



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 where national or local restrictions require entire children to remain at home (individuals isolating / bubble closures / full lockdown restrictions).

The government has the expectation that all children not attending school due to C19 will engage with remote learning and that schools monitor and support engagement.

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?

- You will immediately receive communication as to whether you have electronic devices that you can use to access online learning.
- If you do not have access to an appropriate device then the school will loan you a device with a signed agreement. Arrangements for collection / delivery will be made. Technical support will be available via the office team.
- You will receive an email with instructions as to how to access the learning platform: Microsoft Teams / Tapestry
- For individual pupils isolating: there will be a 3 day programme of work that will be issued. This work will relate to the curriculum that the children are studying. Work will continue to be posted on the 4th day if the absence continues and the initial learning tasks have been returned. Feedback will be given upon the return of work.
- If the absence is going to be longer term, work will be sent home regularly and mirror the curriculum that would have been taught, face to face, in school.

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. For example:

- PE: will include a combination of activity-based exercise and some skill based activities relating to the curriculum.
- Some foundation subjects will need to be adapted (such as art / music) to enable children to access the curriculum within the home environment.
- Assemblies will be recorded and discussion within the home is encouraged around the assembly theme – aiming to establish a rounded view of topics (not just an opinion).

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:

Nursery & Reception	2 hrs across the day
Key Stage 1	3 hrs / day
Key Stage 2	4 hrs per day

We believe that it may be beneficial for children to retain a structure to their day and, if possible, to keep it similar to the normal structure of the school day. Therefore, we will send you an example of a suggested model timetable for how the day could be sectioned up to manage the home learning.

We are realistic in knowing that it will not be possible for many people to follow this timetable. We know that families are supporting multiple children with their home learning, we understand that many parents are also trying to juggle working from home at the same time and we appreciate that parents are not trained teachers.

It is really important that children engage in the home learning to ensure that they do not fall behind. This is especially true for English and maths. Please make these home learning tasks your priority each day and ensure that they are completed at a time convenient to your family. Many of the teaching inputs will be video links from nationally accredited sources or recorded by teachers in order to give families flexibility as to when they access these.

There will be 2 live 'check – in sessions each week for children in Y1 – 6. This is an opportunity for the children to check-in with the class team. These are scheduled to run on a Monday & Wednesday. These times are organised to avoid clashes for children in different classes & accommodate staff having to teach online at the same time as having children attending school.

For children in Nursery & Reception: staff will make contact weekly to check in with children and learning

We know that getting to grips with the technology will be tricky to begin with (it is a steep learning curve for us as well!) but it will get easier the more that you do it. Staff will be checking returned work on a daily basis and will call home to offer support to families where work has not been returned.

Assemblies:

We will be sending home three assemblies a week for families to watch together:

- Monday – a pre-recorded assembly from Mr Morris will be emailed to you.
- Wednesday – you will be emailed a link to a 'Picture News' assembly which will talk about an issue in the news relevant to children.
- Friday – you will be emailed a link to the CBBC Newsround programme for the day. We ask that the children watch this and talk to you about what is in the news.

As always, we can be contacted via email: admin@watcombe-primary.torbay.sch.uk or telephone (01803 327419) for assistance.

Teachers will be available between the hours of 8.30 – 3.30 for direct contact.

Accessing remote education

How will my child access any online remote education you are providing?

For Children in Nursery & Reception: work will be accessed via Tapestry and parents of these children will already have an active account.

For children (Y1 – 6): Microsoft Teams will be used. This allows teachers to actively feedback to pupils on their work and therefore ensure pupils are making progress.

To access Microsoft Teams: you will receive an email from school including access instructions and a user guide.

To log on to MS Teams, children must use their school email address (this is their first initial & **sur-name@watcombe-primary.torbay.sch.uk** {with no gaps} **or** first name & **sur-name@watcombe-primary.torbay.sch.uk** {with no gaps} – for example: [amorris@ watcombe-primary.torbay.sch.uk](mailto:amorris@watcombe-primary.torbay.sch.uk) **or** adamorris@ watcombe-primary.torbay.sch.uk)

Dear Parent,

As is currently in isolation the school is required by the government to continue with their learning at home by using an online platform. The school will be using Microsoft Teams for home learning and onteachers from the class of your child will upload work for them to access.

