



**Mercenfeld
Primary
School**

Remote Learning Information for Parents

January 2020

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 the final section of this page.

The remote curriculum: what is taught to pupils at home

We are prepared to ensure that we can offer a full remote learning approach from the very first day. All children are now used to using Google Classrooms because it is how we set homework and we have ensured all children know how to access this within school.

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

Everything that is outlined below. Our teachers are ready and able to complete this immediately.

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 teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects.

- **PE** – Opportunities are provided for children to take part in physical activity whenever the class would normally have PE but these have been altered to enable children to take part in smaller spaces at home. Significant elements of the curriculum which involve team games obviously need to be developed in a different way. The focus has been placed on keeping the children activity and for them to enjoy the sessions. Teachers will signpost to online session (e.g Joe Wicks) or post specific PE sessions they have recorded.
- **Art** – whilst opportunities are still provided for the children to develop their skills, these can be limited due to the resources children have at home. Clear Learning Objectives will still be at the core of teaching. Art will still be taught through a variety of activities, videos and/or online sessions.
- **Design & Technology** - whilst opportunities are still provided for the children to develop their skills, these can be limited due to the resources children have at home. Clear learning objectives will still be at the core of teaching.

- **ICT** – the packages children can use will be more limited to those they can download at home but once again clear learning objectives will still be at the core of teaching
- **Music** – Especially in KS2 this will be very different as the children don't have access to their instruments. Y3/4 Ocarina, Y5 Brass and Y6 Ukulele. Teachers however, will still continue to provide active sessions making use of our scheme Charanga and other online resources.
- **Science** – the practical aspect of certain topics is difficult to continue at home is difficult to continue at home. Teachers will therefore look at the topics they haven't already covered in the academic year and consider whether any would be easier to teach.

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 1	EYFS, Y1 and Y2	Lions, Koalas, Penguins, Zebras and Orcas	3 hours
Key Stage 2	Y3/4, Y5 and Y6	Pandas, Squirrels, Foxes, Snow Leopards, Huskies Panthers and Tigers	4 hours

Accessing remote education

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

- Children will access all their work through Google Classroom. They are used to using this system as it was used in the very first lockdown.
- Each class have continued to use Google Classroom for homework this academic year and staff have made sure all children know how to log in during in the Autumn Term.
- We encourage everyone to contact us if they need any support with this via the school office and your child's class teacher will be back in touch the same day.

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:

- If you don't have a laptop to use at home please contact the school office who will arrange for you to borrow a device from school for the period your child is working at home.
- If you do not have internet access at home we are able to support with this too. Once again please contact the school office and we will discuss the current options we have available.
- We would prefer all our children to complete work online as they have access to the full curriculum but more importantly teaching input. In **exceptional circumstances** this may not be possible. Please discuss this with your child's class teacher and further opportunities (which *may* include paper copies) can be provided. Your child's teacher will also discuss with you how this work can be returned to school.

How will my child be taught remotely?

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

- Live teaching (online lessons)
- Recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- Work to be completed independently online by your child and then submitted for marking
- Activities to be completed, photographed/videoed and submitted for marking
- Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences.

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?

- Children should whenever possible attend live sessions. These are not only an opportunity to touch base with the class teacher but are also teaching and supportive sessions. The work being asked to be completed will usually be new learning or filling any learning gaps children have and so the input during this session will then support them to complete their independent work.
- Children are expected to watch all videos, look at PowerPoints. As above the work being set will usually be new learning or filling learning gaps. These will support the children to complete the tasks set.
- For further support please see our document 'Expectations for Virtual Sessions'. This is available at the end of this document

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

- Staff will check each day whether children are engaging with the virtual work and make phone calls to those who aren't to see if there are any issues that they can help resolve. A record is kept to see if there is regular engagement. Staff who have concerns will pass these onto the Headteacher who may then make contact.
- If a child is constantly not engaging this could be a safeguarding issue and the Headteacher will become involved. She will then make contact via telephone/email and if necessary visit the house if contact can't be made.

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:

- Children's work will be marked each day. This could be in written format on the piece of work submitted electronically or a verbally recorded comment. Children and parents will be able to see this. Learning points may be addressed within future teaching or children may be asked to respond to the work themselves thorough the comments they receive on their work.

