

Llantarnam Community Primary School

Growing and Learning Together

Our Vision

To inspire a community of confident, secure, caring individuals who are successful and committed lifelong learners



Lifelong Partnership Policy

Parent information and guidance

Rationale

To enable school to support all of our learners' ongoing learning journey and progression both in school and when learning at home:-

- through homework,
- blended learning (part learning in school and part at home / fulltime)
- distance learning (all learning at home with teachers supporting via an online learning platform)

Aims

- To establish a policy where learning is accessed via digital platforms while school is fully operational, through blended learning or distance learning
- To provide a link between home and school so that pupils and parents can share information, work and ask questions when needed.
- To support all stakeholders and uphold our open-door policy remotely.
- To ensure mental and emotional wellbeing is a key focus and integrated into our everyday practice.
- To enable families to have access to appropriate digital devices and WIFI
- To provide an on-line education using Hub Platforms, through Google Classroom as the main resource; pupils are set work by their class teacher which encompasses the Four Purposes of the Curriculum for Wales.
- To ensure coherence between in school and remote/home learning.
- To provide feedback on work completed.

Support for all learners

We will ensure that all learners have equal access to school staff either through face to face contact or via online learning. Pastoral and communication systems will allow school staff to accurately identify families who are vulnerable.

School staff will ensure that procedures are in place to allow all pupils to re-engage and interact in school life with a focus on enhancing learners' emotional, mental, physical and social well-being.

Feedback from learner groups will be used effectively to enhance learner experiences and ensure good levels of wellbeing, learner engagement and progress. Assessment will be a fundamental part of the learning process, and contribute to developing a holistic picture of the learner in order to identify and support their next steps.

Online Learning

Whenever using an online platform it is vitally important all children know and follow online safety rules (nothing is 100% safe)

Llantarnam's E-safety Charter

When you are online, remember these rules to keep yourself safe:

- Keep your information private - including your phone number, address, full name, school name, etc
- Use online games responsibly. Block or report anyone who does anything to upset you online.
- Keep your passwords safe. Only share them with your parents and teacher.
- Log out of Hub when you have finished using it.
- Only send positive messages and emails. If you receive any unkind messages, report it to your parents and teachers.
- If you make a video call, talk to the person nicely as though you were face-to-face.

This charter has been written by 'Llantarnam Community Primary School Digital Council'
Laycee-Mae & Elliot, Jennisa & Max, Emily & Llewyn, Jared & Emma, Harry & Ffion, Bradley & Laila O,
Grace & Tomos, Sophia B & James, Grace & Remi, Oscar & Harper, Olivia & Archie

Staff will:

- * follow school procedures and codes of conduct
- * only use school-authorised accounts/platforms and devices when corresponding with pupils and parents/carers.
- * maintain professional boundaries on social media and avoid sharing personal mobile numbers or accepting or requesting pupils or parents/ carers as 'friends' on personal accounts.
- * adhere to Llantarnam Community Primary School's safeguarding procedures for disclosures and duty of care concerns.

- * reinforce learners' knowledge regarding how to stay safe online, including appropriate behaviour whilst online and communicating with staff and peers and share acceptable use agreements with them where necessary.
- * model good practice when using technology.

To support our Lifelong Learning Partnership

When school is operating at full capacity
(all children in school fulltime during term time)

We will:

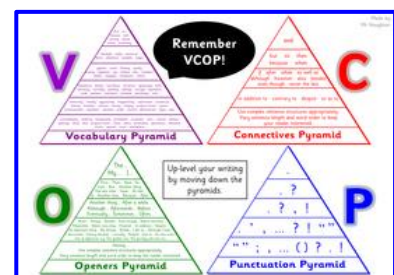
- 1, Teach all children - Year 1 - Year 6 to access Google Classroom via Hub; Support Nursery / Reception parents to access Google Classroom
- 2, Ensure children are accessing and using the platform as independently as possible as part of class learning activities.
- 3, Support parents to access the platforms and learning tasks
(Through guides and video tutorials - see appendix)
- 4, Post all homework on Google Classroom and share and celebrate the pupils work at the end of every term.
- 5, Ensure all children and parents have logins for all online platforms we use in school
- Please see Appendix 4 for the list of online learning platforms
IXL (Year 2 - Year 6)
Letterjoins
Giglets
Numberbots (Foundation Phase)
Times table Rockstars (Year 2-Year 6)
- 6, Provide CORE Learning activities weekly for those who are required to isolate / learn from home.