You can access Microsoft teams by following the step by step user guide which is attached to this email. The pages which you will need to read are 'Get Started' on pages 2 & 3 and 'Assignments on pages 15 & 16.

The login details and password for your child is below. You will be asked to change your password once logged in. The software is free and gives you access to all the Microsoft Office programs.

The login details for Lilly are below:

.....

password is MSteam1

If you require any help then feel free to call the office and ask to speak with Mr Saunders our School Business Manager.

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:

As a school we have surveyed families to identify the demand for devices and will continue to respond to requests for the loan of devices.

Unfortunately, the school has a limited number of devices and these will be allocated on a priority basis:

- In response to the initial audit of need
- Pupil Premium Y6 working to Y3
- Non - Pupil Premium Y6 working to Y3
- Pupil Premium Y2 working to YR
- Non - Pupil Premium Y2 working to YR

Parents will sign an acceptable user agreement – delivery and collection will be arranged.

If you are restricted by access to data allowances, please contact school as we have access to some mobile phone data cards (limited from Jan – March) that could be used.

If you are awaiting the loan of a machine you may be able to access remote learning via alternative sources such as the X Box, Playstation or mobile phone.

Please contact the school for advice on how to access the internet or to use different devices to access home learning.

Our aim is to ensure all families can access the internet as this is the way that the teachers can give teach through video clips, live lessons / chats, link to a range of resources and give feedback so pupils are able to respond. Printed materials will be used as a last resort as the impact will be much lower.

If printed materials are provided specific arrangements will be made re collection and drop offs of work.

How will my child be taught remotely?

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

Work will be set daily – lessons will be planned based on the children’s response to previous lessons. It will be uploaded by 9am each morning.

Completed work will generally be expected to be returned on the same day so that teachers can offer feedback and plan the next session.

Each class will have a daily reading, writing and maths each day. KS1 will include a phonics session.

Maths will follow the school curriculum and be supported by White Rose video lessons.

Recorded lessons will be used throughout the curriculum – these may be from high quality providers or recorded by teachers where required. This allows flexibility for families to access at any time.

Other commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences will be linked for easy access.

Class guided reading books will be sent home for children to work from and develop their reading skills.

All classes will include a physical workout each morning.

Catch up – sessions for children in Y1 -6 will happen x2 a week. This will allow children to talk to the teaching team in their class and other peers. Learning will be discussed and parents can participate. The timetable for this is:

Class	Monday	Wednesday
Seals	10.00am	10.00am
Dolphins	10.30am	10.30am
Sharks	11.00am	11.00am
Starfish	11.30am	11.30am
Lobsters	1.00pm	1.00pm
Seahorses	1:30pm	1:30pm
Hermit Crabs	2:00pm	2:00pm

Children in the Nursery & Reception will receive a weekly phone call to discuss learning.

Regular communication can be accessed through the learning platform.

Printed materials will be available if absolutely needed. We will do our utmost to ensure children can access the learning platform.

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?

Work will be set daily – lessons will be planned based on the children's response to previous lessons. It will be uploaded by 9am each morning.

- Completed work will generally be expected to be returned on the same day so that teachers can offer feedback and plan the next session.
- If there are any questions re the learning, then messages can be sent to the teaching team who can then support.
- Parents are requested to work with the school in setting up an appropriate device on which to access the learning platform.
- Parents are requested to support the learning where necessary. Different children will require a different level of support. Please contact the class teacher, in the first instance, if there is a concern regarding the work set.
- Parents can message the teaching team through the platform should there be any queries or support required. Teachers are directly available between 8.30 – 3.30. Staff may not be able to respond immediately.
- We believe that it may be beneficial for children to retain a structure to their day and, if possible, to keep it similar to the normal structure of the school day. Therefore, we will send you an example of a suggested model timetable for how the day could be sectioned up to manage the home learning. We recognise that this may not be possible to achieve but some form of structure to the day will help children engage.
- Parents should encourage children to find a quiet space where they can concentrate.
- Parents should encourage and support children to return work prior to the deadline.
- Inform the school if their child is poorly and unable to complete the work.
- Parents should liaise with the school office/ teachers if there are any problems.
- House points & Golden Ticket acknowledgement will be suspended for pupils both in school & at home. Feedback will be given directly to the pupils through the learning platform or via a phone call if concerns arise.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

