

Remote Learning at Leckhampton C of E Primary School – A Guide for Parents

The information set out in this guide is designed to support families to better understand what to expect from remote learning at Leckhampton C of E Primary School. Please take the time to share the contents of this guide with your child/children, so that they too can have a better understanding of what to expect if they are remote learning.

As a School, we recognise the additional challenges that can be placed on families as a result of remote learning. We are here to support you and guide you through this process. Please don't hesitate to contact us if you have additional questions after reading this guide, in conjunction with School's Remote Learning Plan.

The following information relates to remote learning where pupils are expected to engage for longer periods of time than self-isolation. Details of what to expect for individual families or small numbers of children self-isolating can be found at the end of this guide.

What should my child expect from immediate remote education in the first day of pupils being sent home?

A pupil's first day of being educated remotely is different from all other remote learning days as it enables all School staff to take the necessary actions to prepare for a longer period of remote teaching. As a result, all families are asked to use the resources available from The Oak National Academy as a basis for their learning on this first day. (<https://www.thenational.academy>) Any logins and password information relating to Microsoft Teams and/or Google Drive will be shared with parents on the first day.

What should my child expect from remote education from the second and all subsequent days?

In line with Government expectations that pupils should work at home as they would in school, we ask parents to support us in ensuring that their child engages in our remote learning offer each day.

From the second day onwards, teachers will be made available to offer live teaching sessions, through Teams, to pupils from each year groups. Numbers of teachers available will depend on a number of factors including staff availability. Children may not be taught by their usual class teacher as staff are deployed to teach both critical worker groups in school and online learners, as well as cover staff absence where necessary. **Teachers will make clear their expectations of which daily tasks should be submitted for evaluation via TEAMS.** Teachers closely monitor which pupils are accessing the 'live' online learning sessions to ensure all families are able to access remote learning.

After the first day of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

Yes. We teach the same curriculum remotely as we do in School. A typical day will consist of Maths and English in the morning and at least one other curriculum subject in the afternoon. The subject content varies according to the needs of the year group and subjects taught. For example, Reception and Year 1 children receive a highly structured daily phonics input from the teacher, as well as an English input in order to prioritise the development of early reading skills.

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take Reception and Key Stage 1 (Years 1 and 2) pupils a minimum of 3 hours per day, with an expectation that Key Stage 2 children (Years 3-6) will complete a minimum of 4 hours per day. Key Stages 1 and 2 have four online sessions per day, with Reception and Year 1 having an additional story time session at the end of each day.

We recognise that the time taken to complete tasks may vary and we ask that parents contact the class teacher if they have any concerns.

How will my child access any online remote education you are providing?

An individual Teams login, with additional guidance will be provided so that families can access Microsoft Teams – our primary platform for online learning. This takes the format of a combination of online lessons, online and offline learning tasks and assignments and check in sessions with the teacher.

In addition, teachers upload a copy of all assignments and tasks that children are expected to complete for the day's learning on Google Drive. This is accompanied by a brief explanation of the task and an example where necessary.

This enables families to access and complete tasks at a time which better suits their needs, if families are unable to engage fully in the 'live' teaching sessions throughout the day. Completed tasks and assignments should be uploaded through the Microsoft Teams platform where possible, however parents are able to email the work to the teacher via the class email account, if this is preferable. This might take the form of photographic evidence or documents.

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. In order to further support families to access remote education we will work with you to better understand the barriers faced. In the absence of digital access, school will endeavour to support families through our lending device scheme. We aim to support families with any technical issues being experienced, such as how to upload work to TEAMS etc. Staff are available to talk through any concerns and we urge families to get in touch with us as soon as possible so that we can assist in overcoming these difficulties at the earliest opportunity.

How will my child be taught remotely?

We teach the same high quality curriculum remotely as we do in school, which aligns as closely as possible with our in-school provision. Our curriculum aim is for all pupils to know more and remember more. The same principles apply in remote learning as in face to face learning. The progressive nature of the Leckhampton curriculum lends itself to clearly structured and sequenced pupil tasks, designed to assist all pupils in accessing clear curriculum content.

Teachers introduce pupils to the learning by providing a clear explanation of the task set. Children will be directed to work independently for an allocated time, before coming back together as an online group for an evaluation/feedback session. Independent work tasks provide opportunities for children to practise and demonstrate their acquisition of the key knowledge and skills being taught. This is key for the learning to be retained in the longer term. Tasks such as quizzes may be used to precede or follow teaching sequences and support children to develop a greater knowledge of their new learning.

Careful consideration is given to ensure that all pupils are able to access the learning task. Where pupils require physical resources, careful consideration is given to ensure that only those resources which can be commonly found in the home are required.

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

We understand that balancing remote learning, work commitments and family life is incredibly challenging. We hope that our offer of both online and offline learning opportunities will meet the varying needs of our families. Where families choose to access limited live learning sessions, we ask that parents keep the class teacher informed so that teachers are not waiting to commence sessions.