Quizitor daily maths tasks

and



‘VCOP’ daily literacy warm up tasks.



- 7, Use Google Meet platform for virtual parent teacher consultations. (see appendix 2).
- 8, Share Celebration of learning events each term and special school events (See appendix 6 for the parent permission letters).

If school is operating at part capacity or closed for pupils

We will:-

- 1, Plan and post weekly learning activities (blue - daily essentials / green - additional (if able) (See appendix 3).
- 2, Provide opportunities for pupils to access recorded and live check-ins and lessons (See appendix 5).
- 3, Provide feedback and next steps to learners as appropriate.
- 4, Provide continuous support and guidance to access and use our online learning platforms.
- 5, Have weekly contact with all parents and pupils (via school communication - Dojo, pupil learning, Google Classroom or telephone).
- 6, Additional weekly contact with identified pupils and families.

We ask that parents:

- 1, Ensure regular contact with school.
- 2, Ensure your child(ren) attend a check in once a day and all live lessons provided
- 3, Ensure you monitor your child [ren] when working online and adhere to our E Safety charter.
- 4, Support your child [ren] to access online learning platform and undertake the relevant learning activities (See appendix 3 & 4)
- 5, Support your child [ren] to upload/turn in completed work (See appendix 2).

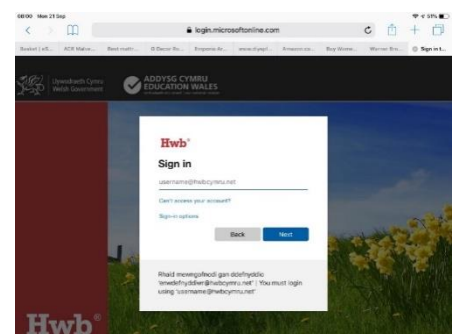
Appendix I

How to login to HWB

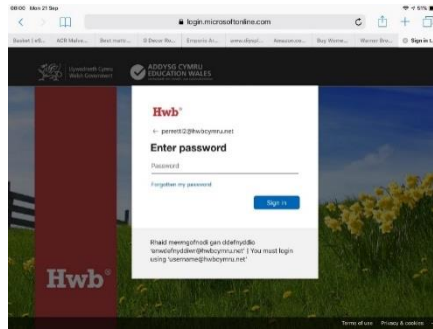
1 Google search HWB



2 Sign in using select 'Login' username@hwbcyru.net



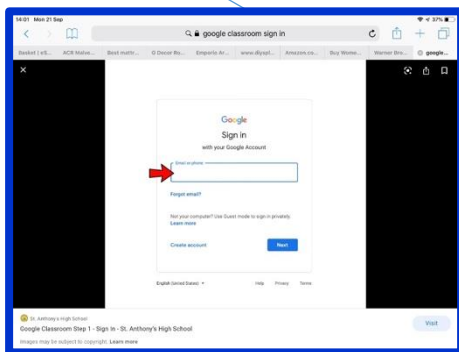
3 Enter your password



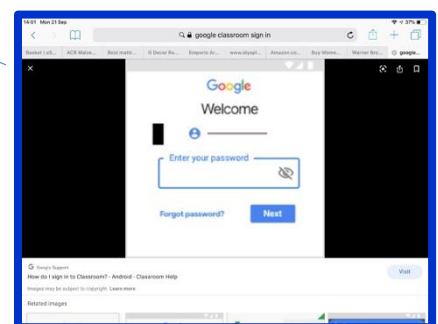
Accessing Google classroom via the app



Login using
Hwb email
address



Hwb password



Appendix 2

Videos – how to guides

How to log into Google Classroom via laptop and access work.
<https://youtu.be/43KTRKU1BFw>

How to access Google Docs via a laptop
https://youtu.be/FFaNPVWC_hA

How to accept an invitation in Google Calendar using a laptop
<https://youtu.be/PcP-iMZj17Y>

Google Meet a how to guide - Virtual Parent Consultations
<https://youtu.be/pY91YT7tBGU>

