Whinstone Primary School

Remote Education Provision: Information for Parents

The following document highlights how staff in Whinstone will support remote learning in the event of self-isolation (of individuals or larger groups), or if local restrictions require entire cohorts to remain at home.

We recognise that this provision will be suitable for the vast majority of pupils, however there may be individual pupils with particular needs who need a bespoke offering. As always, we will work closely with parents and carers to provide the best provision possible.

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?

An emergency learning pack of materials will be provided to complete at home. This will be a paper based pack with a variety of age appropriate tasks from across the curriculum.

In the case of an individual absence (due to Covid 19) the class teacher will make direct contact with the pupil and or parents. This will be to ensure that home working expectations are understood.
• Class teacher to establish direct contact with parents/carers.
• Check health and wellbeing of pupil and their ability to undertake work
• Ensure pupil understands how to access home 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 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. The teaching element of the home learning will be based on lessons and tasks produced by school staff (Lessons will include sound bites or recorded video of teachers teaching a specific objective), which will include external resources, such as the Oak Academy. Teachers will plan carefully sequenced lessons, lessons will not be live streamed due to classes of pupils being unable to access IT equipment at home at the same time, several times daily.

Across school teachers will personalise learning as much as possible.

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.

The remote education provided should be equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently.

The amount of remote education provided should be, as a minimum:

Early Years: up to 3 hours a day
Key Stage 1: 3 hours a day on average across the cohort,
Key Stage 2: 4 hours a day on average across the cohort.. Older children may be asked to complete more work.

Class teachers will be available throughout the school day 9am -3.30pm

Accessing remote education
How will my child access any online remote education you are providing?
Early Years – Evidence Me app
Key Stage 1 – Parent email
Key Stage 2 – Microsoft Teams
See below for further details

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:
Whinstone has a limited number of laptop computers available for short term loan for those pupils who are self-isolating or remote learning and do not have access to appropriate hardware at home. The computers will be transferred between school and home through adults who will sign the laptop agreement.

For those students who cannot access the internet at home, the class teacher may arrange for work packs to be printed and arrangements made for them to be collected, delivered or posted, or the child may be invited into school as a vulnerable pupil.

How will my child be taught remotely?
We use a combination of the following approaches to teach pupils remotely:
At Whinstone Primary, we have decided to use Microsoft Teams (KS2) Email (KS1) and Evidence Me (EYFS) as platforms for remote learning. We have chosen these applications because they best meet the needs of our school and in conjunction with our network provider.

Microsoft Teams (KS2): https://bit.ly/30MNl9X - Full guidance and joining instructions for Microsoft Teams. Every pupil in KS2 has access to their class Team. Children do not have the ability within their own accounts to manage users.

The application has a number of functions to it. In Whinstone we will only use the Assignments function, Chat function and Call function. Teachers will set learning tasks through the Assignment function, children will complete the assignments and if they have any questions relating to tasks contact their teacher via the chat function – this is an instant messaging function (a Teams version of raising hand in class).If a child needs to speak with a teacher this will be managed by the Calls function – this could be a video or audio call. Staff will only use Teams to contact pupils for a video call, all school safeguarding procedures and policies will apply to any video call, the staff pupil relationship during the video call will be equal to that when in school.
It is our expectation that as users of the application both children and staff should report any additional problems directly to the ICT lead around the functionality of this application and any problems relating to safeguarding to the school Designated lead. Pupils have been taught in school how to access Teams, complete an assignment and return this to their class teacher. Pupils will be taught that the chat function within Teams is only to be used between the class teacher and pupils. Pupils are not to establish their own groups or use chat for any other purpose than remote learning.

Email (KS1) – All email communication will be made between teachers work email and the contact parent email that has been recorded in the school SIMS system. Teachers will set work for children in KS1 and this will be emailed to the parent/carer of the children in the class, the pupil will complete the work and parent/carer return this via email to the class teacher.

Evidence Me (EYFS) – this app is secure, the management of the settings is undertaken by the ICT leader. All parents (EYFS) will be invited to accept an invitation to join this app. Staff are only able (within the limitations of the software) to communicate with individual parents. Work will be

set and returned via Evidence Me app.

Class group contact

Teachers will hold assemblies and class gatherings during the period of remote learning. Staff will hold this through the use of Teams (KS2) and Zoom (KS1 and EYFS) .
KS2 - children will be invited to the meeting via an official Teams invite. All microphones will be muted until a teacher provides instruction for the assembly.

EYFS and KS1 will hold assemblies through Zoom. Parents will be sent an official invite to the email address held on school record. Parents will be requested to help their child access the meeting.

