



REMOTE EDUCATION PROVISION: information for parents

When will my child be expected to learn from home?

- If your child is instructed to self-isolate because of Covid-19.
- If your child is instructed to shield.
- If there is a local or national lockdown and the school is required to close.

This information is intended to provide clarity and transparency for children, parents and carers about what to expect from remote education where national or local restrictions require entire cohorts or pods 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

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

A child'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.

As Seesaw is already an established platform for delivering homework tasks, this will be used with immediate effect to provide remote learning. All children have Seesaw logins and will therefore be able to access the platform immediately.

Established systems are already in place for teachers to upload work to Seesaw by 9:00 am each day and to respond to all children.

The school carries a list of those children who do not have access to a device and will provide paper packs of activities for these children to collect on the first day of remote learning.

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 continue to teach the same curriculum remotely as we do in school and will do this using a combination of Seesaw and Microsoft Teams.

However, we have needed to make some adaptations in some subjects. For example, PE where some lessons will be taught using pre-loaded videos from PE specialists that enable children to exercise safely using the resources they have available to them at home.

All books and resources needed for children to complete remote learning activities will be sent home.

Remote teaching and study time each day

What will my child be expected to do each day?

We are determined to ensure every child is able to continue to make good progress so that they are able to achieve age related expectations at the end of the academic year. Through our online provision we will provide high quality teaching and learning to make sure no one falls behind if they need to learn from home because of coronavirus. We want to make sure every child can learn at home with as little disruption as possible. The following guidelines cover our expectations of what we would like children to do whilst learning remotely, and how we plan to support them, their parents and carers.

Schools are expected to provide as a minimum 3 hours of remote learning each day for children in EYFS & Key Stage 1 and 4 hours each day for children in Key Stage 2. Each school day we expect children to access Seesaw and follow the timetable uploaded for them by year group teachers, as closely as possible. If your child is unable to follow the timetable, please inform the class teacher via Seesaw or by e-mailing the school office on office@monkfieldpark.cambs.sch.uk

EYFS timetable

9:00 Early morning activity/Active minutes or Assembly

9:30 Phonics activities using YouTube videos and then timetable of activities uploaded onto Seesaw

10:30 Snack and break time

11:00 Maths teaching input via Seesaw or Microsoft Teams followed by independent Maths activity uploaded onto Seesaw

12:00 Lunchtime

13:00 Topic teaching input via Seesaw or Microsoft Teams followed by independent Topic activity uploaded onto Seesaw

14:45 Storytime via Seesaw or Microsoft Teams

15:15 End of school day

*PE will replace a topic lesson on your child's usual PE day.

*Golden Time activities will be uploaded onto Seesaw every Friday afternoon.

Children should upload all completed work to Seesaw to ensure they receive feedback from their year group teachers. Teachers will be available between the hours of 9:00 am and 3:30 pm.

Year One

9:00 Early morning activity/Active Minutes or Assembly

9:30 Phonics activities using YouTube videos and then timetable of activities uploaded onto Seesaw

10:30 Snack and break time

11:00 Maths teaching input via Seesaw or Microsoft Teams followed by independent Maths activity uploaded onto Seesaw

12:00 Lunchtime

13:00 Foundation subject/Science teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

14:30/14:45 Storytime via Seesaw or Microsoft Teams

15:15 End of school day

*PE will replace a foundation subject/Science lesson on your child's usual PE day.

*Golden Time activities will be uploaded onto Seesaw every Friday afternoon.

Children should upload all completed work to Seesaw to ensure they receive feedback from their year group teachers. Teachers will be available between the hours of 9:00 am and 3:30 pm.

Year Two

9:00 Early morning activity/Active Minutes or Assembly

9:30 Maths teaching input via Seesaw or Microsoft Teams followed by independent Maths activity uploaded onto Seesaw

10:30 Snack and break time

11:00 English teaching input via Seesaw or Microsoft Teams followed by independent English activity uploaded onto Seesaw

OR

Phonics activities using YouTube videos and then timetable of activities uploaded onto Seesaw

12:00 Lunchtime

13:00 Class reading teaching via Seesaw or Microsoft Teams followed by independent reading activity uploaded onto Seesaw

14:00 Foundation subject/Science teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

15:15 End of school day

*PE will replace a foundation subject/Science lesson on your child's usual PE day.

*Golden Time activities will be uploaded onto Seesaw every Friday afternoon.

Children should upload all completed work to Seesaw to ensure they receive feedback from their year group teachers. Teachers will be available between the hours of 9:00 am and 3:30 pm.

