



St. Mary's CE Primary School

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Delivery of Remote Education

3rd January 2021

Dear Parents/Carers

Firstly, we would like to say a very big thank you to all of our families for your continued support and understanding during this unprecedented time.

We are writing to update you on how we plan to deliver remote education during the upcoming school closure. Staff will be attending INSET training on Monday 4th January so delivery of remote education to all classes will begin on Tuesday 5th January.

Microsoft Teams for Education has been adopted by the school as our children's digital learning platform – bringing together classroom conversations, content, resources and apps all in one place – as and when remote education is required.

We have already sent you our **Microsoft Teams User Agreement and Code of Conduct** and thank those who already signed and emailed the form back to us to show you and your child(ren) have read the relevant sections of this important document. If you have not already done so, we would really appreciate if you could do this at your earliest convenience.

As a result of a parent survey carried out (September 2020), we understand that everyone's circumstances/access to devices at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge. As a school community, we will all need to be supportive and adaptable as we take into consideration these different circumstances.

We have endeavoured to ensure that all children have a device to access remote education but we will also provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access if requested. We have a small number of devices that can be loaned to families who require them (prioritised on a needs basis) – please contact the school to access this.

Please bear in mind that some aspects of remote education may be too much for some families and for others they may be too little and that teachers will be trying to provide a best fit (as described below in our remote education provision offer). **No additional work, such as weekly home learning, will be sent home during this time.**

Vision: *Delivering excellence, allowing all to flourish*
Mission: *Creating a culture of wonder, guided by Christian faith*
Values: *Compassion ○ Endurance ○ Thankfulness*

This leads us on to say that remote provision is there to support those families who wish to follow the daily timetable of tasks. We are keen to continue with the intended learning programme as far as possible, so all pupils are fully encouraged to participate in remote education, but if you find something too hard or confusing, then please leave it and move on to something else.

Delivery of Remote Education

We aim to provide daily live (synchronous) face-to-face contact (video conferencing) opportunities for pupils to maintain a sense of being part of a class. While teaching a primary-age class in school this way is not practical, we are hoping to use it to provide some safe, supervised and structured opportunities for children to 'meet up' with their teacher and classmates to provide feedback, support and intervention when needed.

In EYFS/KS1 this will initially take the form of a synchronous morning session and an afternoon session that will involve registration/story-telling.

Y1/2 Morning Session 10.00-10.30

YN/YR Morning Session 10.30-11.00

Y1/Y2 Afternoon story time - 2.15-2.30

YN/YR Afternoon story time – 2.00-2.15

In KS2, this will initially take the form of a synchronous morning registration session and an end of day evaluation session with the whole class.

Y6/Y5 Morning Session 9.00 - 9.30

Y3/Y4 Morning Session 9.30 -10.00

Y6/Y5 Afternoon Plenary 2.30 - 2.45

Y3/Y4 Afternoon Plenary 2.45 – 3.00

In the event that the class teacher is unwell, these synchronous face-to-face contact sessions will not happen.

More detailed information on the format of the day will be sent to you via your class teacher tomorrow. As we review provision and proceed with remote education, further synchronous face-to-face sessions may be offered by class teachers throughout the day to introduce lessons or consolidate learning. The class teacher will communicate this to you via class email.

Remote Education Provision Offer in KS2

Remote education will be sent in the form of presentation slides (with attachments/links) via our digital learning platform on a daily basis - allowing access to daily assignments (in a number of subjects) linked to high quality remote education resources e.g.

www.thenational.academy

www.bbc.co.uk/bitesize/dailylessons

www.whiterosemaths.com/resources/

www.mathletics.com

www.letterjoin.co.uk

Pre-recorded (asynchronous) videos from the class teacher may also be used, when appropriate, to introduce or consolidate learning, and will be uploaded to Microsoft Teams for parents/children to access.

Remote education will follow the curriculum sequence currently being taught in the classroom (see website for details) and will signpost high quality online and offline resources linked to the specific year group expectations.

The aim would be that children would be completing approximately 4 hours of learning on a daily basis (through a combination of synchronous and asynchronous learning).

Where possible, we believe it is beneficial for children to maintain regular and familiar routines and would recommend that each 'school day' maintains structure. At the start of each day class teachers will share a timetable for the day with the class followed by slides/resources for each lesson.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support children with work encouraging them to work with good levels of concentration.

