

# **William Barnes Primary School: 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 if 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 the final section of this page.

## **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?**

The office will send home copies of the Home Learning Code of Conduct, Microsoft Teams login information and the Home Learning Laptop and Printer Lending Scheme. Families who are eligible to take part in the lending scheme will be contacted by the school office. (All these documents were sent to parents by e-mail and/or included in the Christmas 2020 issue of Barnestorm – the school magazine).

All children had a learning pack sent home in September with two to four days of activities and an exercise book to complete the work. The children should use this learning pack until day two when home learning should be set up. As soon as possible, the school will be in touch by e-mail or text to set up an initial Microsoft Teams meeting. This will ensure that all the children and their carers will be familiar with the school's Home Learning Code of Conduct and with how to use Teams to take part in remote teaching and learning.

## **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 will 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, some units of work in design technology or music that would be impossible to teach remotely will be swapped with other units that can be taught using Teams. These swapped units would then be undertaken when the children are back in school.

## **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:

Primary school-aged pupils	Children in Reception and Key Stage 1 will receive 3 hours of remote learning. Children in Key Stage 2 will receive 4 hours of remote learning. This includes direct teaching and time for children to complete tasks independently.
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## **Accessing remote education**

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

The school will use Microsoft Teams for home learning and will communicate with parents using the Teams platform, telephone and e-mail. Parents can send pictures of completed work to teachers via their class's e-mail or using Teams so that teachers can give feedback on how the children are getting on.

When possible, Teams meetings will be recorded for safeguarding reasons. If parents have any safeguarding concerns they should contact the Designated Safeguarding Lead Mrs Wrixon, or in her absence the Deputy Designated Safeguarding Lead Mr Hull.

Following a survey in September of the IT resources that families have at home, the school has identified children without the necessary equipment to complete their home learning online. As of early January, the school has ordered laptops and printers to support these families and these are expected to arrive by the end of January. The school has also set up a number of its existing curriculum laptops for home use and lent these to families.

Families who are eligible to borrow school laptops and printers will be contacted by the school office. These families will need to read and sign an agreement before they can collect the equipment from the school.

The school will not be lending routers or dongles as these were not identified as required items in the September survey.

## **How will my child be taught remotely?**

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

Some examples of remote teaching approaches:

- live teaching (online lessons)
- recorded teaching (e.g. White Rose maths videos, Oak National Academy lessons, video/audio recordings made by teachers)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences such as Mathletics, White Rose Mathematics and Times Tables Rockstars.
- long-term project work and/or internet research activities

## 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?

#### William Barnes Code of Conduct for Remote Learning

When using Microsoft Teams for remote learning I agree to the following

- I understand that my Teams login details should be kept safe and secure and not shared with other children or families.
- I will ensure that the environment is as quiet and conducive to learning as possible.
- I will only use Microsoft Teams as directed by the teacher and will only type in or upload material related to my learning.
- If I have been lent a laptop or a printer by the school I will sign a contract that stipulates that I will look after it and return it to the school in the same condition as I received it when my child returns to school.
- If I borrow a school printer I will be responsible for ensuring that the printer contains the necessary ink cartridges to allow work to be printed off at home.
- I will only use the 'post' facility to send messages related to my learning to my teacher and not to other members of my class.
- I take breaks from using a screen so that I do not get over tired.
- If taking part in a live Teams meeting I will make sure that
  - My environment is quiet and free from distractions.
  - I will keep my camera on at all times during live lessons unless I anticipate events that I will feel uncomfortable sharing with others. I can then either temporarily mute my camera or choose a blurred background only from the background effects.
  - I will not mute another participant in a meeting.
  - I will not cause another participant to leave a meeting.
  - I will pin the teacher if asked to do so.
  - The background is appropriate and as neutral as possible (please be mindful of what can be seen in front and behind you.)
  - I am appropriately dressed – e.g. not wearing a dressing gown or pyjamas.
  - I will not record a live meeting using my any device.
  - I will not use another electronic device during a live meeting to communicate with others.
  - I remain attentive and do not speak unless I have put my electronic hand up and have been asked to unmute by the teacher
  - I will not use the chat facility at all during meetings.
  - I mute the microphone if I have to speak to someone at home.
  - I communicate in a courteous way at all times to both teachers and fellow pupils.
  - I will respect the privacy and confidentiality of the other people taking part in the Teams meeting including any children or adults in the classroom.
  - During a live Teams meeting a parent or carer is in the same room as me, or in the next room with the door open, so that they can see and hear everything that is happening during the meeting.

Please note that live meetings will be recorded and stored for safeguarding reasons whenever possible. Teachers also monitor any messages that are written in the 'post' facility.

If you have any safeguarding concerns linked to remote learning please contact the Designates Safeguarding Lead Mrs Wrixon or her deputy Mr Hull.

Remember that when using social media, if you type something 'it is always there and you cannot take it back.' So be very sensitive and careful with what you type when using Microsoft Teams.

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

Each day a register will be taken by your child's teacher of those children joining the remote education Teams sessions.

If children are not attending then the class teacher or teaching assistant will contact the family by text or telephone to see what support they can give.

If the child continues not to attend their remote learning then this will be followed up by the head teacher Mrs Wrixon.

## **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:

- Parents should send photographs of completed written work to their class's e-mail address or assignments can be returned within Teams(not to the office please). Their child's teacher will look at these photographs and give feedback via e-mail or using the Teams platform.
- During live remote learning teachers may go through answers and give feedback to the children on areas of difficulty and how they can improve their work.
- For older children and particularly in Mathematics, children may be asked to mark their own work using a set of answers they have been sent. A photograph of their marked work should then be e-mailed to their teacher so he/she can see how well your child has understood the work.
- Older children may be asked to complete an activity in their Class notebook within Teams and teachers will give written feedback within Teams also.
- Teachers may use the assignment feature in Teams to set work, have work returned and give feedback.
- Teachers will keep records of those children returning work. If work is not returned and the teacher is concerned they will phone the family to offer support. If work continues not to be returned the class teacher will pass this onto the head teacher Mrs Wrixon.

## **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:

- Class teachers will match work to the ability of the children in their class where appropriate. In education this is called differentiation. Class teachers are aware of the children with SEND and what their needs are and will ensure that activities are differentiated for these children.
- In younger years, the time that the children are expected to listen to the teacher on Teams before starting an activity will be less, particularly in reception, year 1 and year 2. In these classes, the children can expect to have more teacher inputs with shorter learning activities each day, than children in year 6 for example, who can concentrate for longer periods.

## **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?**

Children who are self-isolating will be taught the same curriculum as the children learning in school. The process for the individual child will be the same as for a bubble that are learning from home except that the child will join lessons taking place in school and see their class using webcams. The office will send home copies of the Home Learning Code of Conduct, Microsoft Teams login information and the Home Learning Laptop and Printer Lending Scheme. Families who are eligible to take part in the lending scheme will be contacted by the school office. (All these documents were sent to parents by e-mail and/or included in the Christmas 2020 issue of Barnestorm).

The children should use their learning pack sent in September until day two when home learning should be set up. As soon as possible, the school will be in touch by e-mail or text to set up an initial Microsoft Teams meeting. This will ensure that all the children and their carers will be familiar with the school's Home Learning Code of Conduct and with how to use Teams to take part in remote teaching and learning.

Your child's school day will be shorter as they should complete on average three hours of home learning each day according to government guidance. He/she will not be able to take part in lessons such as PE although where possible the class teacher will offer alternative activities.