Year Three

9:00 Guided Reading or Assembly

9:30 Maths teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

10:30-11:00 Break time

11:00 English teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

12:00 Active minutes

12:25-13:25 Lunch time

13:25 Foundation subject/Science teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

15:30 End of school day

*PE will replace foundation subject/Science on the afternoon of your child's usual PE day.

*Golden Time activities will be uploaded onto Seesaw every Friday afternoon.

Children should upload all completed work to Seesaw to ensure they receive feedback from their year group teachers. Teachers will be available between the hours of 9:00 am and 3:30 pm.

Year Four

9:00 Early Morning Activity or Assembly

9:30 Maths teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

10:30-11:00 Break time

11:00 English teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

11:55 Guided Reading/Spelling/Grammar

12:25 Lunch time

13:25 Foundation subject/Science teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

15:30 End of school day

*PE will replace foundation subject/Science on the afternoon of your child's usual PE day.

*Golden Time activities will be uploaded onto Seesaw every Friday afternoon.

Children should upload all completed work to Seesaw to ensure they receive feedback from their year group teachers. Teachers will be available between the hours of 9:00 am and 3:30 pm.

Year Five

9:00 Early morning activity or Assembly

9:30 Guided reading task via Seesaw or Microsoft Teams

10:00 English teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

10:55-11:15 Break time

11:20 Maths teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

12:25 Lunch time

13:25 Foundation subject/Science teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

15:30 End of school day

*PE will replace foundation subject/Science on the afternoon of your child's usual PE day.

*Golden Time activities will be uploaded onto Seesaw every Friday afternoon.

Children should upload all completed work to Seesaw to ensure they receive feedback from their year group teachers. Teachers will be available between the hours of 9:00 am and 3:30 pm.

Year Six

9:00 Early morning activity or Assembly

9:15 Teams catch up with groups

9:30 Maths teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

10:55-11:15 Break time

11:20 English teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

12:25 Lunch time

13:25 Foundation subject/Science teaching input via Seesaw or Microsoft Teams followed by independent task uploaded onto Seesaw

14:45 Guided reading task via Seesaw or Microsoft Teams

15:30 End of school day

*PE will replace foundation subject/Science on the afternoon of your child's usual PE day. *Golden Time activities will be uploaded onto Seesaw every Friday afternoon.

Children should upload all completed work to Seesaw to ensure they receive feedback from their year group teachers. Teachers will be available between the hours of 9:00 am and 3:30 pm.

Accessing remote education

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

All children have access to Seesaw and Microsoft Teams using their own personal login details. These are also held centrally by year group teachers should the office team need to send them home.

The children have access to a number of other learning platforms which are used as part of lessons e.g. Mathletics, Readwriter Speller, Times Tables Rockstars, Espresso etc., some of which require personal logins. These login details will be provided for children inside their exercise books which will be sent home or via Seesaw.

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.

The school has sourced a number of laptops from the Department of Education. These will be loaned to families on the basis of need following the completion and analysis of the ICT access survey. If a family's situation changes they are urged to contact the school office so that alternative provision can be made for the children to access their learning.

Where families would prefer paper copies of activities, these will be provided on a weekly basis via the school office as a paper pack. Completed work should be submitted via the school office when a new pack is collected so teachers can carry out marking and provide feedback.

How will my child be taught remotely?

We use a combination of the following approaches to teach children remotely. These include:

- live teaching (online lessons) via Microsoft Teams
- recorded teaching (this will include video/audio recordings made by teachers, Oak National Academy lessons and other pre-recorded materials) via Seesaw
- printed paper based produced by the teachers (e.g. workbooks and worksheets)
- textbooks and reading books from school and from home
- websites we subscribe to as a school which support the teaching of specific subjects or areas, including video clips or sequences e.g.
 - Purple Mash - www.purplemash.com
 - Espresso- <https://www.discoveryeducation.co.uk>
 - Readwriter speller- <https://login.readiwriter.com/>
 - Accelerated reader- <https://ukhosted43.renlearn.co.uk/2171850/>
 - Mathletics- www.mathletics.com/uk/
 - Maths Whizz- <https://www.whizz.com/>
 - Times Table Rockstars- <https://trockstars.com/>
 - Third space learning- <https://accounts.thirdspacelearning.com/v1/users/login>
- commercially available websites which support the teaching of specific subjects or areas, including video clips or sequences e.g.
 - Explorify for Science: <https://explorify.welcome.ac.uk/>
 - BBC Bitesize: <https://www.bbc.co.uk/bitesize>
 - Oak National Academy- <https://www.thenational.academy/>
 - ReadWrite Inc. phonics – www.ruthmiskin.com
 - Oxford Owl- www.oxfordowl.co.uk
- occasionally some project work and/or internet research activities, but these will only be as part of the taught curriculum.

