

Greenleys Junior School



LEARNING *for* LIFE

Remote Education Parental Information

January 2021

Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see Page 8.

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

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

In the first instance the school will provide:

- paper work packs
- some online learning content

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

We aim to teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we may need to make some adaptations in some subjects. For example, we may need to adapt subjects such as physical education, science, music, design and technology and art due to the challenges in obtaining suitable resources and equipment at home.

Added to this, we may opt to suspend teaching certain subjects and reposition this learning back when the pupils return.

Remote teaching and study time each day

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 pupils broadly the following number of hours each day:

Key Stage 2	A minimum of four hours study time each day. This will be a mixture of face to face and independent work.
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Accessing remote education

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

We will use an APP developed by Microsoft called "Teams".

This APP will need to be downloaded on the device your child is using to access remote education. Devices provided by the school will already have Teams downloaded.

At times we will also set work that will require the use of the internet and sites such as:

- Oak Academy
- IXL
- My Maths
- Times Tables Rock Stars
- Reading Eggs
- Spelling Shed
- Grammarsaurus
- Developing Experts (Science)
- Education City
- YouTube
- BBC Bitesize

Pupils already have usernames and log in details for these sites where they are needed. We have sent these home earlier in the year. If you are missing a username or password please contact the school.

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. We take the following approaches to support those pupils to access remote education:

We will allocate a school laptop and/or a 4G wi-fi router and data SIM to all pupils who do not have a suitable device at home. This will be achieved by:

- completing a survey to find out who does not have a suitable device or internet connection at home
- rebuilding our school laptops so they are suitable for use at home
- directly contacting parents/carers who have indicated that they do not have a suitable device or internet connection and discuss what we can do to help
- lending out school laptops and 4G wi-fi routers and data SIMS to ensure every child is able to access the remote learning offer

You will be required to confirm and sign a loan agreement related to the lending of school equipment. The school will require all items to be returned in the same condition they left the school in. You will need to attend the school site to collect your devices. This collection date and time will be agreed when we contact you.

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

Your child will need to log in to Microsoft Teams (MS Teams) and join their class at the correct times set out below. If you are at home you will need a suitable device (laptop/tablet with keyboard) and an internet connection. The school will loan out equipment to ensure everyone has access.

MS Teams is a very popular online learning environment where teachers set up their classes and their assignments. Children already have a username and a password to access MS Teams. If you have misplaced your child's username and password please email their teacher on:

Year3teacher@greenleysjunior.org Year4teacher@greenleysjunior.org

Year5teacher@greenleysjunior.org Year6teacher@greenleysjunior.org

You can find out more about MS Teams here:

<https://youtu.be/SemjM2fHV2Q>

Your child will need to log in and join the correct classes and lessons at the right time.

Children who are in school (vulnerable children and children of critical workers) will also be completing the same work via MS Teams but working at the school site.

We have set the following daily timetable for your child to follow:

	9.00 - 9.15am	9.15 - 9.45am	9.45 - 10.45am	10.45 - 11.15am	11.15 - 12.15pm	12.15 - 1.15pm	1.15 - 1.30pm	1.30 - 3.15pm
M	Registration	Core Learning Activities - Teacher set but not teacher led	English lesson - (live or recorded)	Break	Maths lesson - (live or recorded)	Lunch	Registration	Foundation Curriculum - (live or recorded)
Tu	Registration	Core Learning Activities - Teacher set but not teacher led	English lesson - (live or recorded)	Break	Maths lesson - (live or recorded)	Lunch	Registration	Foundation Curriculum - (live or recorded)
W	Registration	Core Learning Activities - Teacher set but not teacher led	English lesson - Teacher set but not teacher led	Break	Maths lesson - Teacher set but not teacher led	Lunch	Registration	Foundation Curriculum - Teacher set but not teacher led
Th	Registration	Core Learning Activities - Teacher set but not teacher led	English lesson - (live or recorded)	Break	Maths lesson - (live or recorded)	Lunch	Registration	Foundation Curriculum - (live or recorded)
F	Registration	Core Learning Activities - Teacher set but not teacher led	English lesson - (live or recorded)	Break	Maths lesson - (live or recorded)	Lunch	Registration	Foundation Curriculum - (live or recorded)

Green slots: Two daily registration slots are held online with the class teacher. Children must log in to the registration slots to receive a registration mark. The teacher will set out the lessons coming up that session and mark children in their online register.

Orange slots: Core Learning Activities are set by the teacher but are to be completed independently by the children.

Blue slots: English, maths and foundation curriculum subjects will usually have some teacher input via a live lesson or pre-recorded input. Children will then be set independent tasks to complete and hand in. The handing in is all done online and is explained by the teacher.

Pink slots: Break and lunch time.

*To note - We have set each Wednesday as a day where teachers will be setting fully independent learning. Registration slots will still be live – it is important to attend. Teachers will be using this time to plan, prepare, pre-record, mark and comment upon work already submitted.

We will use a mixture of:

- live lessons
- pre-recorded lessons
- online content links (such as Oak Academy or YouTube)
- specific online websites (such as My Maths, TT Rock Stars etc..)