During all video calls the school safeguarding procedures will be followed, pupils and teachers will behave and interact as they would in the school environment. If any safeguarding concerns arise these will be reported to the school safeguarding lead

Expectations of Children

The following expectations are in place
- I will use the equipment and application safely and appropriately at all times.
- I will report any issues of concerns directly to my parent/teacher/school.
- I will be dressed appropriately.
- I will turn my web camera on and my microphone on to mute.
- I will not record the session or cause it to be recorded.
- I will not have any other person present during the session, except for a parent/carer who is responsible for my supervision in the family home.

Expectations of Parents/Carer

The following expectations are in place
- I will support my child in using the equipment and application safely and appropriately at all times.
- I will be available for the supervision of my child and not for observation of the lesson.
- I will not record the session or cause it to be recorded.
- I will not distract, sabotage or detract from my child's learning during the session.
- I will not use the school equipment for any other purpose other than specified lesson time
- I understand that the school will take action if they have any concerns regarding mine or my child's behaviour or inappropriate use of the equipment.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

Expectations of Staff

The following expectations are in place for staff and are adhered to in conjunction with the school's staff behaviour policy/code of conduct:
- I will use the equipment and application safely and appropriately at all times.
- I will follow the expectations of our school's staff behaviour policy at all times.
- I will be appropriately dressed and in a non-identifiable teaching space throughout the session.
- Where possible two members of staff will be on the live streaming at all times.
- I will not record the session or if there is a reason to I will notify all parents and pupils of this, the purpose and where the recording or any data will be stored.

- I will adhere to GDPR guidelines to maintain the data protection of all information regarding the children I am educating.
- I will report any concerns directly to the Head Teacher/Designated Safeguarding Lead.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

https://bit.ly/2SHt4y9 - Full guidance to the use of ZOOM
https://bit.ly/30MNl9X - Full guidance and joining instructions for Microsoft Teams

Remote teaching in all areas of the school will include video/audio recordings. These may be from external sources (e.g. Oak Academy), made by staff or a combination of the two. Due to our experiences of remote learning during bubble closures, we will provide recorded lessons to be accessed at a convenient time for families as many families can not access live learning at specific times due to a variety of factors.

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?
We expect pupils to
- Access all remote learning that their teachers set
- Complete all remote learning in accordance with their teacher's expectations
- If there are problems connecting to the application pupils should telephone the main school office who will liaise with the class teacher or contact their class teacher using school email addresses only
- To only use the chat function within Teams to discuss remote learning, pupils are not use the chat function to undertake private chats with other pupils in the class
- Follow the school rules of "Ready, Respectful, Safe" when communicating through chat or email.

We expect parents to
- Ensure their child accesses all remote learning
- Ensure their child uses ICT equipment at home appropriately
- Ensure their child follows the school rules of "Ready, Respectful, Safe" when communicating through chat or email.
- Ensure all electronic communication with staff is school related following the rules of "Ready, respectful, safe"
- Ensure all work completed by their child is returned in a timely fashion – as directed by the class teacher

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?
Class teachers will monitor work accessed and completed by pupils. Class teachers will contact parents via phone or email to discuss any concerns.

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:
Teachers will provide feedback:
- KS1 – Once work has been marked, teachers will email comments to parents email address.
- KS2 – Once work has been completed and returned to the teacher via Teams, the class teacher will "feedback" through the Teams assignment function.
- EY – Once work has been assessed, class teachers will respond to parents via the Evidence Me app.

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.

Within school, children identified as having additional learning needs have access to learning opportunities that are adapted to meet their individual needs. In any lockdown, children with SEND are viewed as vulnerable and will be offered in-school provision alongside children of Critical Workers.

If a child with SEND is remote learning, to ensure an appropriate level of support continues staff will ensure that:

- Children receive work differentiated appropriate to their ability level daily. This could include paper work packs if appropriate.
- Interventions will continue, however these may be adapted to suit virtual learning. If an intervention cannot be replicated, staff will aim to send home alternative resources to support the need.
- Class teachers can provide direct support for children. This is on a 1:1 basis. This allows for clarification of understanding of a task, scaffolding and general support.
- Access to specific resources normally used in school, number lines PECS (Picture Exchange Communication System) cards etc.
- Logins for online learning platforms will be sent home for programmes that children usually access in school. These may include: Lexia, Education City, Purple Mash and TimesTable Rockstarz
- In the event of a school closure and the child not attending school, staff will maintain daily communication. The SENCo will communicate with class teachers weekly and parents via email or telephone calls on a two-weekly basis.

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?

For the first few days, an emergency learning pack of materials will be provided to complete at home. This will be a paper-based pack with a variety of age appropriate tasks from across the curriculum.

Following this, a carefully planned learning pack will be forwarded to the pupil email (KS2) or parent email (KS1). The learning pack follows a clear sequence of lessons based on lessons form a learning platform, such as Oak Academy. Class teachers will supplement the teaching from the learning platform with additional tasks.