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?

- Teachers will upload a detailed timetable for the day and all activities and tasks by 9.00 am each weekday.
- Teachers and support staff will be available from 9.00am to 3.30pm each day. Where possible, children are expected to fully engage with their teachers and the set learning tasks during these hours. However, we are mindful of individual families' circumstances which may prevent children from accessing all their learning at these times. In these circumstances children may access recordings of live teaching via Microsoft Teams and a range of pre-recorded materials at a time which is more convenient. Work uploaded in the evening may not be responded to until the following day.
- Where children are finding tasks challenging, they are expected to seek support from their teacher by posting a request for support on Seesaw.
- When teachers request that improvements are made to work which has been submitted the expectation is that the work will be re-submitted following editing.

Parents and carers can support their children by?

Creating a positive environment for children to learn at home by, for example:

- Distinguishing between weekdays and weekends, to separate school life and home life
- Designate a working space if possible, and ensure it is ordered and tidy.
- Try to adhere to the timetable provided by the class teachers. At the end of the day have a clear cut-off to signal school time is over
- Create and stick to a routine, as this is what your child is used to at school. For example, eat breakfast at the same time each morning and make sure they're dressed before starting the 'school' day
- Stick a timetable up on the wall so everyone knows what they should be doing when. Tick activities off throughout the day as they are completed.
- Make time for regular exercise and play throughout the day to keep your child fit and active.

Ensuring that the **Safeguarding Protocols for Online Learning for Parents and Children** are followed at all times.

These protocols are designed to safeguard both the children and their teachers. They are being implemented to ensure that the expectations of behaviour and engagement which are present in the classroom remain the same whilst children are learning remotely. Please read through the protocols carefully with your child to ensure that you and they understand the expectations we have in live lessons. It is essential that children follow the safeguarding protocols that we have outlined to ensure they are working safely at home. Live learning sessions will be recorded by the school for safeguarding reasons. These recordings will be stored safely by the school server and removed in compliance with our GDPR policy for data retention.

What support will the school provide?

- **Regular contact with teachers:** Teachers will provide either pre-recorded teaching input and upload it via Seesaw or live teaching input on Microsoft Teams to help every child learn. Additional input can also be arranged if a child needs more support.
- **Regular feedback:** Each child will receive daily feedback on the work they submit on Seesaw.
- **Welfare checks:** As part of their pastoral role, teachers will check in with the children in their pod as part of their routine daily contact. If a member of staff has a concern regarding a child's welfare or a specific safeguarding concern they will contact the Acting Headteacher or Acting Deputy Headteacher, who will contact the parents and/or carers.
- **Access to ICT equipment:** If families do not have an iPad, tablet or computer at home, the school is able to loan some equipment so that every child can access Seesaw and Microsoft Teams. If families have completed the 'ICT Access Survey' they will be provided with a laptop.
- **Non engagement with work:** If a child is not engaging with their work the teachers will inform the Acting Headteacher or Acting Deputy Headteacher who will carry out a 'safe and well' check to determine if the child or family require any additional support.
- **Resource Packs:** Children will be equipped with sufficient stationery and books to enable them to complete their work.
- **Support accessing Seesaw and Microsoft Teams:** Children will be provided with logon details for their accounts. If families experience any problems with the online learning platforms they should e-mail the school office on office@monkfieldpark.cambs.sch.uk

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:

Your child's class teacher will respond to work uploaded to Seesaw. They will give brief feedback to some pieces during the lesson with other pieces being marked in more detail as appropriate. Work uploaded to Seesaw should be written and photographed as clearly as possible to assist teachers with their marking and feedback.

In live lessons, some work will be marked as a group or children will be instructed to self-mark and report back to their teacher. Teachers will use the same range of assessment strategies they use in school to gauge children's understanding e.g. effective questioning,

scaffolding reflection, formative feedback, small group discussions and reviewing work against given success criteria.

How will we work with parents and carers to help children who need additional support to access remote education?

We recognise that some children, for example those 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:

- Carry out a full risk assessment to identify areas requiring further support. *After completion of the risk assessment, a school place may be offered to child with a child with EHCP if he parents/carers are in agreement.
- Set SMART targets for the child.
- Provide the child with a personalised curriculum to meet their specific learning needs/SMART targets. This will include personalised/differentiated resources and activities.
- Arrange individual or small group sessions led by a teacher or teaching assistant to support the child and fulfil their EHCP requirements if the child has one.
- Arrange regular communication between the child's parents/carers and class teacher/s.