The foundation curriculum slots will cover a wide range of subjects such as geography, history, science, religious education (RE), personal social health education (PSHE), art, music, design technology (DT) and physical education (PE).

We have decided to pause the teaching of computing and modern foreign languages (MFL) at this time. We will cover any paused curriculum content later in the school year.

The style of teaching delivery (live lessons/recorded lessons/internet clips/YouTube etc...) is shown on the timetable above.

Engagement and feedback

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

It is expected that children fully engage with all their learning activities. We have set out a full timetable of daily lessons. To support all children to access remote education we have sent out over 100 of our school laptops and a number of 4G routers. If anyone is struggling to access the lessons then they must contact the school. We will usually be able to provide a solution.

It is expected that parents provide:

- support for children to be connected to the internet and ensure appropriate filtering is in place. Know what your child is accessing
- support for children in looking after their device and to keep it charged and ready for each session
- support for your child to attend the right session at the right time – following the timetable set out by the school
- a space at home to work that enables children to concentrate and get on with their work
- resources such as pens, pencils and paper to take notes or work things out
- a safe space to undertake P.E. lessons
- time 'off-screen' during break and lunch slots
- encouragement and support during the independent task time

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

We will be monitoring engagement with remote learning very closely. We will do this by:

- checking the two registration sessions for attendance each day
- checking all the assignments are completed to a good standard
- communicating with the teaching staff to see what engagement happens each week
- use of the Learning Mentor

Where engagement is a concern we will:

- contact the home (phone/email) and discuss any issues
- offer support if any can be identified
- undertake home visits

Where engagement continues to be a concern after the above actions, we will:

- collect any school loaned devices and distribute them to another family
- possibly return the child to the in-school provision
- communicate and seek advice from the Local Authority and Children's Social Care

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

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

We will:

- provide whole class/group feedback
- some individual feedback (depending on the tasks)
- quiz scores
- online assessment marking (IXL/My Maths/Developing Experts/TT Rock Stars/Spelling Shed)

Pupils will usually receive some form of feedback each day.

Additional support for pupils with particular needs

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 parents and carers to support those pupils in the following ways:

All pupils with an EHCP are offered a full-time school place.

Other children with recognised additional needs may be offered a part-time school place. This is at the school's discretion and will be based on needs/safety/capacity.

At home:

- the online work set by teachers will continue to be differentiated as it would usually be within the lesson to support pupils of all abilities in accessing the learning
- where needed, individual pupils (including those with EHCPs) may receive more individualised online provision or intervention packages
- where needed, school will offer advice on additional resources including signposting parents to on-line activities and school paid for password required websites to practise key skills
- to support younger SEND pupils, not all work set will require a formal written outcome. Tasks may include more practical activities that can be completed independently within the home
- the school continues to provide easy access to the School's SENDCo via e mail or by phone if additional advice is needed (jcoles@greenleysjunior.org or 01908 312551)
- outside agencies will continue to offer advice for school staff and parents

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

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

Self-isolation of an individual or small number of pupils.

We will:

- switch your child to an online remote education offer. The delivery will be as close to the in-school delivery as possible
- provide children with a learning pack including stationery, a laptop and internet access if required
- join children to lessons via MS Teams

Self-isolation of a large number of pupils (bubble).

We will:

- switch your child to an online remote education offer
- provide children with a laptop and internet access if required
- join children to lessons via MS Teams (see above)

Remote Learning – Our rules and expectations

Staff and parents:

- all live sessions will be recorded by the school for safeguarding purposes
- parents are not permitted to record any live sessions
- staff will use professional language and will dress appropriately
- 1:1 sessions are not expected to take place. Teachers will communicate with children, where possible, using the chat function or the teacher email address
- if a parent has a question during the live session then they are expected to use the chat function or send a message to the teacher. They are not permitted to join the conversation on the live session as this is distracting for all others involved, including the teaching staff
- when staff are not live teaching, they are either preparing for the next session or answering questions and queries from the children. Staff are not expected to answer queries at all times throughout the day. They will do their best to answer as many as possible when time allows
- not all lessons will be 'live teaching'. There will be a mixture of live sessions, pre-recorded sessions and pre-set work
- staff will not monitor the chat or emails after 3.30pm. They use this time to mark work and plan for the next day. They also have family pressures of their own and some are also managing teaching your children as well as home-schooling their own children. Please be patient with queries you have and support our staff as they do their best for your children
- teachers will mark work in a variety of ways. Mostly, they will provide whole group feedback as they would usually do in school. While they look at all work handed in, they are not expected to mark each piece of work separately, although they will sometimes do this too as they would usually do in school

Children are expected to:

- attend registration sessions to achieve their attendance mark for the morning and afternoon sessions
- wear appropriate clothing to the sessions
- begin the meeting on mute and with the camera on
- use the chat function only to communicate with the teacher to ask or answer questions during live teaching
- not call out during the teaching (as they would not in class) but to raise their hand if they have a question or use the chat function to communicate
- remember and follow our 'Ready, Respectful, Safe' rules at all times
- keep in mind that there may be up to 60 children in a session. It will not always be possible to stop and answer questions straight away. The teacher will find an appropriate place to stop and answer questions
- be as independent in their learning as possible. Teaching input will guide the children with the task that is to be completed