

# Outwood Primary Academy Alne

## Remote Learning Parent Guide

September 2020 V1



This purpose of this guide is to give information and instructions to parents to support remote learning for children who are isolating during the Covid19 restrictions.

At present we are no longer in lock down and children are expected to attend school. As a school we will provide lessons and resources for all subjects in our curriculum whilst children are isolating .

Children may be sent home if they have symptoms of Covid19 or they are isolating because a family member has symptoms of Covid19. This could affect one or two children within a school or the whole class.

This document is under continuous review and will be updated as school transitions to Google classroom by the end of October.

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# Section 1; Information for Whole class isolation

## 1. When will parents receive work from school?

Families will be notified about the need for isolation by the headteacher. This may happen during a school day or to inform parents about the following day's provision.

Work will be provided to parents by 11am on the first full day of isolation

Parents need to come to school to collect children's books (maths, CGP books and exercise books etc) on the morning of the first day of isolation if they haven't already been collected.

On each further day of isolation work will be sent via Scholarpack to parents by 4pm.

## 2. What work will my child receive?

Teachers will be providing 3 areas of work every day;

- English—including reading, writing, phonics or spelling
- Maths
- Foundation subjects—this will vary each day according to the class timetable but will include; Geography, History, Science, ICT, DT, Art, PE, RE, Music and French for KS2.

The teacher will send home an outline of the work in a grid for the week.

All work set by school will be expected to be returned to the classteacher. Parents can simply photograph work and email to staff.

Additional work and lessons are available for all year groups using the Oak National Academy website;

<https://classroom.thenational.academy/schedule-by-year>

### **3. How will the lessons and work be given for a whole class isolating?**

Each classteacher will be delivering their lessons slightly differently to suit the age of the child and the lesson content.

Each lesson will be delivered by the teacher through either a live lesson (which we can record), recorded lesson or Powerpoint with spoken commentary. This means that parents can access the information when it suits their family. The information can be paused and rewound to clarify and repeat when needed.

Each classteacher will be giving a guide for their class about how the learning for their class will look. This is important so that we can match the delivery to children's age.

### **4. How will the work be returned?**

Every day we ask that parents send the work in using the easiest method for them; a photograph on a smartphone, scanning a copy or saving and emailing a Word document for example.

Seeing evidence of the children's work will help us monitor their progress and offer support. We will expect work handed in from all children.

### **5. What feedback will we receive about the work we have handed in?**

All work received will be seen by staff. You may get immediate feedback from a teacher or teaching assistant but parents and children cannot expect detailed, daily feedback on all work. Staff will be providing feedback where appropriate to support children's progress.

Staff are expected to work between 8.30am and 3.45pm and parents should not expect communication outside these times.

### **6. How will school support parents and children?**

If children are struggling with a lesson or a new concept please let staff know as soon as possible. We will then support children, for example through small group live sessions or telephone calls.

If you cannot access the work or need hard copies parents are asked to let school know and we will provide them.

We are assessing the need of all families in school for additional devices and have asked them to complete an online survey to enable us to prioritise and allocate resources;

[Remote Learning Survey](#)

## Section 2; Information for individuals isolating

### 1. When will parents receive work from school?

Parents need to come to school to collect their children's books (maths, CGP books and exercise books etc) on the morning of the first day of isolation if they haven't already been collected.

Parents will receive an email from Scholarpack by 11am on the first day of isolation explaining the work to be completed.

On each further day of isolation work will be sent via Scholarpack to parents by 4pm.

### 2. What work will my child receive?

Teachers will be providing 3 areas of work every day;

- English—including reading, writing, phonics or spelling
- Maths
- Foundation subjects—this will vary each day according to the class timetable but will include; Geography, History, Science, ICT, DT, Art, PE, RE, Music and French for KS2.

The teacher will send home an outline of the work in a grid for the week.

All work set by school will be expected to be returned to the classteacher. Parents can simply photograpwork and email to staff.

