Remote Learning: Information for Parents 2023-2024

Context
There is an expectation that every school has a robust home learning offer for all children should they have to self-isolate or should a year group, bubble or whole school have to be sent home. There is also an expectation that schools keep a tight track of what children are doing at home and how they are managing with this home-learning.

The following is guidance for parents/carers based on what we believe will be the most beneficial activities for your child to help them to "keep up" whilst also following our school curriculum as closely as possible. There is a strong focus on reading, writing and basic number work as well as suggestions for other curriculum areas.

Our School Offer
During the current COVID-19 pandemic, Framwellgate Moor Primary School will endeavour to:

- immediate remote education
- teach the same curriculum remotely as taught in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects
- provide a curriculum sequence that allows access to high-quality online and offline resources and live TEAMS sessions that are linked to the school's curriculum expectations
- provide access to high quality remote education resources
- work with families to deliver a broad and ambitious curriculum
- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide at least 3 hours of remote education each day to pupils in Key Stage One
- provide at least 4 hours of remote education each day to pupils in Key Stage Two

Preparation by School
The school will ensure that the following actions are taken prior to any pupils needing to self-isolate or partial or full closure of the school:

- We will provide stationery resources if required to support paper-based activities that they are completing at home. Should you require pens / pencils or any other equipment please let us know.

- All children will be provided login details for DB Primary/Oxford Reading/Lexia/Rockstar Maths/Teams and other software packages bespoke to each year group for example: phonics/handwriting. School will provide parents/carers acceptable use guidelines for this.

- Staff will ensure that all children understand how to access the school's online learning platform (age appropriate) and support any parents/carers who struggle with this.

Preparation at Home
Parents should endeavour to support pupils' remote learning by creating a positive environment for their child to learn, for example:

- Distinguish between weekdays and weekends, to separate school life and home life.

- At the end of the day, have a clear cut-off to signal school time is over.

- Create and stick to a routine.

- Provide the correct equipment in order for your child to complete the work given.

- Designate a working space if possible.

- Make time for exercise and breaks throughout the day to keep your child active.

- Reinforce the importance of children staying safe online.

- Be aware of what your child is being asked to do, including: sites they will be asked to use and the school staff your child will interact with.

- Emphasise the importance of a safe online environment. Set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.

- Encourage your child to work to the best of their ability and praise their efforts.

Online Access

It is expected that children will access some / most of our remote learning through our online provision. If parents/carers do not have access to an electronic device, we expect them to inform school and we will endeavour to provide a suitable device for the duration of their child's absence.

If they do not have access to the internet (including mobile phone data), school will remind parents/carers that:

- they should ask the school if a SIM for educational data is available
- they can continue to liaise with school staff who will provide paper-based activities
- where possible, pupils will receive feedback on their work via dBprimary each day (prioritising Maths and English)
- pupils will submit work to their teachers and receive feedback, in person, following the period of isolation

Stage 1 - If an individual child or a small number of children need to isolate

The school will endeavour to:
- provide immediate access to our online learning platform dBprimary.
- provide immediate access to our online learning platform through TEAMS
- provide individual login details for each of the learning platforms
- provide paper-based materials including reading books
- provide / signpost families to online, high quality lessons, videos and resources daily
- ensure all resources and lessons provided, link to current curriculum objectives within their classroom
- ensure work for each day is uploaded the day before where possible
- teachers to update SLT whether a pupil is not accessing remote learning and SLT will carry out a welfare call to discuss remote learning with families and offer further support to families with regular calls and communications. Further support will be identified from other agencies where necessary.
- provide immediate access to a laptop (at parents/carers request), if no access to a device at home
- provide paper-based resources for all subjects / maths and English / foundation subjects, if requested where possible
- Apply for and provide internet access at home where possible

Parents/Carers are requested to:

- inform school as soon as the child needs to isolate
- inform school of any test results (by emailing school) as soon as possible, the same day
- inform school on the first day of absence, if they would like to loan a Kindle device / laptop
- inform school on the first day of absence, if they do not have any access to Wi-Fi or mobile data
- access remote learning resources immediately, on the first day of absence
- complete online/offline daily learning tasks for Maths, Tables, English and Spelling
- ensure work is completed according to the class timetable
- contact school if they have any concerns relating to the work provided
- submit / hand in the completed work in the agreed way

- inform school when the child will be returning

Stage 2 – If one or more class bubbles need to close
The school will endeavour to:

Fulfil all of the above criteria and in addition:

- inform parents that the bubble will close as soon as possible
- activate the online messaging and work submission platforms – TEAMS and dBprimary.
- provide live sessions three times per day via TEAMS and give daily feedback via dBprimary to review the previous day's learning and address any common misconceptions
- provide timely feedback to all children
- respond to parents' messages (that confirm to the messaging protocol) within school working hours 8:30am – 4:00pm
- adapt upcoming lesson provision based on the children's work submitted the previous days
- contact parents/carers who do not have access to the internet (or mobile data), weekly
- contact parents/carers following no work submission or contact through messaging, after two consecutive days

Parents/Carers are requested to:

- inform school on the first day of closure (or before if possible), if they would like to loan a device
- inform school on the first day of closure (or before if possible), if they do not have any access to Wi-Fi or mobile data
- complete online/offline daily learning tasks for Maths, Tables, English and Spelling
- access remote learning resources immediately, on the first full day of absence
- ensure work is completed according to the class timetable
- ensure work is submitted by the end of every school day
- submit children's work according to the class timetable using agreed methods
- send messages to teachers, adhering to the messaging protocol, should they have any queries
- allow children to respond to any feedback, marking or improvement prompts, provided by the teacher

Stage 3 – If the whole school closes or goes into local/national lockdown
Fulfil all of the above criteria and in addition:

