The OliveTree
Primary School

**Remote Learning Code of Conduct**

**Pupil code of conduct for blended learning**

- Join Showbie 5 minutes prior to the start of the lesson so we can start promptly.
- Have appropriate equipment ready to enable you to complete the learning – pen, pencil, paper, appropriate books.
- The teacher will enable live video Showbie video chat to complete registration and begin lessons.
- Learning will be a combination of synchronous and asynchronous learning based on the timetables below.

**Remote learning timings EYFS:**

| | 8.40 - 9.00 | 9.00 - 9.18 | 9.15 - 10.15 | 10.15 - 10.30 | 10.30 - 11.15 | 11.15 - 11:30 | 11.30 - 12.15 | 12.15 - 12.30 | 12.30 - 12.50 | 12.50 - 1.30 | 1.20 - 1.50 | 1.50 - 2.20 | 2.20 - 3.10 | 3.10 - 3.20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| M | Registration / Free learning time 5 a day book | Assembly (Principal's) | English (Adult-directed focussed group work) Continuous Provision | Morning Meeting 5 a day book | Maths (Adult-directed focussed group work) Continuous Provision | Show and Tell 5 a day book | | Registration RWI Phonics Recap (previous sounds) | RWI Phonics (whole-class teach) RWI Phonics / (small-group) Handwriting | Counting Songs Maths Meeting (counting songs/mastering number) | Topic: Understanding the World / Expressive arts and design English focused group Continuous Provision | Maths focused group Topic focused groups Continuous Provision | Topic focused groups Continuous Provision | Storytime 5 a day book |
| T | Registration / Free learning time 5 a day book | Assembly (P4C) | English (Adult-directed focussed group work) Continuous Provision | Morning Meeting 5 a day book | Maths (Adult-directed focussed group work) Continuous Provision | E-safety 5 a day book | Lunch | Registration RWI Phonics Recap (previous sounds) | RWI Phonics (whole-class teach) RWI Phonics / (small-group) Handwriting | Counting Songs Maths Meeting (counting songs/mastering number) | Topic: Understanding the World / Expressive arts and design English focused group Continuous Provision | Maths focused group Topic focused groups Continuous Provision | RE RE focused task Continuous Provision | Storytime 5 a day book |
| W | Registration / Free learning time 5 a day book | Assembly (Values) | English (Adult-directed focussed group work) Continuous Provision | Morning Meeting 5 a day book | Maths (Adult-directed focussed group work) Continuous Provision | PSHE/ Circle time 5 a day book | | Registration RWI Phonics Recap (previous sounds) | RWI Phonics (whole-class teach) RWI Phonics / (small-group) Handwriting | Counting Songs Maths Meeting (counting songs/mastering number) | English focused group Continuous Provision | Maths focused group Topic focused groups Continuous Provision | PE | Storytime 5 a day book |
| Th | Registration / Free learning time 5 a day book | Assembly (Singing) | English (Adult-directed focussed group work) Continuous Provision | Morning Meeting 5 a day book | Maths (Adult-directed focussed group work) Continuous Provision | Show and Tell 5 a day book | | Registration RWI Phonics Recap (previous sounds) | RWI Phonics (whole-class teach) RWI Phonics / (small-group) Handwriting | Counting Songs Maths Meeting (counting songs/mastering number) | Topic: Understanding the World / Expressive arts and design English focused group Continuous Provision | Maths focused group Topic focused groups Continuous Provision | Topic focused groups Continuous Provision | Storytime 5 a day book |

| | 8.40 - 9.00 | 9.00 - 9.15 | 9.15 - 10.15 | 10.15 - 10.30 | 10.30 - 11.30 | 11.35 - 11.55 | 11.55 - 12.20 | 12.20 - 3.30 |
|---|---|---|---|---|---|---|---|---|
| F | Registration / Free learning time 5 a day book | Assembly (Celebration) | English (Adult-directed focussed group work) Continuous Provision | Morning Meeting | Maths (Adult-directed focussed group work) Continuous Provision | Lunch | Registration RWI Phonics Recap (previous sounds) | PPA / Intervention time for selected pupils |

Note:  EYFS will use a blended approach using video tutorials modelling learning and learning packs.

