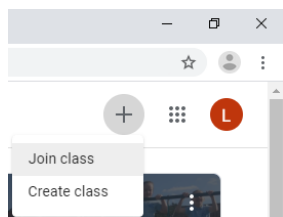
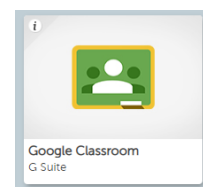
Teachers will be setting tasks for your child in our Google Classrooms. These are optional tasks but we would encourage your child to take part in some, if not all, of the tasks assigned. The Google Classroom is also a easy way to keep in contact with the class teacher and their classmates. Miss Corke and Mrs Horn are members of all the classrooms so they can check and see how everyone is getting on whilst the school is closed.

To access Google classroom, go to the GLOW login page. As shown below.



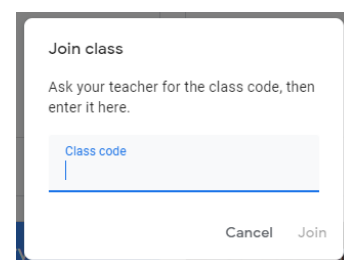
Enter the GLOW username and password in the boxes and click Sign in.

Scroll down on the Launch pad page until you find the Google Classroom tile. Click on the tile.



All children have been logged on and joined to the correct class. If the class does not appear automatically. In the top right corner click on the plus sign and choose join class.

In the box that appears enter the class code.



Google Classroom can be download as an app on ipads and can be accessed that way rather than going through glow. If you use this then please type your username then **@sl.glow.scot** when asked to put in your google email. Then use **@glow.sch.uk** when redirected to the GLOW login page as normal.

If you have any issues with accessing Google Classroom please email us at office@newfield-pri.s-lanark.sch.uk or gw14newfieldpsoffice@glow.sch.uk Email us what the issues are and also include the username and password of your child. That way we can help get you access.

Please get in contact if there is anything we can do to help.

How to download Google Classroom App

1. On your **mobile phone** go to your **app store** and search for the **Google Classroom App**. It looks like this:



2. Once the app is downloaded to your phone it needs to be set up. To do this, **open the app** and click the **get started button**.
3. On the **choose an account screen** you need to **select add an account**. This will take you to a google page where you need to **enter your child's glow email address** and then **press the blue next button**. The email address is your child's glow username.

The username should begin gw, followed by a number, then your child's second name, then first name and in some cases a little bit of their middle name. This should be followed by @sl.glow.scot. Here is an example of a generic email address to show you what your child's should look like gw16blogsjoel@sl.glow.scot

4. You will then be directed to a **glow sign in page** where you need to **re-enter your child's glow email address**, just as you just did but also enter their **glow password this time too** and then **press the blue sign in button**.

*The password should be 4 letters followed by 3 numbers, for example **npst098**.*

5. Once you have done this your Google Classroom App is now set up!

You may see a box appear which says "Classroom" would like to send you notifications, you need to select Don't Allow or Allow – this is completely up to you if you want to receive these or not. If you select allow this means whenever I post any announcements or assignments on Google Classroom you will receive a notification on your phone telling you I have done so which will let you stay up to date on any new posts easily.

The easiest way to allow teachers to see the work which has been completed at home is to take a picture/video of the activity or task and upload it through the Google Classroom app directly to the assignment that has been set.

Before opening the Google Classroom App make sure you have already taken a photo/video of the work you child has completed that you want to upload to the classroom

1. **Open your Google Classroom App** and **click** on the classroom you wish to upload your photo to which should take you to the **stream**.
2. **Click on the classwork tab**, which is at the **bottom** of your screen, in the **middle**, with a picture of a **little clipboard** above it.
3. This will take you to a page which shows you all of the assignments that have been set. **Click** on to the assignment that you wish to upload a photo to.
4. At the **bottom of the screen**, there will be a **tab titled Your work**, click anywhere in that tab.
5. **Click** on the **add attachment box**, then **click the pick photo option**. This will take you to your own photo album on your phone and you should **select the photo(s)/video you want to upload**. This should take no longer than a few minutes or much quicker depending on your wifi signal. You then follow the same instructions to add other photos as necessary.
6. When you have attached the photos you wished to **press the hand in button**. A little box will pop up just to check you are ready to hand in, **click hand in** if you are happy to. You won't be able to add any further photos once you have clicked hand in.
7. Teachers will then be able to view your work and can send you any feedback through the private comment attached to your work. If you go back into your assignment once you have submitted it you will be able to see any comments your teacher has made and reply to them if you wish.

