

# Remote Education - Parent Guide

January 2021 (V2.2)



## Love, Learn and Grow Together

In line with our schools' vision and values we are committed to providing a meaningful and ambitious remote education to children whose attendance would be contrary to government guidance or law around coronavirus (COVID – 19).

This guide is intended to provide clarity and transparency to pupils and parents or carers about what to expect from our schools' remote education offer where national or local restrictions:

- Limit attendance to all but vulnerable children and the children of critical workers
- Require entire cohorts (or bubbles) to remain at home
- Require individual pupils to isolate
- Require a class teacher to isolate

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## Section 1: Information for whole-class/school isolation or where attendance is limited to all but vulnerable children and the children of critical workers

### 1. When parents will receive work from school

Families will be notified about the need for whole class (or bubble) isolation by the Headteacher / Assistant Head or Senior Teacher if their child needs to self-isolate. This may happen during a school day or to inform parents about the following day's provision.

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.

For the first day of closure children will be sent home with worksheets to complete independently or directed to familiar online learning resources.

Parents will receive, by email, a PowerPoint learning pack containing the next day's timetable and learning activities by 5pm on the first full day of closure.

Formal Microsoft Teams live sessions will begin from 9am on the second full day of closure.

### 2. What work will my child receive?

We teach the same planned and sequenced curriculum remotely as we do in school wherever possible and appropriate. However, we may need to make some adaptations in some subjects, for example where hands-on practical equipment or resources may not be available an appropriate video clip or online resource may be substituted.

Remote Learning will mirror the planned school timetable, to ensure that knowledge and skills are built incrementally in order that children can progress through the curriculum.

Children in KS1/2 will receive timetabled daily sessions set out on PowerPoint slides which may include:

- Worksheets which can be completed on the PowerPoint or printed out
- Live teaching (on Teams)
- Recorded teaching (e.g. Oak National Academy lessons, pre-recorded explanations made by teachers and support staff)
- Some commercially available websites/Apps supporting the teaching of specific subjects or areas, including video clips or interactive sequences (e.g. digital musical instruments, 'Virtual tours' from museums and art galleries)
- On-line learning platforms such as 'Times Table Rockstars', 'Spelling Shed', 'Bug Club' and 'Letter Join' that pupils are already familiar with
- Links to clips to support specific learning needs such as video, animation, songs etc

**EYFS** - Our remote offer for Children in the EYFS (Nursery & Reception) is the same as for the rest of the school. There will be daily check-ins and a range of activities to complete, which may include ideas for learning experiences and pre-recorded videos demonstrating phonic strategies and other key learning. We will also offer play based learning ideas for parents to fit with the EYFS curriculum.

**SEND** - Our schools will work collaboratively with families, to put in place reasonable adjustments, so that pupils with special educational needs and/or disabilities can successfully access remote education alongside their peers:

- Children with identified needs will receive an individually tailored daily learning pack with a sequence of lessons differentiated as they would be in school, to ensure continued progress during remote education.
- The SENCO (Miss Stringer) will speak with families regularly to check in and see how best to support remote learning and any additional needs.
- For those children previously completing interventions or booster sessions in school, these will continue remotely (via Teams).
- Children's progress towards targets will continue to be monitored and they will be reviewed at least every term through a virtual meeting or telephone call with parents.
- If your child has support from an external agency it may be possible to arrange this with them whilst remote learning, but it will depend on individual circumstances.

We expect that daily remote education (including both recorded or live direct teaching and independent work) will take pupils broadly:

Reception	2- 3 hours
KS1	3 hours
KS2	4 hours

In addition, each child will be offered a live individual reading session at least weekly (Teams)

The children are encouraged to have breaks to exercise, have some relaxation time, and time out to eat and will receive regular suggestions for extra-curricular activities.

### 3. How will my child access the remote education?

We recognise that some families may not have suitable online access at home. We take the following approaches to support those pupils to access our remote education:

We would encourage any families where there is no suitable online access to contact the school in the first instance to discuss how we can support you:

[fostonoffice@foston.n-yorks.sch.uk](mailto:fostonoffice@foston.n-yorks.sch.uk)

[stillingtonoffice@foston.n-yorks.sch.uk](mailto:stillingtonoffice@foston.n-yorks.sch.uk)

[terringtonoffice@foston.n-yorks.sch.uk](mailto:terringtonoffice@foston.n-yorks.sch.uk) This

may be by:

- The loan of a school laptop which is suitable for use at home
- Assistance with an internet connection, for example through a router, dongle or mobile data
- Offering a place in school, (if guidance allows)
- Access to printed materials (however not everything is available in a hard copy format so we would urge that families look at the above options first)
- In the event of anyone experiencing any technical difficulties with accessing Teams or uploading via email or Tapestry during the school day, parents have been provided with class teachers' email addresses.

Our main platform is Microsoft Teams, which our children families and staff are confident with.

Each afternoon by 5pm, you will receive by **email** the home learning pack for the following day - a PowerPoint with a sequence of learning that matches your child's age and ability.

Children are expected to attend a live **Teams** registration session (about 30 minutes) at the beginning of each school day so that the class teacher can check in, collectively review the previous day's work, discuss the tasks for that day, and the children have an opportunity to interact with their peers. Teachers will contact families who have not attended an online session to offer support.

Live interventions, booster sessions and reading sessions will be on Teams.

Children/parents will be provided with log-in details for on-line learning platforms such as 'Times Table Rockstars', 'Spelling Shed', 'Bug Club' and 'Letter Join' as appropriate.

