

WELL GREEN PRIMARY SCHOOL, HALE

REMOTE LEARNING POLICY for KS1 and KS2 (SUMMARY)



At Well Green, we have devised a strategy should we be in the position of having a full or partial school closure or your child(ren) are isolating.

In the event of a national school closure, the intention of Well Green is to maintain the remote learning outlined in the policy for children at home, wherever possible. In the event of a national school closure, a rota system for staff would be implemented to supervise key worker children in school. We would aim to plan to enable teachers and teaching assistants to be released to provide the planned remote learning during this period if possible.

In the event of a partial or closure of a school bubble, this guidance outlines the provision for remote learning Well Green aims to deliver.

➤ **The aims of the remote learning guidance are to:**

- Ensure consistency in the approach to remote learning for pupils who are absent from school
- Provide expectations for all members of the school community with regards to remote learning

➤ **What will remote learning look like at Well Green?**

Well Green's expectation is that your child will participate in their daily learning, including the Zoom meetings. However, should your child become unwell or you or other family members are unwell, we understand that not all the tasks will be completed and the class teacher should be notified accordingly.

Zoom meetings to cover daily lessons with the class teacher for all year groups will occur daily at the times below.

Zoom Maths Session	Zoom English Session	Zoom non-core Session
9.00 am	10.25 am	1.00 pm

Each week, your child will be invited to a weekly reading and spelling group with the class teaching assistant, in addition to their daily Zoom session with the teacher. This will be a small group reading session delivered by the teaching assistant.

You will receive an email with details about the Zoom reading session from the teaching assistant, which will provide details of the day your child should join the meeting and materials to use in the reading session.

Zoom guided reading and spelling session with the class teaching assistant	Daily at 11.35 am (you will be notified which day your child should participate)
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We expect that your child will spend the same number of hours as a usual school day each day on their learning; this may be less in Early Years. We aim to follow the curriculum as closely as possible so there will be daily Mathematics and English activities, as well as non-core subjects KS1 and KS2 and learning linked to the usual class timetable.

Teachers will be hosting daily Zoom meetings for each subject to introduce the day's tasks and explain what each one involves (as outlined below). The relevant resources can be found in the REMOTE LEARNING section on the school website. The zoom meetings will also include feedback sessions to review the learning and mark any tasks completed. You child will be told which tasks to have ready to review in the zoom session. The teacher will be asking for certain pieces of work to be submitted and will provide feedback for each individual child related to these pieces of work.'

Curriculum Delivery

- Children and parents will be provided with a timetable to cover this period of school closure that closely follows the existing class timetable
- The amount of work as indicated on the example timetable, shall include daily English and Maths, alongside additional non-core/science linked activities and suggestions for daily reading, phonics/spellings and number bonds/ times tables etc.
- Work will be uploaded onto the website on a daily basis to provide children with manageable daily work expectations. Work should be available online before 3.30pm of the previous day to allow parents time to access the materials ready to start the following morning.
- The work will all be uploaded using our school website in the same format as it was used during school closure. The children can access their year group from the Remote Learning page, where for clarity, work will be organised into daily folders.
- Work provided for children will closely aligned to the Well Green curriculum, the planned work and activities will be similar to that which the children would have completed during this period in school. Some modifications may be made to accommodate the requirement to work from home. We hope parents can support their child as far as possible to undertake all the tasks, including those requiring additional resources provided from home.
- Work set will be tasks that children are reasonably able to complete at home
- If required, differentiation of work will be undertaken to support children with SEN, in addition to support provided by teaching assistants

> Accountability

- Teachers and TAs will take a register for each online zoom session to record the attendance of children
- Teachers will telephone the parents/carers of pupils who do not attend to ascertain the reason for their absence. Concerns will be reported to Mrs Markham or Miss Shaw
- Teachers will keep records of children completing work set. Children failing to participate in their class learning will be contacted via telephone in the first instance by the class teacher, to support the child and parents in engaging in home learning.
- Teacher's email addresses will be made available to parents to use as a primary communication method in the event of the enforced closure of a year group in school
- Teachers will make daily contact with their class during a school closure period using three daily zoom meetings online to provide teaching input and instructions for the

day's learning. Teachers will use the timetable provided to ensure the children have a similar daily learning timetable to their usual school day. Please see Appendix 3 for this timetable.