DAILY PRACTICE	DAILY LESSONS	WEEKLY LESSONS
Number bonds/Times Tables Spelling Rules Phonics Handwriting Story Time/Reading	Maths English P.E.	History or Geography or Science Music Art or DT MFL Computing RE PHSE

Remote Education Provision Offer in EYFS/KS1

We are well aware that younger pupils (EYFS/KS1) may not be able to access remote education without adult support. We plan to work together with families to support learning throughout the day.

As in KS2 remote education follows the curriculum sequence currently being taught in the classroom (see website for details) and high-quality slides will be produced by the class teacher including; embedded links, and printable resources, instructions about how to set up activities using objects accessible in the home. Pre-recorded (asynchronous) videos from the class teacher will be used when appropriate to introduce or consolidate learning, and will be uploaded to Microsoft Teams for parents to access.

With the younger year groups adult support at home will be vital. High quality education can only be accessed via the remote learning offer, when the parents/carers are facilitating the activities provided by the teacher.

Young children will not learn effectively via a live video (synchronous) if unsupported.

For Early Years these slides will be written so that adults can facilitate learning through play at home. In KS1 these slides will be written for the children however additional support where appropriate may be given by the class teachers who will advise parents on how to support learning effectively.

EARLY YEARS

DAILY PRACTICE	DAILY LESSONS	WEEKLY LESSONS
Reading	Communication & Language Literacy (including Phonics) Mathematics Understanding the World	RE Personal, Social and Emotional Development Expressive arts and design (EAD)- Music, Art

KS1

DAILY PRACTICE	DAILY LESSONS	WEEKLY LESSONS
Reading Spelling Phonics Handwriting	English (including Grammar) Maths PE	History or Geography or Science Art or DT Music RE Computing PHSE

In the event of a class teacher becoming unwell, then work will be set and sent by a designated partner teacher, who will also check PACT emails. If both teachers are incapacitated then we are afraid we will have to suspend the learning tasks indefinitely until staff recover.

Enrichment

Other optional events and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional well-being at this time.

Feedback

We are keen to make remote education an interactive experience through the submission of work by children and regular feedback from teachers. Providing this will allow teachers to gauge how well pupils are progressing through the curriculum and adapt work accordingly to meet the needs of the pupils e.g. revising material, simplifying explanations, encouraging more practice to ensure pupils' understanding. Teachers will build formative assessment and feedback into their teaching approach through a mixture of quizzes, digital tools and modelling of good answers. These will help teachers understand how pupils are achieving.

In KS1 and KS2, learning will be uploaded to Microsoft Teams, and the class teacher will give feedback via Microsoft Teams.

In EYFS the existing EExAT system will be used for sharing children's work (via uploaded photos and short videos) and receiving feedback on work from the class teacher. More information will be provided by class teachers on this early next week.

Safeguarding & Remote Education:

Communication between staff and parents will take place through the authorised school systems or the class email system only. Communication between pupils and staff will take place via Microsoft Teams. Contact with staff/family should not be made outside of working hours/remote education period.

As a rule, remote education will be posted on Microsoft Teams each evening by 6pm for EYFS and KS1 and each morning for KS2 when it will be introduced by the class teacher in the daily live (synchronous) face-to-face contact (video conferencing) morning session. Class emails will always be checked and responded to by 10am daily.

Parents are advised to spend some time speaking with their child (ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online.

See Appendix 1 for National Online Safety Agency Top Tips for Parents.

While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising, which displays differently in your household or other changes beyond our control.

If parents have any safeguarding concerns that need discussing, please contact one of the schools Designated Deputy Safeguarding Leads:

Kerry Dunford kdunford.212@lgflmail.org

Amanda Bishop amanda.bishop@st-marys-putney.wandsworth.sch.uk

We ask for your continued patience and understanding during this unprecedented time. We - like you - will be focussed on ensuring the health and wellbeing of our nearest and dearest. Please bear in mind that staff may encounter ill health and that we will be doing our very best to keep things going as best we can at this time.

Please check ParentMail regularly for updates. We will write to you all again as soon as there is any change in the status of the school. Should you need to contact us during this period of school closure then please email: info@st-marys-putney.wandsworth.sch.uk

We wish all of our families keep safe and well during this unusual time and we look forward to seeing you again as soon as is possible.

Best wishes,

Amanda Bishop/Wendy Livingstone
Acting Head Teachers

Mark Lett
Assistant Head Teacher

APPENDIX 1

National Online Safety Agency Top Tips for Parents



10 TOP TIPS

REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

