



# **Southwold Primary School and Early Years' Centre**

**Remote education provision:  
Information for parents**

**2020-21**



## Remote Learning Overview

Dear Parents / Carers,

In line with the DfE guidance, in order to continue a child's education remotely, we will use the following protocols in the event of individual, small group or whole class or cohorts being educated at home due to part or full closure of the school, or individual cases of isolation.

Work will only be provided in the event of a positive Coronavirus test for the individual pupil – who will need to isolate for up to 10 days, or a household member – where isolation will be up to 14 days.

Work will only be provided following confirmation of the positive test result and not before this time, as with any other illness. Should the test result be negative, the pupil involved will be able to return to school as normal. We would anticipate this being within a 48-hour period, meaning minimal disruption to a child's learning.

Below are further details to help with accessing from home if your child needs further help.

Kind regards,

Mrs Salmeron

# Use of Online Learning and Safeguarding:

## Parent/Families

During any online class and/or video call it is very important to follow these rules to keep yourself safe, your child safe and the teacher safe:

1. If a parent has any safeguarding concerns about online lessons you should contact away to Safeguarding Lead Mrs Salmeron or Mrs Stone Deputy Safeguarding Lead straight way via [admin@southwold.nottingham.sch.uk](mailto:admin@southwold.nottingham.sch.uk) or call 0115 9155756
2. If you require any technical support please email Mrs Salmeron at [remotelarning@southwold.nottingham.sch.uk](mailto:remotelarning@southwold.nottingham.sch.uk)
3. When signing into the class meet a parent/guardian MUST be present. Once set up and signed in the parent can leave the room if they wish, but they should be in the house.
4. Parents/guardian MUST ensure their child is signed out properly at the end of the meet.
5. All pupils, parents and anyone in the household that may be in the room MUST be appropriately dressed.
6. Parents should think carefully about the room their child is in for the class meet. To keep everyone safe, there should be limited personal items (such as photographs) on display in the background.
7. Minimise background noise such as televisions etc. to enable clear communications.
8. No pupils should record, screen shot or share any part of the meeting.
9. Pupils need to act as if they were in school. No bad behaviour, rude language, bullying or teasing will be tolerated.
10. Teams is to be used during sensible school hours – 8.30am – 5.30pm Monday to Friday to support learning. Pupils should not use Teams as a chatroom during and outside of lessons.

## Pupils

As some of the learning your child will be participating in will be online, we would ask that you regularly remind your child of our school e-safety rules so that they remain safe during this period:

- I will only use the Internet if I have permission
- I will only send messages to people if an adult has approved
- I will only send and post messages and comments that are polite and friendly
- I will never give out passwords or personal information
- I will not use internet chat rooms
- I will never arrange to meet anyone new over the internet
- If I see something that makes me feel uncomfortable, I will turn off the computer/iPad/smartphone and tell an adult.

## The remote curriculum: what is taught to pupils at home

Should the need arise for a bubble to close, or the whole school be subject to a local lockdown, a period of up to 2 working days will be needed for teachers to successfully make the transition from classroom to virtual provision. This enables resources to be prepared, digitised and uploaded to the platforms described below and ensure a smooth transition to effective remote teaching and learning.

Teachers will continue to 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. For example, subjects that require practical activities such as Science, D&T and Art maybe adapted to theory-based lessons, if necessary.

Lessons will be supplemented by resources provided by Oak National Academy and White Rose Maths. They have been selected to support remote learning for a number of reasons. They are in-line with our teaching ethos – they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice. The online lessons are free to all and offer a recorded taught session so that the children can access physical teaching from a teacher and then access work relating to that lesson within the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support.

## Remote teaching and study time 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	3 hours a day on average
Key Stage 2	4 hours a day on average

## Accessing remote education

Each key stage will use the following online tools and digital platforms to support online learning and assessment:

### EYFS Tapestry

This is a new platform that will be used by staff. Parents/carers have been provided with login and user details. Class teachers will use the system to communicate with parents and carers and share resources.

### Year 1 – Class Dojo

Class teachers in Year 1 have dedicated time to familiarise pupils with Class Dojo as this is a new learning platform. Parents have been provided with login and user details. Class teachers will use the system to communicate with parents/carers and upload resources and activities.

### **Year 2 -6 Class Dojo and MS Teams**

Class teachers in KS1 and 2 have dedicated time to familiarise pupils with Class Dojo and MS Teams as these are new learning platforms. Parents have been provided with login and user details. Class teachers will use the systems to communicate with parents/carers and upload resources and activities, as well as deliver live lessons where appropriate.