Video conferencing can be an effective way to keep in touch, provide support, reinforce and deliver new learning. At Newfield Primary School, we will be using the **Google Meet** platform for this purpose, which your child can access through their **Google Classroom**. Starting on Monday 25th January staff will be hosting **Google Meet** sessions where the children can get together with staff and classmates to 'keep in touch' with each other. Times and dates of meetings will be shared by the individual teachers.



Please familiarise yourself and your child with the following advice and guidance to ensure that everyone feels safe and secure whilst using video conferencing for learning; and note that online meetings may be recorded to ensure everyone is protected when using video calls. Learners will be informed if recording is taking place at the beginning of online session. **Recordings that include images or audio of learners will not be shared with other learners on Google**

Classroom. Only teachers are allowed to make recordings.

Learners/Parents and Carers

The teacher will be using an online video conferencing platform called **Google Meet** to connect with you when unable to meet with you face-to-face.

Follow the instructions and advice below to ensure you make the most of these online sessions.

Before the online meeting starts learners should

1. Find a suitable place to sit – this should be somewhere:

- that is **not your bedroom**, unless this is completely unavoidable
- with your back towards a wall to reduce how much of your surroundings are in the camera frame and try not to have personal items on display such as family photographs, no other family members should be visible
- quiet with no distractions e.g. turn off the TV, radio etc. or use headphones
- with good light but do not sit with your back to a window as it makes it difficult for others to see you
- with a table or hard surface to place your device on to maintain a stable image/connection

2. Learners should prepare as they would for a real lesson in school – which means:

- dress appropriately, as you would if others outside your home would see you
- be on time for the session starting and be ready to take part – your teacher will share the dates/times of online sessions; you should discuss this schedule with your parent/carers
- have a pen/pencil and paper/jotter beside you to take notes
- let other people in your house know that you are joining an online lesson so they do not accidentally interrupt you once the session gets underway

Parents/Carers should remind their child of the need to behave appropriately and to follow teacher instructions and the class code of conduct as would be expected in school. Inappropriate behaviour may result in your child being removed from a lesson/ session and a follow-up discussion with senior school staff.

Connecting to the online meeting

Your online sessions will take place through your **Google Classroom** in Glow and your teacher will have shared the schedule showing dates/times in advance.

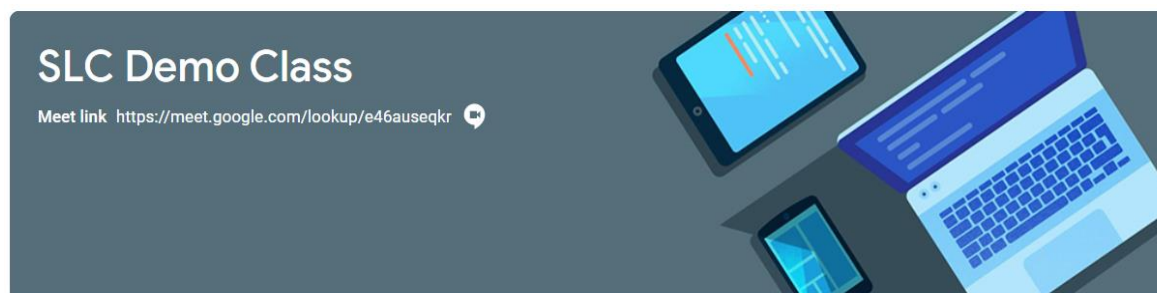
The link to your online meeting space is on the banner in your **Google Classroom**.

You will not be able to join the meeting until your teacher has started it.

Log into your Glow account and go to your **Google Classroom**

*(if you are using a tablet or mobile device, see below for help connecting with the **Meet** app)*

1. Click on the meeting link on the **Classroom** banner below (remember you will not be able to join the meeting until your teacher has started it).