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:

- Children who have an EHCP will be contacted by Mrs. Kasler our SENDCo and have a Risk Assessment written which will be shared and agreed with parents. This will outline any barriers each child may face with remote learning and how parents, teachers and support staff will attempt to overcome these.
- Our SEND pupils will always receive differentiated work that meets their specific needs. This may be through different activities, additional videos or the opportunity to talk online with teachers and support staff about their work to enable them to access it.
- Our EYFS/Y1 team are very aware of how much more support children of this age will need from their parents and carers to access remote learning. A greater focus has been placed on the use of videos to explain new learning to enable these to be re-watched and also for parents to be able to timetable how their support their child around any other work commitments they may have.

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?

- We envisage minimal differences to those already outlined.
- The Class teacher will be in touch via phone call as soon as is possible to answer any questions the child or parent may have.
- Work will mirror that which is being completed in class whenever this is possible. If this is not possible work will be set that meets the same objectives.
- When relevant children will be able to join some live teaching taking place in the classroom via Teams.



Expectations for Virtual Sessions

Below are our rules of engagement. It is essential you have read these before any sessions to ensure they are able to run successfully and safely for all involved.

By your child attending the meeting we will take that you have read and agree to the below.

- All the rules for safe, professional behaviour that apply in a Mercenfeld classroom still apply here, for teachers and children.
- All teachers have been given comprehensive advice about delivering remote sessions safely.
- All our teachers have been safely recruited, have up-to-date training and are fully DBS checked (Disclosure and Barring Service).
- Only children participating in the session should be present. As much as we love animals, no pets please as these are a great distraction from the task in hand.
- In group sessions the teacher and cover supervisor will both be present. We are then happy for children to join in whilst you get on with some jobs or your own work!
- We recommend that children are not in their bedrooms (this is to encourage safe online behaviour), please do call school if you foresee this being a problem.
- Students must be dressed appropriately in daytime clothing.
- Teachers can mute participants and end the session at any time and have been instructed to end immediately if anything happens that they feel uncomfortable about. Parents / children can also leave sessions at any time. Please do let us know if you ever have a cause for concern.
- Parents or children must not make any audio / video recordings of the sessions. This is to protect all of the group's privacy.
- Parents or children must not take pictures of meetings or post images of meetings on social media.
- If anything happens that you, as a parent, feel uncomfortable about, please phone the school on 01530 243151 and ask to speak to someone on a Child Protection matter. Alternatively, please email office@mercenfeld.bepschools.org. Mrs Chorlton is Designated Safeguarding Lead [DSL] and Mrs Noon, Mrs Weatherill and Mrs Allen are the Deputies.

- Not all children will be on the screen at all times. High standards of behaviour are still expected by all children.
- Please minimise any external noise so that it will not affect the session.
- Check the background to ensure there are no inappropriate posters, pictures, signs or a window.
- Ensure there is no bright light source behind your child as this makes it difficult for them to be seen properly.
- Children must be ready on time for the scheduled start.
- Children are encouraged to have any home learning and resources with them so this can be easily shared with their teacher and peers.
- Children will need to get used to being quiet whilst a teacher is speaking or demonstrating, as the system only allows one direction of audio at any given moment.
- If you have problems with video, or feel that you would prefer not to use it, then teachers can deliver the session using audio only.
- At the end of the session, the teacher will require each participant to leave the session before the teacher does.
- Due to the limitations of technology, please remember that an online session will be different to what children would normally experience, but we believe that children and teachers will adapt to the new format very quickly.
- We will be unable to change your child's timings.
- It is important children attend all the sessions. Please let us know as soon as possible if there are any barriers to this. If technology is an issue please let the school know as we may be able to help. If you cannot get on to the session, please phone school so we can let Mrs Chorlton know and we may be able to assist.
- If these sessions are causing your child any anxiety please do let us know as soon as possible.
- Staff also ask children to submit certain tasks via Google Classroom and will be given feedback in small group feedback or via a message. Not all tasks will require feedback in this manner.
- Teachers and Learning Support Assistants will respond to work between 9am and 3:15pm using Google Classroom. Any work uploaded after this time will usually be responded to the following day.