How to 'hand in' / 'turn in' work in Google Classroom
<https://youtu.be/cZwnEHxQKx4>

How to attach work using Google App
https://youtu.be/ZV2md5A_vWo

Appendix 3- Weekly planning

Key Stage 2 Weekly Planner for Parents Overview		
Daily Essentials		Approximate amount of Time per day
Wellbeing time	<p>Ensuring the children's wellbeing is fundamental to everything we do at school. If their wellbeing isn't stable it is very difficult for them to be able to concentrate and engage with learning.</p> <p>We spend a lot of time supporting them to develop, personal, social and emotional skills through a range of activities including the things they love to do - for enjoyment and happiness, and structured techniques which can help them when they feel worried or upset such as mindfulness activities and social stories, cooperation games etc.</p> <p>Teachers will provide you with a range of activities which focus on supporting wellbeing and the development of vital skills such as emotional regulation, empathy and resilience.</p>	10-20 minutes
Structured Learning Maths	<p>Quizitor Tasks - these activities focus on keeping the essential skills 'on the boil' to enable the children to practice, become more efficient at undertaking and broadening their understanding of a concept</p> <p>Let your child have a go Step in and help / teach them</p>	10-20 minutes

	<p>The idea is there are parts for all levels – you have the advantage to support your child to learn the aspects that currently challenge their level of understanding.</p> <p>Timetable practice</p> <p>Order to learn by rapid recall – x10, x2, x5., x3, x4, x11, x9, x6, x7, x8, x12</p> <p>Rock stars or Games (ask your child to teach you bang, bang)</p>	
Structured learning English	<p>Short burst activities from RWI spelling, leeterjoins handwriting and or VCOP activities</p> <p>Tasks which support children's ability to create grammatically correct sentences and improve their sentence constructions by using – better of new Vocabulary, Connectives, Opener (sentence starters) and or Punctuation</p>	10-20 minutes
Structured learning Welsh	<p>You will be given direction on how to use the welsh placement / practice and develop welsh oral language, reading and writing skills</p>	10 minutes
Free Play	<p>We ensure the children's learning is continuously interspersed with free play. The main purpose of this is to enable them to have a break, fresh air to develop vital social skills</p> <p>Allow your child the freedom to choose during these time, however it may be a good idea to list 5 favourite activities e.g. play in the garden, play board games, play a video game, craft activity, colouring, building (lego etc) they enjoy and rotate between them to ensure its not always their gaming device !</p>	<p>At least 3 20 minute session each day</p>

Independent Theme Challenges	These are learning activities the children undertake by themselves which practice or extend skills/areas of learning covered through structured activities.	At least 2 -20-30 minutes per day
Physical Time	It is essential the children undertake some exercise for health reasons and to develop physical skills – such as coordination, gross motor, ball skills. This could be incorporated into your daily family activity but the teachers will also provide lists which will enable you to focus on skills development alongside health related fitness activities.	At least 30 minutes
Reading Time	Ensure your child reads independently or where needed with you	10-15minutes

We understand that a lot of parents are under pressure trying to work with their children while working from home (as most of the school staff are) And some of you are struggling to get your children into a routine or to engage in learning with you as it is so different from what they are used to.

Of the above essential activities your child / children should only require you to work with them for the structured Maths, English, Welsh and reading for some children 85 minutes a day and maybe to a few minutes to set them off on the Independent Theme Challenges
However if you have time engaging with them in more will be time well spent.

Additional Daily Learning (if manageable while balancing working from home and other daily activities)		
Structured Maths	<p>These learning activities will centre on one of the following:-</p> <ol style="list-style-type: none"> 1, developing understanding and ability to use a mathematical concept 2, learn a new concept 3, develop reasoning (problem solving) skills <p>As much as possible we make maths practical (use resources and practical equipment) and make it real - e.g. if adding we might relate to buying items from a shop and adding totals but keep the amounts to the directed level of number e.g. single digits (units) 2 digits (tens and units - teen numbers)</p>	20-30 minutes each day per activity
Structured English	<p>These activities will focus on development of speaking, listening, reading and writing - building towards planning and undertaking a Big Talk (talking about /developing emergent writing) or a Big Write - (extended piece of writing)</p>	20-30 minutes each day per activity
Theme Learning	<p>These activities will bring together all areas of learning (subjects) practice and develop a range of core skills through the class termly Theme</p>	20-30 minutes each day per activity