## Remote learning timings Y1

| | | 8.40 - 9.00 | 9:00 - 9.15 | 9.15 - 10.15 | 10.15 - 10.30 | 10.30 - 10.45 | 10.45 - 11.45 | 11.45 - 12.30 | 12.30 - 1.00 | 1.00 - 1.30 | 1.30 - 2.10 | 2.10 - 3.00 | 3.00 - 3.20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| M | | Registration / Maths 5-a-day | Assembly (Principal's) | Maths | BREAK | Handwriting | English | LUNCH | RWI Phonics (10 min catch-up) | RWI Guided Reading | Theme: Art / DT | Theme: Computing | Class novel |
| T | | Registration / Maths 5-a-day | Assembly (P4C) | Maths | | Grammar, Punctuation, Spelling | English | | RWI Phonics (10 min catch-up) | RWI Guided Reading | RE | Theme: Geography / History | Class novel |
| W | | Registration / Maths 5-a-day | Assembly (Values) | Maths | | Grammar, Punctuation, Spelling | English | | RWI Phonics (10 min catch-up) | RWI Guided Reading | PE (Studio) | Theme: Science | Class novel |
| Th | | Registration / Maths 5-a-day | Assembly (Singing | Maths | | Grammar, Punctuation, Spelling | English | | RWI Phonics (10 min catch-up) | RWI Guided Reading | PE (Hall) | Theme: Science | Class novel |

| | | 8.40 - 9.00 | 9:00 - 9.20 | 9.20 - 10.20 | 10.20 - 11.30 | 11.30 - 11.55 | 11.55 - 12.20 | 12.20 - 3.00 |
|---|---|---|---|---|---|---|---|---|
| F | | Registration / Arithmetic / Multiplication test Ma: EXS-GDS | Assembly (Celebration) | Maths | Spelling Test & English (Writing) | LUNCH | Homework / Class novel | Intervention for WTS. (Reading, Phonics/GPS, Maths) |

## Remote learning timings Y2

| | | 8.40 - 9.00 | 9:00 - 9.15 | 9.15 - 10.15 | 10.15 - 10.30 | 10.30 - 10.45 | 10.45 - 11.45 | 11.45 - 12.30 | 12.30 - 1.00 | 1.00 - 1.30 | 1.30 - 2.10 | 2.10 - 3.00 | 3.00 - 3.20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| M | | Registration / Maths 5-a-day | Assembly (Principal's) | Maths | BREAK | Handwriting | English | LUNCH | RWI Phonics (10 min catch-up) | RWI Guided Reading | Theme: Science | Reading Comprehension | Class novel |
| T | | Registration / Maths 5-a-day | Assembly (P4C) | Maths | | Grammar, Punctuation, Spelling | English | | RWI Phonics (10 min catch-up) | RWI Guided Reading | PE (Hall) | Theme: Geography / History/ Computing | Class novel |
| W | | Registration / Maths 5-a-day | Assembly (Values) | Maths | | Grammar, Punctuation, Spelling | English | | RWI Phonics (10 min catch-up) | RWI Guided Reading | RE | Theme: Art/Design | Class novel |
| Th | | Registration / Maths 5-a-day | Assembly (Singing | Maths | | Grammar, Punctuation, Spelling | English | | RWI Phonics (10 min catch-up) | RWI Guided Reading | PE (Rooftop) | Theme: Science | Class novel |

| | | 8.40 - 9.00 | 9:00 - 9.20 | 9.20 - 10.20 | 10.20 - 11.30 | 11.30 - 11.55 | 11.55 - 12.20 | 12.20 - 3.00 |
|---|---|---|---|---|---|---|---|---|
| F | | Registration / Arithmetic / Multiplication test | Assembly (Celebration) | Maths | Spelling Test & English (Writing) | LUNCH | Homework / Class novel | Intervention for WTS. (Reading, Phonics/GPS, Maths) |