The school will endeavour to:
- provide weekly welfare calls (if the closure exceeds two school weeks)
- operate timely reward systems to celebrate home achievements
- review the remote learning provision for foundation subjects e.g. providing school created videos
- provide weekly online, storytime sessions, through the class DBPrimary pages

Engagement and Feedback
If an individual child or a small number of children need to isolate, the school will endeavour to:
- check children's engagement with remote education daily
- contact parents where there is a concern regarding engagement with remote education
- provide individual feedback daily
- provide individual feedback on paper-based work upon return to school
- provide access to digital learning platforms that provide automatic bespoke feedback
- assess children's understanding of remote education / key knowledge and skills covered on return to school. (This can be done using a variety of methods including written feedback on submitted work, using quizzes, meeting with teaching staff to discuss learning)

If one or more class bubbles need to close, or if the whole school closes or goes into local/national lockdown, the school will fulfil all of the above criteria and in addition:

- provide individual feedback daily via the online learning platform
- provide whole class 'live' feedback each lesson / day / week

Parents/Carers are requested to:

- encourage and support children to access remote education daily
- encourage and support children to keep up with the work set by school each day
- contact school if they are experiencing problems with accessing remote education
- support children, where possible, to consider feedback on work submitted

<u>Additional Support for Pupils with Additional Needs</u>
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:

- our SENCo will make contact with individual families to discuss a bespoke approach for your child
- your child's class teacher / the Teaching Assistant who supports your child / school will make contact, via telephone in the first instance, to discuss a bespoke approach for your child
- your child will receive a bespoke paper-based pack of learning materials
- your child / family will receive regular phone calls from school
- your child will be offered individual / group 'live' lessons as appropriate.

<u>Further Support Available</u>
If parents have any questions or concerns about remote learning, they should contact the following:

Issues in setting work – contact Mrs Smith or Miss Wilkinson via email to the school office
Issues with behaviour – contact Mrs Smith or Miss Wilkinson
Issues with IT – contact the school office / Miss Wilkinson
Issues with their own workload or wellbeing – contact Mrs Smith who will support and refer to other agencies if appropriate in discussion with the parent
Concerns about data protection – talk to the Data Protection Officer. Miss Wilkinson
Concerns about safeguarding – talk to the Designated Safeguarding Lead, Mrs Smith or Miss Wilkinson

While we will endeavour to implement the steps outlined above, there may be circumstances beyond the control of the school that could impact on provision. For example, levels of staff absence or temporary technical difficulties.

Dear Parent / Carer

TERMS AND CONDITIONS FOR USE OF SCHOOL DEVICES AT HOME

As part of the schools response to remote education during the pandemic we are pleased to be able to offer a device to your child to support their home learning. As the device will be at your home the filtering and monitoring systems will not be as comprehensive as the school ones. If a child or adult in school accidentally tries to view something inappropriate in school it is blocked and a message is sent to the head teacher!

To keep your child safe please :-

- Supervise your child when they are using technology. This will help them not only to stay safe but to support them with their learning.
- Ensure that the home broadband is filtered. The best way of doing this is to follow the instructions on this website https://www.internetmatters.org/parental-controls/broadband-mobile/ *(Google Internet Matters and follow the links to parental controls)* This will reduce the chance of children stumbling across adult content.
- Don't put in any account details linked to your family personal finances (Netflix, Credit Card, PayPal etc…) as it would be difficult to guarantee that details would be wiped if the device was reissued.
- A good child friendly search engine is https://swiggle.org.uk/ this almost always comes up with useful results with less undesirable content.
- If you have any questions please contact Framwellgate Moor Primary. If you have any questions or concerns relating to the safety of a child then please contact (DSL Contact Details)

In order to use this at home parents/carers must agree to the following:

- The equipment detailed belongs Framwellgate Moor Primary School.
- The equipment is for the sole use of the child/children to whom it has been allocated.
- Parents/ carers are responsible for the safe storage and transportation of the equipment when outside of school premises.
- Portable Appliance Testing (PAT) Testing is the responsibility of the school and the equipment might need to be returned for a test. We will advise you if this is required.
- The loan period will depend on the length of the school closures, the equipment will need to be returned when requested by the school.
- The school is not responsible for the costs of data and broadband. Some educational sites are now available without incurring a data charge.

If you would like to use this at home and are willing to abide by the terms of this agreement, please sign the enclosed form and return to Framwellgate Moor Primary School

Date:…………………………………………………………………….

TERMS AND CONDITIONS FOR USE OF SCHOOL EQUIPMENT

Child/Children's name:………………………………………………………………………

Details of device loaned: (Inc Serial No)

In order to use equipment at home parents/carers must now agree to the following:

- This form is an agreement between parents/ carers and Framwellgate Moor Primary School to be completed when equipment is loaned for home to support learning during the pandemic.
- The equipment detailed belongs to Framwellgate Moor Primary School.
- The equipment is for the sole use of the child/children to whom it has been allocated.
- Parents/ carers are responsible for the safe storage and transportation of the equipment when outside of school premises.
- Portable Appliance Testing (PAT) Testing is the responsibility of the school and the equipment might need to be returned for a test. We will advise you if this is required.
- The loan period will depend on the length of the school closures, the equipment will need to be returned when requested by the school.
- The school is not responsible for the costs of data and broadband. Some educational sites are now available without incurring a data charge.
- Parents are responsible for the safe use and supervision of the equipment when used at home.

For Parent/ Carer use:

I would like Framwellgate Moor Primary School to use the device at home and am willing to abide by the terms of this agreement.

Parent/Carer name: ……………………………………………………………………………

Signature: …………………………………. Date: …………………………

Please sign and return the completed form