Key Stage Two Weekly Planner for Parents		
Week / Date:-		Class:
Daily Essentials		Approximate amount of Time per day
Wellbeing time		20-30 minutes
Structured Learning Maths	Quizitor Tasks - Times tables practice	20-30 minutes
Structured learning English	RWI spelling Letterjoins VCOP -	20-30 minutes
Structured learning Welsh	Placemat work	15 minutes
Free Play		At least 3 20 minute session each day

Independent Theme Challenges		At least 2 -20-30 minutes per day
Physical Time		At least 30 minutes
Reading		15-20 minutes
Additional Daily Learning (if manageable – balancing working from home and other daily activities)		
Structured Maths		20-30 minutes each day per activity
Structured English		20-30 minutes each day per activity
Theme Learning		20-30 minutes each day per activity

Foundation Phase Weekly Planner for Parents

Week / Date:-		Class:-
Daily Essentials		Approximate amount of Time per day
Wellbeing time		10-20 minutes
Structured Learning Maths	Quizitor Tasks -	10-20 minutes
Structured learning English	RWI - Use the VCOP -	10-20 minutes
Structured learning Welsh		10 minutes
Free Play we call - Fly Free	We ensure the children's learning is continuously interspersed with free play. The main purpose of this is to enable them to have a break, sometime fresh air (particularly if the structured learning has been classroom based) to develop social skills Allow your child the freedom to choose during these time, however as we often do to encourage the development of a wide range of skills give them a choice of 5 activities - e.g. play in the garden, play board games, play a video game, craft activity,	At least 3 20 minute sessions each day

	colouring, building (lego etc) and ensure they do a range over time.	
Enhanced Provision we call this- Time to Shine		At least 2 -20-30 minutes per day
Physical Time		At least 30 minutes
Story Time		10-15minutes
Additional Daily Learning (if manageable - balancing working from home and other daily activities)		
Structured Maths		20-30 minutes each day per activity
Structured English		20-30 minutes each day per activity
Theme Learning		20-30 minutes each day per activity

Appendix 4

Name: _____

Learning Platform and login details

Online learning Platform	Information	Year Groups
 	<p>Welsh Government online platform Containing a wealth of information and learning activities</p> <p>Access Google classroom through Hwb / hwb login</p>	<p>Email:-</p> <p>Password -</p> <p>Class Code -</p>
  	<p>Google Classroom is our chosen online learning classroom</p> <p>Pupils can use Google docs to record/complete their work and post into Google Classroom</p> <p>Alternatively photograph work completed on paper or video or photograph practical tasks and upload to Google Classroom</p>	<p>Log on with Hwb email address</p>
	<p>Year 2 - 6 -Practice core skills - numeracy and literacy</p> <p>NB! Your child will have a new login linked to their new class</p>	<p>User name:-</p> <p>Password:-</p>
	<p>Supporting the development of handwriting at school</p>	<p>Google letterjoins</p> <p>User name:- VT3683</p> <p>Password</p> <p>Lap top or PC - home</p> <p>Tablet - L (capital L shape)</p>
	<p>Online reading materials with supported comprehensions</p>	
 	<p>Numbots Online number games for reception to year 2</p>	

	Times Table Rock Stars - pupils who understand the concept and are learning their timestables	
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Appendix 5

Google Meet / Asynchronous / Synchronous Learning

Blended Learning Strategy – Llantarnam Community Primary School

In line with Welsh Government Guidance, Llantarnam Staff will use live video to connect and engage with pupils. This will be recorded for those pupils who are unable to attend the live session as part of a blended learning approach. The school currently supports one video chat platform: **Google Meet**.

This appendix provides guidance and support on the use of video when teaching and learning from home. The school has reviewed its recommendations and guidelines around using live video calls for teachers and pupils. All stakeholders at Llantarnam Community Primary school should read this document before using live video in lesson delivery.

Purpose of Live Streaming lessons

‘Google Meets’ provides a platform for our pupils to interact with their class teacher and teaching assistant. The benefits of hosting a live video for our pupils are:

- Increased Wellbeing
- Social interaction with peers
- Improved academic success
- Confidence with online tasks
- Receive constructive feedback on work
- Welfare check

Can we use live video conference with pupils?

