

Badgerbrook Primary School



6th January 2021

Dear Parents and Carers,

We are writing to let you all know about our remote learning procedures during this new national lockdown. Staff have spent time preparing for more remote learning, alongside supporting and teaching the children of key workers and vulnerable pupils in school.

Hopefully children at home have been able to access Microsoft Teams remotely from home and have had a virtual meeting with the rest of the class. We know there have been some teething problems for a couple of classes and there may still be technical issues ahead. We are working hard to resolve these, as this is a new experience for everyone.

This week staff and pupils are familiarising themselves with Teams and next week we anticipate that more structured sessions of Maths and English will be taught live. The learning activities planned will be accessed by both those attending in school and also those at home. Seesaw will also still be used by class teachers to support learning.

During the next few days the class teachers will be talking to all the children about the remote learning expectations to ensure that everyone can engage in a positive way. We have attached some guidelines for online learning and it will be helpful if you will discuss these with your children.

Remote learning will also be accessed for those children who are currently in school if we have to close any bubbles because of a positive COVID-19 test result.

Please do not (or allow your child to) record, take photos or screenshots of live lessons or the gallery view of pupils faces. The class teacher will record every lesson that takes place. Recorded sessions can be downloaded from Teams to watch at another time. These must not be shared with anybody else. Children need to make sure they leave the meeting immediately when it ends and then the teacher will close the meeting.

EYFS pupils will not have access to Teams at the moment. Our EY Team will continue to send learning daily via emails and will also record videos for the children to watch. At the moment we feel this approach, supported by Seesaw, meets the children's needs best.

Thank you to those who have already collected your child's PowerMaths books. If you have been unable to do this please email office@badgerbrook.leics.sch.uk to arrange a suitable time for you to collect them.

These books are being sent home so that they can be used during live Maths sessions of remote learning. The class teacher will explain when and which lesson they would like the children to complete each day. Please make sure that your child only completes the lesson as instructed by the class teacher. There are different levels of challenge for those who may work quicker or longer than others and these can be explained by the class teacher.

We will continue to review and monitor arrangements as we go along and make any adaptations as necessary. We look forward to seeing those pupils who are working at home virtually over the next few weeks. This will be a new experience for us all.

The measures to support remote learning and limit the number of children in school are there to help keep everyone in our school and local community safe and healthy by reducing the risks of coronavirus transmission.

Thank you again for your support.

Yours sincerely



Mrs C Price
Deputy Headteacher



Mrs V Toon
Assistant Headteacher

Badgerbrook's Netiquette Guidelines for Online Learning

At Badgerbrook we treat online learning as we would school based learning. This means that our time is structured and that online learners balance their approach between on screen tasks and offline activities. Seesaw and Microsoft Teams are very effective ways for learners to share their thinking. The Badgerbrook Netiquette Guidelines listed below are a guide to maximise the efficiency of an online learning community.

- 1) Please do not do anything in an online learning lesson that you would not do in school.
- 2) All Microsoft Teams conversations will be recorded by class teachers. This recording will be kept securely by the school for a period of time. No one to one meetings will be conducted by the school and never in a group of less than three including a staff member.
- 3) Be on time for your online learning and make sure that you are properly prepared. This includes being appropriately dressed.
- 4) When using the share screen in MS Teams please don't post or share inappropriate content. If you are sharing something with sounds, make sure that you tick the "include system audio" button.
- 5) Please make sure that you are in a quiet space and that there are no distractions in any meeting that you have on MS Teams. This includes noisy backgrounds so no television sounds/radio and no phones.
- 6) As this is new to both staff and pupils we are not expecting meetings to be absolutely perfect to start with, however it will be important for pupils to have a parent present at

the first meeting so that children can familiarise themselves with how MS Teams works and also for parents to see how meetings will take place in future.