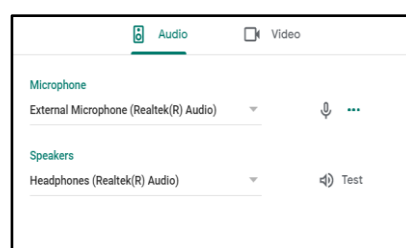
You may see a message about using your camera and microphone – click **Allow** (even if you know you don't want either to be on during the meeting – this can be done later)

Before the scheduled Meet session you can familiarise yourself with getting the sound/camera to work go to <https://meet.google.com> – learners are not able to start or create meetings but from this window they can click on the settings cog on the top right of the screen.

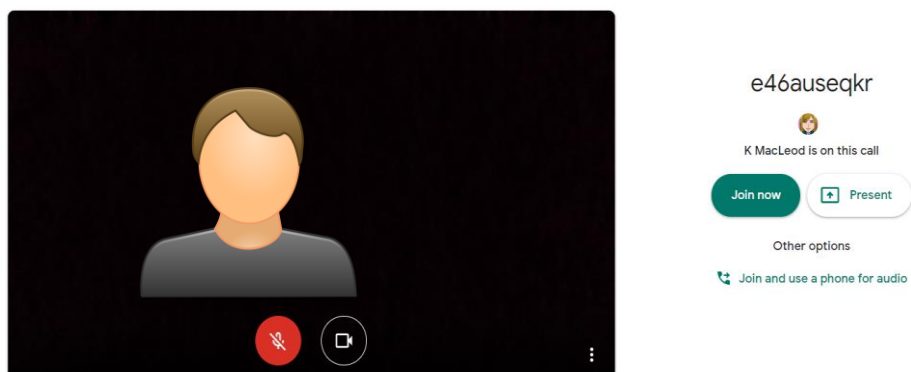


Audio settings – from this window your child can select to use their headphones instead of the default speakers;

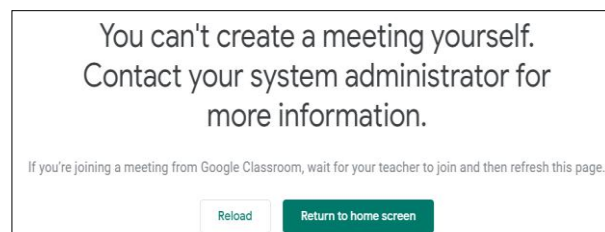
Video settings – your child can select a different webcam if required



You will now see a preview window showing your webcam view – click on the microphone icon to MUTE your mic – the icon will turn red (do the same to turn off camera, if you wish)



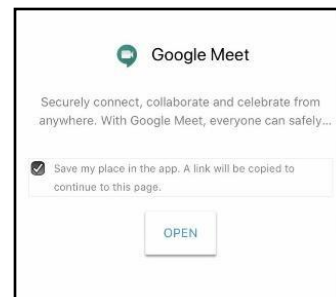
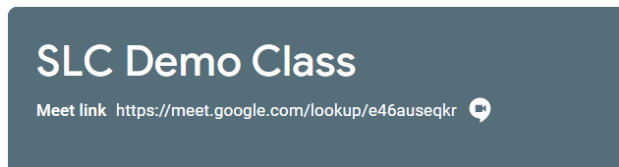
2. Click **Join now** to enter the **Google Meet** – **do not** click Present.
3. Once connected, listen carefully to your teacher and instructions being given.
If you are experiencing any technical problems e.g. unable to hear or see your teacher – use the chat facility to report this and wait for the teacher (or support person) to take action. Do not interrupt by turning on your mic (unless this is permitted by your teacher/class code).
4. Before starting the lesson, your teacher will remind everyone (if relevant) that it will be recorded - you will see the red REC button on the top left of your screen when the recording begins.
5. If your internet connection fails and you ‘drop out’ of the meeting, you should be able to reconnect by following the steps above, as long your teacher is still in the meeting.
6. If you see this message when you click on the **Meet** link in **Classroom**...