Additional work and lessons are available for all year groups using the Oak National Academy website;

<https://classroom.thenational.academy/schedule-by-year>

### 3. How will the lessons and work be given for an individual isolating?

We do not have the technology available in school for individuals isolating to access the lessons in school. Staff will contact children and families every day to explain work, check understanding and offer support.

### 4. How will the work be returned?

Every day we ask that parents send the work in using the easiest method for them. A photograph on a smartphone, scanning a copy or saving and emailing a Word document for example.

Seeing evidence of the children's work will help us monitor their progress and offer support. We will expect work handed in from all children.

### **5. What feedback will we receive about the work we have handed in?**

All work received will be seen by staff. You may get immediate feedback from a teacher or teaching assistant but parents and children cannot expect detailed, daily feedback on all work. Staff will be providing feedback where appropriate.

Staff are expected to work between 8.30am and 3.45pm and parents should not expect communication outside these times.

### **6. How will school support parents and children?**

If children are struggling with a lesson or a new concept please let staff know as soon as possible. We will then support children, for example through small group live sessions or telephone calls.

If you cannot access the work or need hard copies parents are asked to let school know and we will provide them.

We are assessing the need of all families in school for additional devices and have asked them to complete an online survey to enable us to prioritise and allocate resources;

[Remote Learning Survey](#)

## **Section 4; What if the classteacher is isolating?**

### **1. How will lessons be provided if the classteacher is isolating?**

If the teacher is still able to deliver lessons they will be providing a live lesson into school from home. The children will watch the teacher on the classroom whiteboard. They can ask questions and the teacher will be able to respond in real time. A teaching assistant will be in the classroom with the children to listen to the lesson and support the children's learning.

### **2. How will feedback be given?**

The school-based staff will give immediate feedback to children just as in a usual classroom. Work that the teacher needs to see will be scanned and sent to them.

### **3. What if I need to speak to the teacher?**

Please email the teacher with any concerns or questions., if they cannot be resolved by email staff will contact you by telephone.

Please remember that staff who are isolating may have children or family members who are unwell that they are caring for.

# Section 4; Additional Information

## 1. Safeguarding

If you have a concern or need advice about a child please contact Miss Dawson as soon as possible. If she is not available Mrs Robson is our deputy safeguarding lead.

## 2. Online safety

We expect all families participating in live lessons to agree to our Live Lesson Permission;  
[Parent Agreement for Live Lessons](#)

Our website has additional advice for parents regarding online safety;  
[Cyber-safety for parents](#)

## 2. SEND

All children with identified needs will continue to receive support during remote learning. This will vary depending on the age and needs of the child. For example, the class teaching assistant will contact you to arrange small group live lessons. Work will be differentiated to suit your child as it would in the usual classroom.

Children's progress towards targets will continue to be monitored and they will be reviewed at least every term through a virtual meeting or telephone call with parents.

If your child has support from an external agency it may be possible to arrange this with them whilst remote learning but it will depend on individual circumstances.

# Section 5; Frequently Asked Questions

## **1. What do I do if my child is ill?**

If your child is unwell because of Covid19 or another illness, we would expect you to report them unwell as usual. Parents can do this by emailing the school office or notifying school through the Scholarpack App.

Children who are unwell are not expected to complete work and submit it.

## **2. What if we go on holiday?**

Absences during term time will continue to be agreed by requesting permission from the headteacher. Absences are granted only in extenuating circumstances and therefore parents should not expect that teachers provide remote learning.

## **3. Why can't every lesson be a live lesson?**

Some families have excellent access to efficient broadband and devices but unfortunately not every family does. It is also important to understand that because every family is different it may not be possible to sit down and start work at 9am during isolation because of parent's work commitments. By providing a blend of different methods we hope to be able to suit everyone's needs.

## **4. What do I do if I need a device to support remote learning?**

We are using the parent feedback to prioritise digitally vulnerable families within school. We will offer school equipment—a laptop for example for children to access their remote learning with.

Parents will need to sign an agreement for the loan of the device.

## **5. Does my child need to complete remote learning?**

If your child is isolating and otherwise well enough for school we will expect them to complete their learning. Each day we will register your child's attendance by their engagement with their remote learning.