Yes, staff can use live video conference with pupils. The camera and microphone will be enabled and blurred, and sessions may be recorded, but this will be announced at the beginning of the session and parents/carers have the option to turn off their camera/mic.

When should we use Google Meet?

Teachers have the ability to use Google Meet to communicate and collaborate online with their class when they are learning from home or remote location. If pupils do not have access to the internet and cannot use the application, we strongly recommend alternative methods such as regular telephone calls with the parent and child and a delivery of a device/dongle to their home along with an Acceptable User Agreement form.

Are Google Meet sessions allowed with our pupils?

Only whole class or group sessions are allowed. Under no circumstance should teachers conduct 1:1 video with a pupil. There should always be a minimum of 2 staff on every Google Meet. A meeting code will be shared with the students through their private google classroom. Finally, teachers should meet with their class during school hours.

How can we safeguard pupils and teachers?

Obviously, there are a number of risks with live video conferencing.

All attendees should:

- Keep doors open at all times
- Be fully clothed and appropriately dressed
- Adjust the camera to show head and shoulders only
- Make household members aware of the meet
- Remain in a quiet space

Either the teacher or teacher observing the lesson both have the facility to immediately terminate any specific attendee, or the whole lesson, if safeguarding risks emerge during the course of the lesson.

During the lesson no pupils must ask for or share with any others (either verbally, on screen or via any chat function) personal email addresses, contact numbers etc

Participants, where practicable should avoid holding a video which provides any or excessive identifying or personal information on display, such as family photographs, age-inappropriate books/posters/DVDs in the background or other potential causes of embarrassment, or other members of the household being visible, and must not take place in inappropriate rooms (e.g. bedrooms, bathrooms).

Initial setup of technology and environment

- All pupils will be provided with a pre-recorded video on how they can access Google Meet and be issued with their login details.
- Parents and pupils must read, complete and sign an agreement form prior to the live streaming. (Appendix 7).
- Teachers and pupils should test their microphone, camera and download the web browser Google Chrome.
- Upon arrival to the Google Meet, all pupils should mute their microphone and enable their cameras. The teacher will manage and select which pupil should participate.
- The teacher's camera should be turned on at all times. This reinforces that this is a live session and establishes a more personal connection.
- All attendees should where possible not include thoroughfares or active spaces that might accidentally lead to inappropriate vision or distractions.

Preparing for a video conference class

- All pupils should have their learning materials ready for the meet; where appropriate, parents/carers/guardians can supervise the session if required.
- Teachers will provide their pupils with a set of rules outlining their expectations for the live video session.
- The first live streaming lesson will introduce the ground rules, behaviours, protocols, etiquette, safeguarding steps and who to report to, explore the various tools available during the video lesson and is a good practice run for pupils and teachers.

Streaming a video conference classroom

- The google meet is a classroom and the same school behaviours and discipline policies apply to this environment. The pupils should be Ready, Responsible and Respectful.
- Any unauthorized members will be deleted, removed and reported to SLT. Foundation Phase parents are permitted to support as well as parents whose child has additional learning needs.
- Both teachers should enter the room before the start time. Pupils should not be in the room before the meet begins. No pupils are to join the meeting until both staff members are connected first.
- Encourage everyone to turn on captions allowing all attendees to follow along. Where possible change the layout to tiled view so you can see everyone at once.
- If any one of the staff members has unreliable internet connection during the course of the lesson, or is cut off, it would need to be abandoned completely; at no point can the lesson be attended by one staff member.

Agreement for use with live-stream lessons

Teachers agree to:

- discuss roles and responsibilities with learners at the outset of all lessons
- notify the school's senior management team, learners and parents/carers of any scheduled lessons, cancelled lessons or changes in arrangements
- ensure that they keep themselves up to date with all relevant policies and procedures, including online safety, safeguarding and data protection policies
- prevent a one-to-one situation at the end of an online class by disconnecting all participants from Meet at the close of the lesson.