We understand that individual pupils will look to their families for different levels of support. Family support can be given by:

- Establishing a routine for the school day, which incorporates clear work and play times.
- Ensuring that your child is able to access the live teaching sessions on a daily basis, completing all tasks to the very best of their ability and uploading completed work as expected by the teacher. Please inform us via email or ring if your child is not going to be attending virtual school.
- Providing a designated place in the home, where possible at a table, with all necessary resources to hand will give your child the sense that remote education is important and valued by home and school. Ensuring that your child wears their school uniform supports this sense of routine and purpose.
- Ensuring that your child can be seen by the teacher when accessing the live learning sessions. If the camera needs to be off for a particular reason, please let the teacher know in advance.
- Supporting your child to access the learning if required and if you feel able to, but a note of caution; teachers will be better placed to assess your child if the work has been completed independently. As a School, we value mistakes as a means of identifying the next steps in a child's learning. Where there are no mistakes, this makes the process of accurate assessment and feedback more difficult.
- An important part of our computing curriculum is developing the children's understanding of online safety. As families, please ensure that your child is following safe online practices in order to keep everyone in our school community safe online. Staff will ring home to bring any potential online safety breaches to the attention of families, should they occur.
- Reminding children that the same behavioural expectations apply at home as at School; that is that all pupils are expected to be the best they can be.

What are the main systems for communication for remote learning?

The main system for communication in relation to the learning is via Microsoft Teams. Families can also access the work via Google Drive.

If a parent wishes to communicate with the teacher directly, this should be done by sending an email message to the class email account. Teachers will reply within 48 hours of receiving this message, in line with School's Communication Policy. Where an urgent response is required, please ring the School office, and we will do our best to respond as soon as is practicable.

During live lessons, teachers explain to the pupils' ways in which they should ask a question or seek further clarification. When the pupils are working independently outside these sessions, teachers can be messaged via the online chat room facility.

The social media platform of Edmodo enables the pupils to communicate with both their teacher and pupils in their class. This supports children in staying connected to their teacher and friends, regardless of whether they are attending School or are learning at home. Pupils are encouraged to post messages in relation to their learning, which can be shared by the teachers with their peers. Teachers use this platform as a means of communicating with all the pupils in their class.

All families are encouraged to join the Weekly Celebration Assembly where the School family comes together to celebrate the achievements of all pupils. Weekly online School Worship, focusing on one of our School values, further supports all the children in re-connecting with the wider School family. School bulletins will continue throughout the period of remote learning, in order for all families to keep in touch with School news.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

Teachers use their professional judgement to monitor engagement and motivation levels during live teaching sessions. Teachers also monitor which pupils are submitting work for feedback, how regularly work is submitted and the children's responses to the work set. Where a teacher is concerned about a pupil's engagement, they will contact parents directly by telephone or email, to see what further support can be given to encourage greater participation and to support overall motivation levels.

How will you assess my child's work and progress?

The ongoing assessment of pupils' work and progress takes place every day and the strategies used by teachers are appropriate to the age of the pupils in their care. Teachers monitor pupil responses at each stage of the teaching process. Feedback is given orally during the live sessions and common misconceptions are directly addressed through teacher feedback either in the follow up/evaluation session or at the beginning of the next lesson. Most feedback will be collective, or addressed to groups of pupils. Individual written feedback will be given for some tasks directly onto submitted pieces of work. Subsequent teaching takes account of the children's prior learning and responses.

Teachers log the work submitted and monitor children's performance over time. Please contact the class teacher directly if you have any concerns in relation to your child's work and progress. Please be assured that we will contact you if we feel that any aspect of your child's engagement or performance is presenting as a cause for concern.

All planned Parents Evenings scheduled to take place during lockdown will take place remotely, as planned.

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with you to support you. Where teachers feel further pupil support is necessary, work may be adapted to ensure that it is more accessible to the needs of individual children. Adapted resources are shared with families through direct email communication. Class teachers will further support families by ringing home to check in with how they're getting on.

Our youngest pupils in Reception and Year 1 will also require additional support to access remote learning. Teachers support families during the online teaching sessions through designing active and fun learning sessions which are designed to engage all learners. Where appropriate, Teachers offer guidance to families as part of the live learning by explaining how activities could be adapted for consolidation or extension. All the online teaching resources and instructions are accessible to families via Google Drive. All families have access to a variety of reading books using the Collins e books, which supports School's curriculum priority of developing early phonics and reading skills. Teachers offer further individualised responses to learning queries via the class email.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

On the second day of self-isolation, the Class Teacher will contact you directly via telephone to agree mutually convenient times and days to check in with you as a family. This could take place via Zoom, phone or email. The scheduled check ins are designed to support your child's learning. Teachers discuss your child's learning directly with your child, offer feedback and make further suggestions if appropriate. This will take place three times per week until your child's period of self-isolation ends.

Pupils are expected to complete and submit all work, as agreed with the Teacher. This will be a combination of work selected from The Oak National Academy and work set by the teacher. This is to ensure that when the pupil returns to School they will be in a position to continue their learning as seamlessly as possible.

Please note that if your child becomes unwell, they are not expected to engage with remote learning until they feel well enough to do so. Where this is the case, we would like families to share this information with us and let us know when they are ready to resume remote learning again.