Parkland
Primary School

Learning together

INFORMATION FOR PARENTS ABOUT REMOTE LEARNING INCLUDING PROTOCOLS

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Abstract

Discovery Trust schools have added this to their websites (by 25 January 2021) to support understanding of what pupils, parents, and carers, should expect during periods of school closure or pupil isolation relating to coronavirus (COVID-19).

This document should be read alongside the school's contingency plan.

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Contents

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 if local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

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?

During the first few days of immediate remote education our teaching staff will need time to plan and prepare the remote learning lessons therefore for the first day or two you should expect the following to be communicated to you:

EYFS	KS1	KS2
Tapestry	**Microsoft Teams**	**Microsoft Teams**
Home learning pack containing the login details for Tapestry and MS Teams emailed to parents from the school office List of practical learning tasks linked to the curriculum to complete at home, these will include maths and phonics activities will be posted onto tapestry We encourage parents to use the Tapestry platform to upload video clips and photographs of their child completing the activities listed above. Staff will contact all families to signpost learning online and to support access issues	Home learning pack containing the login details for MS Teams, and other learning platforms will be emailed to parents by the school office. A timetable will be posted in the year group Team with links to learning that is currently happening. It will include links to White Rose maths, English, DSAT phonics videos and Oak academy. Children will also be signposted to TT Rockstars and Numbots. If requested, a workbook will be sent home. The learning tasks will be set on Microsoft Teams in the form of an assignment.	Home learning pack containing the login details for MS Teams and other learning platforms will be emailed to parents by the school office. A timetable will be posted in the year group Team with links to learning that is currently happening. It will include links to White Rose maths, English, DSAT phonics videos and Oak academy. Children will also be signposted to TT Rockstars, century tech and Accelerated reader. If requested, a workbook will be sent home. The learning tasks will be set on Microsoft Teams in the form of

Whole class story at the end of each day – This will be posted onto tapestry as a pre-recorded video.	(See Microsoft Teams Parent support pdf attached) Please login to the learning platform to access the learning for your child. Teachers or teaching assistants will contact you and your child to signpost to online learning and support access issues.	an assignment and linked to pupil OneNote digital portfolios (See Microsoft Teams Parent support pdf attached) Please login to the learning platform to access the learning for your child. Teachers or teaching assistants will contact you and your child to signpost to online learning and support access issues.

After the first few days the children will be able to access their lessons which will be posted daily using assignments. Each day, the class teacher will share the timetable for the day. This could be shared as a post in the year group team or a hyperlinked visual timetable like the one listed below. They will be able to click on the images and access the lesson/learning task.

Our timetable of the day

Complete the daily register by clicking on the picture									
8:45 – 9:15	9:15 – 10:15	10:15 – 10:30	10:30 – 11:30	11:30 – 12:00	12:00 – 1:00	1:00 – 1:30	1:30 – 2:30	2:30 – 3:00
Morning work and meet and greet	Maths		English	Guided Reading		Class Text	Wider Curriculum – History	Retrieval Practice
Say hello to your class mates and teacher	LQ – How can I add a two digit number using a pictorial model?	Break	LQ – How can I use adjectives to describe a setting?	LQ – Can I explain how the character feels by how they act? Go to assignments tab in general to access learning	Lunch	The latest chapter is in assignments	LQ – What was life like in the 17th century?	Completing retrieval practice on Numbots/TTR S/Spelling Shed/Century
Join Meeting	Join Meeting		Join Meeting					Join Meeting

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 will 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:

- Live lessons (when used) will be shorter than a normal face to face lesson in the classroom. Online lesson structures are very different to a traditional lesson, teachers need to balance the screen time, concentration levels and the learning task to create the correct level of engagement for all their learners in a remote education situation.

- Morning lessons will be live or pre-recorded and the children will be taught by their teacher or another teacher in the year group in either format.
- Any independent work that is set, as part of the live or pre-recorded lesson, will be set up using the assignment function. All resources needed to complete any task set, will be included.
- The format of the afternoon lessons will vary slightly but the lessons will still be linked to the same curriculum. The learning may appear in the form of pre-recorded lessons by the Oak Academy or by your child's teacher alternatively the lesson may require some independent learning time and your child may be asked to find their learning tasks on the learning platform instead.
- Occasionally, your child may also be taught by another teacher from another school in our Trust during remote learning situations. If this happens, you will be notified by your class teacher and your child will be made aware of the changes.