**Remote learning timings Y3:**

| | 8.40 - 9.00 | 9:00 - 9.15 | 9.15 - 10.15 | 10.15 - 10.30 | 10.30 - 10.45 | 10.45 - 11.45 | 11.45 - 12.15 | 12.15 - 1.00 | 1.00 - 1.40 | 1.40 - 2.20 | 2.20 - 3.00 | 3.00 - 3.20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| M | Registration / Maths 5-a-day | Assembly (Principal's) | Maths | Grammar, Punctuation, Spelling | BREAK | English | MFL:Arabic | LUNCH | Guided Reading | PE (Hall) | Reading Comprehension | Class novel |
| T | Registration / Maths 5-a-day | Assembly (P4C) | Maths | Grammar, Punctuation, Spelling | BREAK | English | RE | LUNCH | Guided Reading | PE (Rooftop) | Theme: Science | Class novel |
| W | Registration / Maths 5-a-day | Assembly (Values) | Maths | Grammar, Punctuation, Spelling | BREAK | English | RE | LUNCH | Guided Reading | Theme: Geography / History | Theme: Art / DT | Class novel |
| Th | Registration / Maths 5-a-day | Assembly (Performing Arts/Singing) | Maths | Grammar, Punctuation, Spelling | BREAK | English | Handwriting | LUNCH | Guided Reading | Theme: Science | Theme: Computing | Class novel |

| | 8.40 - 9.00 | 9:00 - 9.20 | 9.20 - 10.20 | 10.20 - 11.30 | 11.30 - 11.55 | 11.55 - 12.20 | 12.20 - 3.00 |
|---|---|---|---|---|---|---|---|
| F | Registration / Arithmetic / Multiplication test | Assembly (Celebration) | Maths | Spelling Test & English (Writing) | LUNCH | Homework / Class novel | Intervention for WTS. (Reading,Phonics/GPS,Maths) |

**Remote learning timings Y4:**

| | 8.40 - 9.00 | 9:00 - 9.15 | 9.15 - 10.15 | 10.15 - 10.30 | 10.30 - 10.45 | 10.45 - 11.45 | 11.45 - 12.15 | 12.15 - 1.00 | 1.00 - 1.40 | 1.40 - 2.20 | 2.20 - 3.00 | 3.00 - 3.20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| M | Registration / Maths 5-a-day | Assembly (Principal's) | Maths | Grammar, Punctuation, Spelling | BREAK | English | RE | LUNCH | Guided Reading | PE (Rooftop) | Theme: Science | Class novel |
| T | Registration / Maths 5-a-day | Assembly (P4C) | Maths | Grammar, Punctuation, Spelling | BREAK | English | RE | LUNCH | Guided Reading | Theme: Geography / History | Theme: Art / DT | Class novel |
| W | Registration / Maths 5-a-day | Assembly (Values) | Maths | Grammar, Punctuation, Spelling | BREAK | English | MFL: Arabic | LUNCH | Guided Reading | PE (Rooftop) | Theme: Science | Class novel |
| Th | Registration / Maths 5-a-day | Assembly (Performing Arts/Singing) | Maths | Grammar, Punctuation, Spelling | BREAK | English | Handwriting | LUNCH | Guided Reading | Theme: Computing | Reading Comprehension | Class novel |

| | 8.40 - 9.00 | 9:00 - 9.20 | 9.20 - 10.20 | 10.20 - 11.30 | 11.30 - 11.55 | 11.55 - 12.20 | 12.20 - 3.00 |
|---|---|---|---|---|---|---|---|
| F | Registration / Arithmetic / Multiplication test | Assembly (Celebration) | Maths | Spelling Test & English (Writing) | LUNCH | Homework / Class novel | Intervention for WTS. (Reading,Phonics/GPS,Maths) |