In addition, the following online tools will also be used and user login details shared with parents:

- Microsoft 365
- PurpleMash (Years 1 – 6)
- TT Rockstars (Years 2 – 6)
- SATs Companion (Year 6)

## **Families without access to an appropriate device and/or the internet**

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support these pupils at home:

- Where possible vulnerable pupils will be provided with a laptop, via the DfE scheme – in consultation with the relevant supporting agency. This will be replicated, as appropriate
- Where families do not have the facility to access the curriculum remotely, please contact Mrs Salmeron for further support: [remotelarning@southwold.nottingham.sch.uk](mailto:remotelarning@southwold.nottingham.sch.uk)
- Where families are unable to access online materials, please contact the school office to request printed materials: [admin@southwold.nottingham.sch.uk](mailto:admin@southwold.nottingham.sch.uk) Completed pupil work will be collected the following week, when the next set of home learning activities are delivered

## **Remote Teaching and Learning**

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

- live teaching (online lessons)
- recorded teaching (e.g. video/audio recordings made by teachers, White Rose Maths, Oak National Academy lessons)
- online interactive learning tools (e.g. Times Table Rock Stars, Purple Mash)
- printed paper packs produced by teachers for pupils without online home access (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 (e.g. [bbc.co.uk/bitesize](http://bbc.co.uk/bitesize))

## Engagement

Your child's class teacher will provide a daily/weekly learning schedule with the timings of the lessons (Reading inc. Phonics, Writing and Maths) for years 1-6.

In order to ensure that your child has access to a broad and balanced, high-quality curriculum, your child will be expected to attend the scheduled online/recorded lessons. (Where one device is shared by several siblings, please inform the office/class teacher. Lessons will be recorded so that lessons can be attended at a time suitable for the family.)

Attendance for these lessons is mandatory as will be submitting work completed. Please support your child by ensuring that they are prepared for their school day by ensuring that they up, dressed, eaten and ready to learn as if they were coming into school.

## Feedback and Assessment

Pupils will be asked to upload any work completed at home via Tapestry, Class Dojo or MS Teams. Class teachers will respond with acknowledgement, support and feedback to core subjects (English and Maths) by 5.30pm each day. Foundation and core subject work submitted later will be responded to the following day.

Feedback can take many forms. Our approach to feeding back on pupil work is as follows:

- Individual feedback (written or recorded) to praise work and/or a next step to development
- Whole class feedback
- Generated scores from online tests/quizzes

In the event of a whole class or bubble being absent, staff will be online throughout the normal teaching day, feeding back as appropriate.

## **Monitoring Pupil Engagement**

Each morning pupils will be asked to send a 'Good Morning' message to their class teacher(s). This will be used to register your child's attendance.

Attendance at each live lesson will be recorded. Where pupils are sharing devices and this has been communicated with class teachers, completion of the activity will be used as attendance confirmation.

Class teachers will complete a pupil learning tracker document to ensure all pupils are accessing and completing the set activities.

It is essential that all pupils participate in these lessons as the learning is a continuation of what would have been taught in school. As a result, if we do not hear from a family, either through receiving children's classwork or by Class Dojo, we will give you a call just to check in and see if there is anything that we can do to support. In some cases, a home visit will be made by Mrs Clifford, Mrs Salmeron and/or Mrs Stone.

## **Additional support for pupils with particular needs**

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:

- Where children would normally receive additional support from SEND agencies, the SENDCo will make arrangements for those to continue via Class Dojo, MS Teams or Tapestry as long as the agencies engage.
- Class teacher to provide paper based appropriate activities
- Direct to Oak National Academy specialist content for pupils with SEND. This covers communication and language, numeracy, creative arts, independent living, occupational therapy, physical therapy and speech and language therapy. Their provision for next academic year will include an expanded range of content for the specialist sector.

## **Remote education for self-isolating pupils**

Where an individual pupil needs to self-isolate but the majority of their peer group remains in school, the class teacher will plan a weekly sequenced timetable of activities for both core and foundation subjects. Using Tapestry, Class Dojo or MS Teams, the teacher will upload worksheets between 3pm-5pm the day before to allow parents to see the learning materials prior to supporting their child.

Where teaching input is required for core and foundation lessons, the teacher will direct the parent to a relevant Oak National or White Rose Maths taught session. Pupils can message their class teachers if support is required, who will respond as soon as they can.

Complete pupil work must be uploaded on to the learning platform by the end of each day, for teacher assessment and feedback.