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: Primary school-aged pupils are expected to work remotely at home for the minimum of **3 hours per day**. This expectation has been set by the DfE. We will be monitoring children's engagement with remote learning and the school will contact you if your child is not accessing the lessons on the learning platforms. The class teacher will call if they notice a lack of work being submitted or a persistent absence from online live lessons and if this continues then a member of the Senior Leadership Team will send a letter and request an online/face to face meeting with you to discuss the matter further. Our expectation is:

EYFS	KS1	KS2
Morning welcome message on Tapestry **Learning videos** on Tapestry to watch and tasks to complete **Reading** Daily reading at home or online using Oxford Owl **Phonics** Daily lesson with teacher (pre-recorded) **Maths** Daily lesson (pre-recorded) **Themed Learning** Tasks set on learning platform linked to EYFS curriculum **Daily Story Time (Pre-recorded on Tapestry)**	**Morning Welcome (Discussion within year Team and morning register or Live on Teams)** **Morning lessons:** **Number bonds & Timetables** Numbots/TTRS online platform (15 minutes) **Maths** Pre-recorded or Live lesson with teacher (lesson 20 minutes) and learning task (20 minutes) Teams (40 minutes) **Class Text** Live or pre-recording listen and follow of the current class text **English**	**Morning Welcome (Discussion within year Team and morning register or Live on Teams)** **Morning lessons:** **Arithmetic** TTRS and Century Tech platform (20 minutes) **Maths** Pre-recorded or Live lesson with teacher (lesson 30 minutes) and learning task (30 minutes) on Teams (1 hour) **English** Pre-recorded or Live lesson with teacher (lesson 30 minutes) and

	Pre-recorded or Live lesson with teacher (lesson 20 minutes) and learning task (20 minutes) on Teams (40 minutes) **Guided Reading** Reading through a text together and discussion followed by a quiz using Forms **Afternoon lessons** (The subjects will vary every afternoon. They might be live, pre-recorded or set on another platform)**:** **Wider curriculum task** Pre-recorded lesson using the current learning journey from school with an independent task (30 minutes) **Get active** Pre-record activities set up by the PE staff **Story (Live on Teams or pre-recorded)** (20 minutes)	learning task (30 minutes) on Teams (1 hour) **Guided Reading** Reading through a text together and discussion followed by a quiz using Forms **Afternoon lessons** (The subjects will vary every afternoon. They might be live, pre-recorded or set on another platform)**:** **Class Text** Live or pre-recording listen and follow of the current class text **Wider curriculum task** Pre-recorded lesson using the current learning journey from school with an independent task (30 minutes) **Get active** Pre-record activities set up by the PE staff **Story (Live on Teams or pre-recorded)** (20 minutes)

These times will vary according to the lesson and the type of learning activity.

Accessing remote education

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

The school office will email out a home learning pack if they must access remote learning. The pack will contain all of login/password details for the learning platforms listed below.

EYFS	KS1	KS2
Tapestry Numbots Oxford Owl	Microsoft Teams Office 365 apps (e.g. Word) Numbots TTRS Oxford Owl Spelling Shed	Microsoft Teams Office 365 including OneNote TTRS Accelerated Reader Century Tech Spelling Shed MyOn Oxford Owl

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:

How will you issue or lend laptops or tablets to pupils, and where parents or carers can find more information?	You must contact the school office and notify us immediately. We have several loan devices that are used for remote learning situations. There is a limited amount. When you borrow a device, you will be asked to fill in and sign a loan agreement. Once you sign the agreement, you are agreeing to be responsible for a school device. It is the property of the school and therefore loss, theft or damage may be dealt with by outside authorities/agencies (police) in extreme cases. The digital device must be returned to school as soon as your child returns. Please find more information on our school website on the EdTech page or contact the school office.
How you will issue or lend devices that enable an internet connection (for example, routers or dongles), and where parents or carers can find more information	If you do not have access to an internet connection at home, please contact the school office. We can offer data sims to support remote learning. The school have a limited amount and will be dealt with on a case-by-case basis.
How pupils can access any printed materials needed if they do not have online access	Our aim is to give online access to every child in a remote learning situation. If you do not have access, please contact the school so that we can provide the correct devices. Printed materials will not provide the best access to learning for your child and they will miss out on the teacher input as well as potentially increasing the digital divide. If you need to discuss this further, please speak to your class teacher or a member of staff in the school office.
How pupils can submit work to their teachers if they do not have online access	Please contact school, who will deal with this depending on your circumstances.