**Remote learning timings Y5:**

| | 8.40 - 9.00 | 9:00 - 9.15 | 9.15 - 10.15 | 10.15 - 10.45 | 10.45 - 11.00 | 11.00 - 11.15 | 11.15 - 12.15 | 12.15 - 1.00 | 1.00 - 1.40 | 1.40 - 2.20 | 2.20 - 3.00 | 3.00 - 3.20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| M | Registration / Maths 5-a-day | Assembly (Principal's) | Maths | MFL: Arabic | | Grammar, Punctuation, Spelling | English | | Guided Reading | PE | Theme: Geography / History | Class novel |
| T | Registration / Maths 5-a-day | Assembly (P4C) | Maths | RE | BREAK | Grammar, Punctuation, Spelling | English | LUNCH | Guided Reading | Theme: Science | Theme: Science | Class novel |
| W | Registration / Maths 5-a-day | Assembly (Values) | Maths | RE | | Grammar, Punctuation, Spelling | English | | Guided Reading | Theme: Art / DT | Reading Comprehension | Class novel |
| Th | Registration / Maths 5-a-day | Assembly (Performance Art/Singing) | Maths | Handwriting | | Grammar, Punctuation, Spelling | English | | Guided Reading | PE (Main Playground) | Theme: Computing | Class novel |

| | 8.40 - 9.00 | 9:00 - 9.20 | 9.20 - 10.20 | 10.20 - 11.30 | 11.30 - 11.55 | 11.55 - 12.20 | 12.20 - 3.00 |
|---|---|---|---|---|---|---|---|
| F | Registration / Arithmetic / Multiplication test | Assembly (Celebration) | Maths | Spelling Test & English (Writing) | LUNCH | Homework / Class novel | Intervention for WTS. (Reading,Phonics/GPS,Maths) |

**Remote learning timings Y6:**

| | 8.40 - 9.00 | 9:00 - 9.15 | 9.15 - 10.15 | 10.15 - 10.45 | 10.45 - 11.00 | 11.00 - 11.15 | 11.15 - 12.15 | 12.15 - 1.00 | 1.00 - 1.40 | 1.40 - 2.20 | 2.20 - 3.00 | 3.00 - 3.20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| M | Registration / Maths 5-a-day | Assembly (Principal's) | Maths | RE | | Grammar, Punctuation, Spelling | English | | Guided Reading | Theme: Art / DT | Theme: Computing | Class novel |
| T | Registration / Maths 5-a-day | Assembly (P4C) | Maths | RE | BREAK | Grammar, Punctuation, Spelling | English | LUNCH | Guided Reading | PE (Rooftop) | Theme: Geography / History | Class novel |
| W | Registration / Maths 5-a-day | Assembly (Values) | Maths | MFL: Arabic | | Grammar, Punctuation, Spelling | English | | Guided Reading | PE (Main Playground) | Reading Comprehension | Class novel |
| Th | Registration / Maths 5-a-day | Assembly (Performance Art/Singing) | Maths | Handwriting | | Grammar, Punctuation, Spelling | English | | Guided Reading | Theme: Science | Theme: Science | Class novel |

| | 8.40 - 9.00 | 9:00 - 9.20 | 9.20 - 10.20 | 10.20 - 11.30 | 11.30 - 11.55 | 11.55 - 12.20 | 12.20 - 3.00 |
|---|---|---|---|---|---|---|---|
| F | Registration / Arithmetic / Multiplication test | Assembly (Celebration) | Maths | Spelling Test & English (Writing) | LUNCH | Homework / Class novel | Intervention for WTS. (Reading,Phonics/GPS,Maths) |

Note: The order of subjects taught in the afternoon differ from class to class. The order of handwriting, MfI and Performing arts may differ from class to class. RHE lessons will be taught flexibly in place of a theme lesson at the discretion of the teacher every half term.