- Teaching teams will check the return of work daily.
- The Senior Leadership Team will monitor engagement on a weekly basis.
- If there are any concerns then the teaching team will contact you to offer support and encourage engagement.

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:

- When a pupil returns their work the teaching team will respond by marking and offering feedback.
- Not all individual pieces of work will receive written feedback – there may be class feedback in the 'posts' section of the learning platform.
- Feedback may also be given in the catch up session (or on the phone for Eys children).

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 in the following ways:

- Work will be differentiated to meet pupil needs with reasonable adjustment.
- The SENDCO will keep in regular contact with EHCP families to support them in their work.
- The SENDCO will liaise with class teams to ensure that the work is accessible for children with SEND through a reasonable adjustment.
- Parents are able to contact the SENDCO.
- For younger pupils activities, videos, teaching clips will be available for them to access through Tapestry. They will need parental support and guidance.

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 individual pupils isolating: there will be a 3 day programme of work that will be issued. This work will relate to the curriculum that the children are studying. Work will continue to be posted on the 4th day if the absence continues and the initial learning tasks have been returned. Feedback will be given upon the return of work.
- If the absence is going to be longer term (10 days isolation), work will be sent home regularly and mirror the curriculum that would have been taught, face to face, in school. Feedback will be given daily.
- All other aspects of the policy apply.

Safeguarding Considerations:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- The live tutorial should be recorded and backed up on a school device and transferred to the school server asap, so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day (30mins)
- Language must be professional and appropriate, including any family members in the background (Code of Conduct Policy applies)
- Data Controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products)
- **When incorporating You Tube film clips into remote learning** – please play the clip to the end of the initial adverts and then copy across to Teams. This will remove the adverts for the pupil version. The adverts at the end will only be linked to the provider you have copied from.

Watcombe Primary School promotes good online safety for children and parents:

<https://www.thinkuknow.co.uk>

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

This policy is linked to our: Safeguarding & Child protection policy / Behaviour policy / Data protection policy and privacy notices / Online safety acceptable use policy & Code of Conduct.

Appendix 1 Example Timetable:

Time	Work Set	How to access the work/what needs to be handed in?
9.00 – 9.15am (15 minutes)	Daily physical activity with Joe Wicks. Some days he is doing a live session and others you may need to use a pre-recorded one. A great opportunity to get up and get moving.	https://www.youtube.com/user/thebodycoach1 Nothing to be handed in.
9.15 – 9.30am (15 minutes)	Independent Reading	Read your home reading book or access an online book. Nothing to be handed in.
9.30 – 10.30am (60 minutes)	Writing	Sent via Teams Daily hand-in – feedback will be given
10.30 – 10.45am	Break time	
10.45 – 12.00 (75 minutes)	Foundation Subjects	Sent via Teams Daily hand-in – feedback will be given
11.30am	MONDAY/WEDNESDAY ONLY There is the chance to catch-up with the class staff for all of those children working at home.	Accessed via Teams
12.00 - 1.00pm	Lunch	
1.00 – 2.00pm (60 minutes)	Maths	Sent via Teams Daily hand-in – feedback will be given
2.00 – 2.30pm (30 minutes)	Reading	Sent via Teams Daily hand-in – feedback will be given
2.30 – 3.00pm (30 minutes)	Spelling	Sent via Teams Nothing to be handed in (although you can return a photo of your work if you wish).