We understand that many parents will be working from home when completing home learning. Our prime aim to ensure that pupils are accessing their learning while supporting parents with routines and digital devices to make this possible. As a school, we monitor the work that pupils are completing. If your child is not accessing remote learning., we will contact you to offer support so that your child gets the same learning opportunities as everyone else.

How will my child be taught remotely?

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

Some examples of remote teaching approaches:

- live teaching (online lessons)

- recorded teaching (e.g., Oak National Academy lessons, video/audio recordings made by teachers)

- reading books pupils have at home and access to eBooks

- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

EYFS	KS1	KS2
BBC Bite-size - https://www.bbc.co.uk/bitesize/dailylessons Oxford Owl Website - https://www.oxfordowl.co.uk/user/sign_up.html	BBC Bite-size - https://www.bbc.co.uk/bitesize/dailylessons Daily Lessons on Teams – https://teams.microsoft.com Oak Academy Website - https://www.thenational.academy/online-classroom/ White Rose Website - https://whiterosemaths.com/homelearning/year-4/ Oxford Owl Website - https://www.oxfordowl.co.uk/user/sign_up.html	BBC Bite-size - https://www.bbc.co.uk/bitesize/dailylessons Daily Lessons on Teams – https://teams.microsoft.com Oak Academy Website - https://www.thenational.academy/online-classroom/ White Rose Website - https://whiterosemaths.com/homelearning/year-4/ NCTEM - https://www.ncetm.org.uk/resources/54454 Accelerated Reader Website - https://ukhosted83.renlearn.co.uk/6650566/ Century Tech Website - https://app.century.tech/login Oxford Owl Website - https://www.oxfordowl.co.uk/user/sign_up.html

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?

Roles and Responsibilities (Children)

Maintain your excellent progress at school by:

- Dedicating appropriate time to learning, your teacher will give you guidance to time expectations
- Check (platform to be agreed) to understand your teachers' expectations of what you are learning and what you need to produce
- When you are working at home make sure you choose a quiet space free from distractions (such as TV)
- Remember you should still do your own work! Parents/helpers can **help** but not do the work for you
- Keep healthy habits and take breaks away from devices between scheduled lessons
- No eating. You may have a drink at the table
- Be dressed in your clothes not your pyjamas
- Be at the table where possible
- When you are learning in a Teams lesson make sure that you blur your background
- If you cannot blur your background, then make sure you are sitting with a blank wall behind you
- In a live Teams lesson put your mic on mute until your teacher asks you a question
- In a live Teams lesson keep your camera on
- In a live Teams lesson use the 'raise your hand' icon if you want to ask a question
- When you are learning in a live lesson be polite and use your manners
- Only use the learning platform between 7am and 8pm
- If you have a set of headphones with a mic, wear them to stop distractions when you are learning online

Questions related to:	Contact:	Typical Response Time
Your learning	Class/specialist teacher – use Microsoft Teams (help desk)	12 hours
Technology	ICT help desk or school office	48 hours
Any other issue related to distance learning	Headteacher	72 hours

Roles and Responsibilities (Parents)

Support your child/ren in their learning by:

- Consider the age of their child- adjust home learning environment to suit their educational needs.
- Providing an environment conducive to learning (access to technology, safe and quiet space during daytime).
- Engaging in conversations on posted materials, assignments.
- Respect that teachers will respond in a reasonable time frame but will not be instantly available.

- Monitoring time spent engaging in online and offline learning, including variables like that of preferred learning times (morning, afternoon, evening)
- Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play.
- Monitor their access
- Provide a learning space
- Ensure they fully engage and follow expectation

Questions related to:	Contact:	Typical Response Time
Your child's learning	Class/specialist teacher – use Microsoft Teams (help desk) or class dojo	24 hours
Technology	ICT helpdesk or school office	48 hours
Any other issue related to distance learning	Headteacher	72 hours

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

The school will run a daily check because every child will be expected to sign in using a daily online register. These will be checked and monitored by the class teacher. The class teacher will also be contacting your child every morning with a daily check in call on Microsoft Teams.

The learning platforms also monitor every child's usage, and this will be checked every week by the school's senior leadership team.

If your child is not accessing the remote learning a member of staff will contact, you. We will do our best to work with you and your child to find the best solution to learning remotely online.