Reading books will be available from 3.45-4.30pm for those children who are home learning. You will find these in a box next to the school gate for collection every Monday. Any books that have been read can also be returned at this point. Please can you **email the class teacher** if you will be collecting books each week, these can then be prepared.

#### **4. How should completed work be returned?**

We expect pupils to engage daily with our remote education and to submit completed work regularly. Seeing evidence of the children's work will help us monitor their progress and offer appropriate support.

We expect that if you are encountering difficulties with any aspect of this, that you will contact your child's class teacher in the first instance. Where engagement is low, the class teacher will contact the parent/carer to discuss the barriers and to try to overcome these together

Please send children's work as soon as is convenient. It will then be saved on our server in the child's folder and teachers will look and provide feedback as below.

Completed work should be E-mailed to the class teacher; uploading to Tapestry is also an option for EYFS/KS1

#### **5. How feedback will be received**

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's work is as follows:

- Children are encouraged to share their work during the daily Teams sessions
- 'Live' feedback during Teams sessions (registration, interventions, booster and reading sessions) where appropriate to support children's progress and motivation
- At least fortnightly marking and written feedback on submitted work - in line with the schools' marking and feedback policy.
- All parents and children are invited to join us (via Teams) for a fortnightly sharing assembly to celebrate the children's work.

#### **6. How school will support parents and children**

In addition to the support for remote education detailed above, class teachers will make a welfare phone-call to all children (and/or parents) who being remotely educated, at least fortnightly.

If children are struggling with a lesson or a new concept, or you need support in relation to any classwork, or remote learning please let the teacher know as soon as possible either through the daily Teams meeting or using the teacher's email provided, they can then discuss how best to support the child's progress.

Class teachers are expected to work between 8:30am and 3:45pm on school days and parents should not expect communication outside these times.

For any other support or assistance please use the relevant school office email below, so that your enquiry can be forwarded to our senior leadership team if appropriate. [fostonoffice@foston.n-yorks.sch.uk](mailto:fostonoffice@foston.n-yorks.sch.uk) [stillingtonoffice@foston.n-yorks.sch.uk](mailto:stillingtonoffice@foston.n-yorks.sch.uk)

[terringtonoffice@foston.n-yorks.sch.uk](mailto:terringtonoffice@foston.n-yorks.sch.uk)

## Section 2: Information for individuals isolating

### 1. When will parents receive work from school?

Parents will need to organise collection of any additional resources they require to complete home-learning tasks – a home-learning exercise book, for example, if you do not have access to it. The work set should have the majority of the things you require to complete it.

Parents will receive an email by 11am on the first day of isolation explaining the work to be completed.

On each further week of isolation, an additional pack of learning will be emailed.

### 2. What work will my child receive?

Teachers will be providing three areas of work every day:

- English – including reading, writing, phonics or spelling
- Maths
- Foundation subjects – this will vary each day according to the class timetable but will include: Geography, History, Science, ICT, DT, Art, PE, RE, Music and French for KS2.

The teacher will send home an outline of the work in a grid for the week outlining each subject. This will have links to appropriate online content and lessons.

All work set by the school will be expected to be returned to the class teacher. Parents can simply photograph work and email it to staff.

Additional work and lessons are available for all year groups using the Oak National Academy website and BBC bitesize:

<https://classroom.thenational.academy/schedule-by-year>  
<https://www.bbc.co.uk/bitesize/articles/zvqgsk7>

### 3. How will the lessons and work be given for an individual isolating?

We do not have the technology available for individuals isolating to access the lessons in school.

### 4. How will the work be returned?

Every day we ask that parents send the work in using the easiest method for them; a photograph on a smartphone, scanning a copy or saving and emailing a Word document, for example.

Seeing evidence of the children's work will help us monitor their progress and offer support. We will expect work handed in from all children.

## 5. What feedback will we receive about the work we have handed in?

All work received will be seen by staff. You may get immediate feedback from a teacher or teaching assistant but parents and children cannot expect detailed, daily feedback on all work. Staff will be providing feedback where appropriate to support children's progress.

Staff are expected to work between 8:30am and 3:45pm and parents should not expect communication outside these times. Please also be aware that when individual children are not in school, teachers are still teaching full-time.

## 6. How will school support parents and children?

If children are struggling with a lesson or a new concept, please let staff know as soon as possible.

If you cannot access the work or need hard copies, parents are asked to let school know and we will try to provide them.

## Section 3: What if the class teacher is isolating?

### 1. How will lessons be provided if the class teacher is isolating?

A supply teacher will be appointed to continue the broad and balanced curriculum we offer. Lesson planning will be completed by the class teacher if they are well enough, to ensure continuity for children. If not, planning will be provided by federation parallel classes.

Subject to individual circumstances and IT capacity, consideration **may** be given, to the selfisolating teacher live-streaming lessons to the class from home.

### 2. How will feedback be given?

The school-based staff will give immediate feedback to children just as in a usual classroom and mark books in line with the schools' marking and feedback policy

### 3. What if I need to speak to the teacher?

Please email the school office in the normal way.

## Section 4: Additional Information

### 1. Safeguarding

If you have a concern about a child or need advice, please contact Mrs Moore, our Designated Safeguarding Lead. If she is not available, Miss Stringer is our Deputy safeguarding Lead. If you believe a child is in imminent danger, call the police.

### 2. Online safety

We expect all families participating in live lessons to agree to our Live Lesson Permission:

- [Parent Agreement for Live Lessons](#)

Our website has additional advice for parents regarding online safety:

- [Cyber-Safety for Parents](#)