> Parental responsibilities

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it and alert their class teacher or teaching assistant if they require support with accessing online materials or printed resources for their children to use
- Parents should let school know if they have difficulty accessing a device such as an iPad, PC or laptop for their child and the school will determine how they can support
- Be respectful when making any complaints or concerns known to staff
- Try to find time to go over the learning with their child and check they have been able to complete the tasks for the day

Timetables have been created for KS1/KS2 to clearly show the daily learning expectations and timeframes for tasks to be completed.

The timetable is an example only, the exact sequence coverage of the afternoon sessions will be determined by the class teacher each week. This is simply to signify that all non-core areas will be included in weekly learning.

➤ **Communication during a partial or full school closure**

- Teachers' email addresses will be made available to parents to use as a primary communication method in the event of the enforced closure of a bubble or year group in school
- Teachers will respond to emails during their daily working hours, between 9am and 3.15pm unless they become unwell, any queries should then be sent to the school office
- To facilitate remote learning, you will need to complete and return an electronic copy of the letter in Appendix 1 to your child's class teacher with your current email address we will use for your child
- During a closure of a bubble in school, you will receive emails from your child's class teacher and teaching assistant with details of the zoom meetings

➤ **Children who are absent from school (covid-19 related isolation)**

- Well Green will provide daily work for all year groups to accommodate children who are unable to attend school due to a period of isolation due to coronavirus
- Teachers will use the remote learning pages of the school website to upload daily tasks to be completed by children who are absent/ isolating (if not unwell). This will be located at, www.wellgreenprimary.co.uk CHILDREN- REMOTE LEARNING- CLASS
- Work completed by children during this period will be marked on their return to school to provide feedback
- Zoom sessions will not take place for individual children as staff will be deployed in school
- Children who are unwell should not be expected to complete this work
- The parents of any children who are isolating at home must alert the school office to ensure teachers are able to provide work for remote learning in accordance with the policy

Appendix 1- Letter to parents with Zoom protocol

Well Green Primary School

Headteacher: Mrs K Markham

tel: 0161 980 3976

fax: 0161 980 8683

email: Wellgreen.admin@trafford.gov.uk

website: www.wellgreenprimary.co.uk



September 2020

Dear Parents/Carers

All schools must prepare for the possibility of a partial or full lockdown or for pupil absence in the case of self-isolation. We have worked very hard to produce a comprehensive plan with direct daily teaching contact for each child, regular phone calls and once again, access to our usual high quality learning materials.

In order for us to implement this plan we will need you and your child to read and agree to the ZOOM protocol by emailing your child's teacher with this information.

We also need to have the email address you would like us to send ZOOM invitations to your child. Please do NOT use your work email.

Our intention is that teachers and teaching assistants will offer daily face to face ZOOM teaching, however should a member of staff be unwell this may not always be possible. Every effort will be made to continue uploading work to the website. This will be located at, www.wellgreenprimary.co.uk CHILDREN- REMOTE LEARNING- CLASS

Yours sincerely

Mrs K Markham

Headteacher

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The information to be returned to your child's teacher by email

Child's Name:

Class:

Email address for ZOOM:

Appendix 2- Zoom rules



Well Green Primary Zoom Rules for Remote Learning

We kindly ask that you follow the rules below when participating in Zoom meetings with your teacher/teaching assistant as part of your remote learning. This will help to ensure that the meetings with your classmates run smoothly and are more enjoyable for everyone.

Before the meeting:



- **Find a quiet spot** in your house to avoid distractions and so it easier for you to hear (but not in your bedroom).



- **Be on time** for your Zoom call. Ask an adult to help you log you in a few minutes early so you can check everything is working.



- **Make yourself presentable** ensuring you have changed out of your pyjamas and brushed your hair.



- **Don't change your background** or sit in front of a window. Rename yourself with your first name in your video window so it is clear who's who.



- **Have everything you need ready.** Your teacher might ask you to show something during the meeting or might need you to have a pen and paper ready.

During the meeting:



- **Be respectful** to your classmates when listening and speaking. Use good manners.
- **Remain focused**, maintain eye contact and stay on task.



- **Stay on mute** until it is your turn to speak.

- **Stay in one place** and do not move around whilst on the Zoom call.



- **Avoid disturbances** including from siblings or even pets! It is fine for an adult to be nearby to help you if needed.



- **No eating or drinking** during the Zoom meeting.



- **Do not take pictures** or video recordings of the meeting.
- **Do not use other electronic devices** whilst taking part in the meeting.

I agree to follow the rules above when using Zoom for home learning.

Signed: _____ (child) _____ (parent)

Child's name: _____

Class: _____