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. Feedback also takes place during times of online social interaction and by forming learning relationships with the children. Our approach to feeding back on pupil work is as follows:

EYFS	KS1	KS2
Tapestry Video message, typed response or photograph and a comment	**Teams** Typed message in your child's class Team Quiz Assignments – marked daily Audio file	**Teams** Typed message in your child's class Team Feedback on OneNote digital portfolio

	Teacher video clip Whole class live feedback as part of a live lesson	Whole class live feedback as part of a live lesson Assignments – marked daily Audio file Teacher video clip Poll Quiz Questionnaire Photographs/Video

Teachers will also be in regular contact with your child throughout the week and therefore will be using verbal feedback on some occasions too.

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. Therefore, please be aware that children with SEND will only be asked to learn in a remote learning situation in very extreme cases and we will do our best to continue to educate them in a school setting as all schools were advised to do in the first lockdown scenario. 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:

Children will continue to be supported by our inclusion department throughout the period of the remote learning. This may take the form of 1:1 mentoring/contact (Teachers and TAs) or specific learning activities set by the Inclusion team. Where your child receives additional support from the inclusion team, please be mindful of your child's workload and consider that they may not be able to access all the lesson content in any given day.

● Children will access their specific learning activities through Tapestry or Microsoft Teams.

● Inclusion interventions will be made available for example: a child may have access to the following interventions, maths, English, phonics, social skills, fine motor, specific SEND work linked to their personalised learning timetable and other enrichment sessions.

● Inclusion teachers will provide feedback to children and parents with regards to the work they have submitted via the telephone, Microsoft Teams, video chat and emails.

● The Inclusion team will work closely with the class teachers to ensure that misconceptions from classroom work can be addressed, and additional activities and guidance can be provided.

- The inclusion team will provide their contact details for ongoing communication between children and families.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate, but most 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?

EYFS	Year 1,2 and 3	Year 4, 5 and 6
Teachers will create a hyperlinked visual timetable for your child so that they can access the lessons, the content, and the learning tasks instantly. Children will be able to access to a maths task with appropriate resources and pre-recorded phonics lessons (daily) Story time A pre-recorded story by a member of school staff	Teachers will create a hyperlinked visual timetable for your child so that they can access the lessons, the content, and the learning tasks instantly. The maths and English lesson links will be provided from White rose maths, Oak Academy and in school English resources. Some lessons will be pre-recorded for your child to access Some lessons will be signposted to the Oak academy – same curriculum just a different teacher Teachers will contact your child twice per week via MS Teams for a learning conversation Story time Pre-recorded class text	All learning tasks will be added to a pupil's OneNote digital portfolio. Lesson resources, including teaching slides will be added to OneNote digital portfolio for children to access. Some maths and English lesson links will be provided from White rose maths and Oak academy Some lessons will be pre-recorded for your child to access Some lessons will be signposted to the Oak academy – same curriculum just a different teacher Teachers will contact your child twice per week via MS Teams for a learning conversation Teachers will create a hyperlinked visual timetable for your child so that they can access the lessons, the content, and the learning tasks instantly. Story time pre-recorded class text

Leicestershire County Schools:

Kibworth C of E Primary School – Lead EdTech School	Mrs Gilly Paterson	Headteacher
Ashfordby Captain's Close Primary School	Mrs Andrea Bailey	Acting Headteacher
Enderby Danemill Primary School	Miss Tracey Lawrence	Headteacher
Farndon Fields Primary School	Mrs Nikki Matthew	Headteacher
Fossebrook Primary School	Mrs Kathie Wade	Headteacher
Greystoke Primary School	Mrs Ronnie Richardson	Headteacher
Parkland Primary School	Mrs Jo Andrews	Headteacher
Redlands Primary School	Mrs Michelle Tobin	Headteacher
Woolden Hill Primary School	Mrs Candi Norman	Head of School

Leicester City Schools:

Braunstone Primary School	Mr Halil Tamgumus	Headteacher
Merrydale Junior School	Mrs Catrina Mugglestone	Headteacher
Mowmacre Primary School	Mr Matthew Peet	Headteacher

Rutland County Schools:

Leighfield Primary School	Mrs Sarah Eaton	Headteacher

Discovery Trust Lead Team

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Note:

The images and names are hyperlinked. Please click on the names of the headteachers or the photographs of the Trust leaders if you wish to contact them by email.