- 7) Be mindful of your camera. Only you can turn your camera on/off, but if you do everyone can see you. You should behave as you would have while at school. Where possible use the blur your background settings in MS Teams. If the feature is not available, make sure you have a neutral background behind you where possible. For example, you can ensure no family photos are visible.
- 8) Be respectful. It is a lot easier to say mean or hurtful things in the virtual world, but it is of paramount importance to remember that both your classmates and teachers are real people who are affected by the words you say and write. The feelings and opinions of others are important, even if they differ from your own. Badgerbrook operate a zero trolling policy. Think... Would I say it to someone's face? If not, please do not do it online either. In the school we have a golden rule – If you can't say anything nice.....don't say anything at all! This applies in the virtual world too.
- 9) Be aware of strong or emotive language, using all caps to simulate shouting, and exclamation marks and use of emojis. It is easy for written text to be misread and misunderstood. Tip: Read everything out loud before you send it. Pupils and staff may use emojis in their Seesaw work when commenting on Seesaw (as they would use stickers in class)
- 10) Sometimes class teachers will send work back to you in Seesaw to edit and will write comments in green. This is meant to help you to improve your work and in no way is this to be misinterpreted as your class teacher being negative. We are still aiming to ensure that you make good progress and to still have the high expectations that we have in the classroom through this new way of learning. As class teachers we are always positive in our praise but may suggest ways to improve. Children may respond in purple to any areas that need correction.
- 11) Be careful with humour and sarcasm. Certainly, you shouldn't avoid being funny. We love to see your personality shine through in online classes. But like mentioned above, make sure that it is clear you are being funny and not being rude. Emoticons and smileys can be helpful when conveying humour or sarcasm so that it is read correctly. (: -) - smile, :- D - LOL, :- / - Frown etc.)
- 12) Yes, grammar and spelling matter. While textspeak can be great it is not what we should be using. In an educational setting (even online) however, keep it formal. Your written communication should be professional and reflect the proper writing style.
- 13) Respect others. Turn your microphone on only when you're speaking. Don't talk over others. If you want to contribute, use the sidebar message.

- 14) Be forgiving. Remember that not everyone will know these rules when they first join. Try to be understanding of others when they struggle with communication online. It is very different than simply talking to a person face-to-face.

The Online 4Ps - remember to be:

punctual (arrive on time and be ready to learn, in fact preferably 5 min early),

prepared (have all your equipment and resources ready),

productive (treat home learning like a normal lesson)

polite (be friendly and people will be friendly to you as well.)

Useful websites for online Safety

If a parent / pupil has any concerns about child online safety then they should use the Child Exploitation and Online Protection (CEOP) command's reporting button, using this link: <https://www.ceop.police.uk/ceop-reporting/> .

CEOP's online safety education programme called Thinkuknow: <http://www.thinkuknow.co.uk/> Childnet (a non-for-profit organisation working in online safety):

<http://www.childnet.com/resources>

UK Safer Internet Centre, (a coordinated partnerships of SWGfL, the Internet Watch Foundation and Childnet): <http://www.saferinternet.org.uk/advice-and-resources/young-people> SWGfL and Common Sense Media, which includes curriculum mapping:

<http://swgfl.org.uk/productsservices/esafety/resources/Digital-Literacy>

Parent Zone, a not-for-profit organisation, offers Parents information to help understand the digital world and raise resilient children. They also offer training for teachers on how to engage parents: <http://parentzone.org.uk/>

Parent and Carer support from the UK Safer Internet Centre: <http://www.saferinternet.org.uk/adviceand->

[resources/parents-and-carers](http://www.saferinternet.org.uk/adviceand-resources/parents-and-carers)

Childnet, provides information and advice for parents and carer, including a printable sheet available in

12 languages: <http://www.childnet.com/resources/supporting-young-people-online>

Vodafone's Digital Parenting resources: <http://www.vodafone.digitalparenting.co.uk>

Netware by NSPCC and O2, offers a guide to social networks for parents:

<https://www.netaware.org.uk>

Share Aware by NSPCC and O2, offers advice to parents about the internet:

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware>

Parent Info by CEOP and Parent Zone provides high quality information to parents and carers: <http://parentinfo.org>

Parents' section of CEOP's Thinkuknowwebsite: <https://www.thinkuknow.co.uk/parents/>

Engaging parents with online safety by Kent Country Council:

http://www.kelsi.org.uk/__data/assets/pdf_file/0004/29749/Engaging-Families-schoolsandprofessionals.

'Internet Matters' - Support for parents and carers to keep their children safe online:

<https://www.internetmatters.org/>