Learners agree to:

- be punctual for all lessons
- access the relevant files for each lesson in advance and have the materials to hand
- make sure they have all power adaptors and laptops ready before the lesson begins and are logged into the session
- show respect for everyone in the online classroom
- dress appropriately for all classes, thinking about respect for others

- ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy, etc.
- seek to contribute to the class in a positive manner and not be disruptive at any time
- not share images of the class.

Parents agree to:

- encourage their child to go on line and participate
- make themselves aware of the policy for distance learning
- knowing the date and time of the agreed meeting with the teachers online
- when your child is set up, moving out of view from the screen so that only their child can see the screen and the incoming camera can only see your child.
- report any concerns they have and contact the teacher directly through Dojo.
- making sure their child is appropriately addressed to go on line as you would for school (obviously no need for school uniform)
- turning off the live streaming lesson at the end of the session.

Daily Check ins

Purpose:-

To maintain daily contact with pupils during school closure

Use as part of daily registration

To support pupils wellbeing

To set daily timetable and expectations

To support distanced learning

Format:-

Timings – 9am and 1pm

Length – age related – varying from 10-30 minutes

Content:-

All will :-

A wellbeing focus

Timetable and expectations for the day

Where appropriate:-

Sharing of good work to celebrate and support learners understanding of the expectations

A focus on learning within one area of learning experience

Appendix 6 – letter to parents

Head Teacher: Mrs L. Perrett
Telephone: 01633 480039
Email: llantarnamcps@torfaen.gov.uk
www.llantarnamcommunityprimaryschool.co.uk

James Prosser Way
Llantarnam
Cwmbran
Torfaen
NP44 3XB

12th November 2020

Virtual Celebration events

Dear Parents/Carers

As you are aware, at the moment we are unable to hold events for you to attend in person, and so we will be filming the children's Theme Exit and Christmas events in school, and posting film footage on a digital platform for you to view.

Safeguarding is our fundamental priority, therefore we will be using a method which will not let you download the footage, and as acknowledged in the Home School Agreement, and in line with our Digital Policy, you must not use any other way to copy or share it with other people or post on a public platform/social media.

Please be aware that while we are making every effort to protect privacy, we must also rely upon parents and carers to abide by the above rules.

If you have previously consented to have photographs/videos taken of your child, but do not wish them to be filmed for virtual events then contact the class teacher or main office as soon as possible.

Thank you in anticipation of your ongoing support

Mrs L. Perrett
Head Teacher

Letter 2

Head Teacher: Mrs L. Perrett

James Prosser Way

Llantarnam

Cwmbran

Torfaen

NP44 3XB

Telephone: 01633 480039

Email: llantarnamcps@torfaen.gov.uk

www.llantarnamcommunityprimaryschool.co.uk

12th November 2020

Virtual Celebration Events

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Please be aware that while we are making every effort to protect privacy, we must also rely on parents and carers to abide by the above rules.

Our Theme Exit and Christmas Events will be posted via Google Classroom, with the strictest privacy settings. The footage will only be accessible using a child's Hwb log in details, which grants private access, and prevents footage being downloaded.

As your child is LAC/vulnerable, you have not consented to photographs/video being taken of them. Please complete and return the attached letter as soon as possible.

Dear Parent/Carer

You have previously not consented for photographs or video of your child to be taken.
For the purposes of our Virtual Events, please choose one of the following options:

My child may not be filmed for upcoming Virtual Events

☐

My child may be filmed for Virtual Events but their face must be blurred in the
final footage

☐

I give full consent for my child to be filmed for the upcoming virtual events and
understand that the footage will be posted for parents/carers to view

☐

Signed

Date

We are using a secure online platform to post footage, and we are
trusting in parents to follow school policy, in line with the Home School
Agreement, to not copy or share footage that is posted by us of our
Virtual Events, but we cannot fully negate the possibility.

Appendix 7

Google Meet / Live Streaming Agreement

We are pleased to announce that Welsh Government have approved live streaming for all schools. We have produced a policy for parents, teachers and pupils to support their guidance. As part of our safeguarding protocols, we are offering this facility to all pupils. We request that you read through the policy and give permission for your child to participate in live streaming.

Child's Full Name

*

Parent's Full Name

*

Class

*

4. I will go through the Do's and Don'ts rules with my child prior to the live streaming lessons

5. I have read the policy and give permission for my son / daughter to take part in live streaming lessons online

6. Other Comments

*