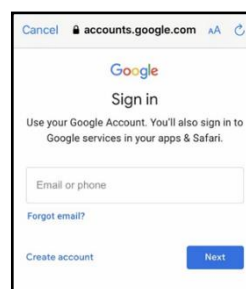
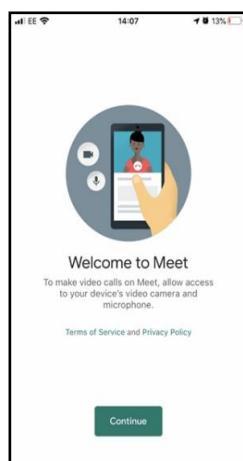
...it means your teacher has not started the meeting yet – go back to **Classroom** and try again nearer the time of the meeting.

Connecting to Google Meet on a tablet or mobile device

1. Click on the meeting link on the Classroom banner or, if you don't see the link, look for the video icon and click on it



2. Your device will prompt you to download the Google Meet App – click OPEN
3. You need to download the app from your app store and once you click to download you'll see a Welcome to Meet message – click Continue and allow access to your camera and microphone when prompted
4. Click to Sign In and Choose an Account – you need to use your Glow account and it should have the **@sl.glow.scot** ending not @glow.sch.uk
If you don't see your Glow account, then click to **Add another account** and enter your Glow account details – REMEMBER username@sl.glow.scot not glow.sch.uk
5. You are now in Google Meet – but if your teacher has not started the meeting, you will not be able to join yet. Controls for camera, microphone and hang up are on the screen and more controls can be accessed once the meeting starts, including closed captions, as well as tabs for chat and attendees. Turning your phone landscape can improve the Meet experience as presenters and presentations are displayed in a larger format.



Parents/carers – helping your child with Google Meet

During the online meeting

Behave as would be expected in face-to-face lessons. Parents/carers should remind their child of the need to behave appropriately and to follow teacher instructions. For younger children it would be desirable if a parent/carer stayed close by to monitor activity.

Your teacher is able to remove you from the meeting if you do not conduct yourself appropriately and this is likely to result in follow-up action by a senior member of staff who may also discuss this with your parents/carers.

It is very important that only pupils appear on camera and that parents/carers do not attempt to participate in online meetings with learners, this is to protect your own privacy and that of others. If you need to speak to your child's teacher, please use the usual means of communication, phone or e-mail, to do this.

Use the chat facility **ONLY** to communicate with your teacher for important questions and to report technical difficulties– this can be found on the top right of your screen – this function is not for chatting with friends.

Only unmute your microphone if your teacher gives you permission – remember to mute it again once finished speaking.

You will find the mic/camera controls by clicking anywhere on your screen, a white banner appears at the bottom, click on the red microphone icon to unmute, click on the white microphone icon to mute.



Click the raise hand icon to ask a question, you must click it again to put your hand down.



You can use the 'change layout' function to 'pin' the teacher to your screen or you can choose a variety of layouts.

At the end of the meeting, disconnect by clicking on the red 'hang up' icon

(found between the microphone and camera icons) If you do not do this swiftly, the teacher will do it for you.

After the online meeting

Follow up on any actions given to you by your teacher – these may be posted on your Google Classroom. It would be helpful if you could follow up with your child after online meetings (depending on their age and stage) to ensure they are clear about next steps provided by their teacher.

If there was anything during the meeting that causes concern, it is important that you contact your teacher and/or discuss with your parent/carer who can contact your school.

Google Meet - User Agreement

As we are using Google Meet, a South Lanarkshire Council approved video conferencing tool, with our learners, we need to share a user agreement, which sets out some ground rules to keep everyone safe. Please read and discuss these safety rules with your child/children frequently to ensure everyone know what their responsibilities are when 'live' online.

- When you join Google Meet you must switch off your mic, this means that everyone can hear the teacher.
- Use the 'hands up' button to let the teacher know that you want to share something or answer/ask a question (you must click it again to put your hand down).
- You can use the chat function to message the teacher. Children **must not** use the chat function to message each other unless the teacher has asked you to do so.
- When the Google Meet is finished, the teacher will ask everyone to hang up and leave. All learners must do this quickly and the teacher will be the last person left in the call to ensure everyone has left.
- Google Meet is not the time for parents to ask questions, this is a set time for teachers to check in with the pupils. Should parents have any questions or queries then they should go through the usual channels of calling the school, emailing the office, sending a message via Google classrooms.
- As always, be ready and be respectful online.



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/W7awdL3880Q>

*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/mH1m0h0u0IE>