- Discussions are ONLY to be used when requested by the teacher to answer questions.
- Discussions must NOT be used for any other reason than to respond to requests from the teacher and ask questions·
- You may be "cold-called" at any point to participate or respond so you must be focused on the lesson for the duration.
- If you need to leave the lesson at any point – then you must ask the teacher leading the lesson.
- If you wish to ask a question, then type into discussions and the teacher or teaching assistant will respond at an appropriate time.
- You must take a full and active part in all lessons, and independently complete any tasks as instructed.
- You must behave in the remote lesson in the same way you would behave in class.
- If your behaviour is unacceptable, you will be removed from the lesson and your parents will receive a phone call from school.
- Follow the school rules and The Olive Tree values at all times.
- Showbie can be accessed via the child's personal iPad, alternatively on www.showbie.com on any web browser (where parents choose to use alternative devices).
- Pupils on an EHCP may receive a daily video call from the Support Assistant.

**Parent code of conduct for remote learning**

- Attendance for remote learning lessons is mandatory – if your child/ren is/are unable to attend due to illness, then please inform school in the usual way.
- No element of an online lesson should be recorded.
- Pupils should be in a room with or near an adult so that the adult can hear and see the lesson taking place.
- Encourage pupils to fully take part in the lesson including completing independent tasks the teacher has set.
- As much as possible, ensure that pupils can access their online lesson in a quiet environment.
- Parents are not to communicate with the class teacher during an (Video conferencing) online lesson as this will disrupt the learning of all pupils in the class. If you would like to speak to your child's class teacher, please contact them through class dojo or call/email the school office and they will get back to you.
- Parents may contact the class teacher via dojo or admin at admin@theolivetreeprimary.com for any queries with remote learning.
- Parents understand that the use of innovative online technologies enables school to deliver learning opportunities during unprecedented circumstances.

- Parents should encourage their children to adopt safe use of the internet and digital technologies at home and will inform the school if they have concerns over their child's online safety.
- Parents are aware that school will offer guidance and help them understand how they can best support their children and how to adjust their own expectations. Tutorial videos and guidance is available on the school website: http://www.theolivetreeprimary.com/home-learning.html.

**Staff code of conduct for remote learning**

- Share the pupil code of conduct before the start of every lesson.
- If teaching from home, ensure that you are teaching from a quiet environment where you will not be disturbed.
- Maintain the same high expectations of pupil behaviour that you would have in the classroom. Use positive praise and rewards.
- Sign into Showbie 5 minutes before the lesson is due to begin and ensure that all resources are prepared for the lessons.
- Ensure all pupils are muted unless you would like them to contribute to the lesson.
- TAs and Teachers to monitor discussions to ensure it is being used appropriately.
- Use the screen recording function to record all online lessons.
- Staff must ensure that professional standards are maintained at all times including use of professional language, high quality resources and safeguarding requirements.
- Ensure video chat settings are changed so that only the teacher can present and share screens during the lesson.
- Ensure that there is nothing on your screen which would be inappropriate for pupils to view, e.g. your emails should be closed, only have programmes open which you will need for the lesson.
- At the end of a video call teachers must 'end the meeting' (not 'leave the meeting') so that children cannot continue the meeting unsupervised.
- Remote learning to be continued in the main Showbie classes to ensure continuity in learning.
- Teachers will provide feedback to children's work using a range of tools such as verbal feedback, written feedback and annotations in line with the school's feedback guidance. Feedback will be given when teachers' can in line with their own circumstances.
- Staff will use the school's schemes of work as well as a range of additional resources to plan suitable activities to support home learning using a range of pre-approved resources such as BBC Bitesize, Inspire, Cracking Comprehension, TTRockstars and Oak National Academy.
- Training and support in the use of home learning technologies is provided for staff.
- Any staff involved in a live audio or video chat with pupils, must adhere to the guidelines contained in the safeguarding policy.
- Teachers will discuss with their pupils how to be good Digital Citizens, including keeping personal information safe and the importance of taking regular screen breaks as part of our assemblies and P4C sessions.

- Teachers' expectations of the quantity and quality of work undertaken at home by pupils are adjusted accordingly.
- For the health and wellbeing of our pupils not all activities are screen based

The Olive Tree Primary School reserves the right to make changes and adaptations to the code of conduct at any point in time.