

6th January 2021



Dear Parents/Carers

Lockdown 3.0 – Learning expectations – Reception to Year 6

Orchard Vale Community School,
Westacott Road, Whiddon Valley,
Barnstaple, Devon EX32 8QY
T: 01271 375074
E: orchardvale@ventrus.org.uk
W: ovschool.co.uk

Thank you very much for your patience and understanding as we move from face-to-face learning to remote learning this week. We are using this week to ensure you are all able to log into Microsoft 365 Teams or Tapestry and find the work set, access live and recorded lessons and upload work you have completed. This is taking a bit of time and so we are not offering a full day of learning this week to give both you at home, children in school and teachers the time to familiarise yourselves with online learning.

From Monday, we are expecting to be in the position to offer your child the same curriculum they would have been receiving if the school continued to be open. Teachers will be following their usual timetable and the lessons will be delivered in the same way to critical worker children in school and those learning from home. Some lessons may be adapted to ensure all children are able to access these wherever they are based.

Remote access to learning

Please be aware that teachers will be working in school and teaching children online at the same time so will not necessarily be able to answer questions posed by parents straight away. We are expecting that remote learning will reflect a normal school day.

8:30am – 9:00am Online work will start
3:30pm - Finish by 3:30pm.

Time will be given for rest breaks, for physical activity and a lunchbreak throughout the day. Lessons will be posted onto Teams or Tapestry daily for children to access and may include live lessons, pre-recorded videos, power point presentations, worksheets, Times tables rock stars, Oak Academy resources, BBC resources and other resources used within are normal school curriculum.

1. Turn on PS4
2. Use your controller to scroll to the far right of the bar with games to Library
3. Select Library application
4. Within the library use the search bar to type in internet
5. Select the Internet Browser app
6. Start Internet Browser and press the triangle button on the controller to search
7. Once on the internet, type in the search box Google Classroom and select the first link that comes up: Classroom: manage teaching and learning Google for Education - link below
<https://edu.google.com/products/classroom>
8. Select Go to Classroom. Then log in using student email and password.

1. Go to Home Menu
2. Select My Games and Apps
3. Scroll down to Apps
4. Go to Microsoft Edge application
5. Type in a search for Google Classroom
6. Select Go to Classroom
7. You will need to log in using your student email address and password.

We recognise that some pupils may not have suitable online access at home. For those pupils we are happy to supply printed materials for children to complete at home. We will also be sending home information on how you can apply for additional data for your devices as well as broadband access. We are trying to source loan devices but this is taking time, if these are available we will contact you with further details of how to access these.

Children are able to access both Microsoft 365 Teams and Tapestry on many different devices and these include; computers, laptops, tablets, mobile phones, games consoles such as Xbox, PlayStation and Nintendo Switch. Please ensure devices are based in a family room that is free of distractions and parental controls have been set ensuring safe access for your child is in place.

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Attendance and engagement

We expect all children to engage with remote learning in the same way they would be if they were still in school. We will try and adapt lessons so children should be able to complete tasks independently once logged in. Teachers will be asked to keep registers of children accessing remote education each day. Children should be encouraged to participate fully in lessons and complete any work set to the best of their ability. There may be additional assessment tasks provided and these might include quizzes using Microsoft Forms, timed tasks, pupil conferencing in small groups or individual conversations with children.

Daily English and Maths tasks will be assessed and feedback given. Other curriculum tasks will be assessed and feedback may be given or teachers may give collective feedback the next day. Any work or comments posted after 3:30pm will be reviewed during the next school day. Please could we ask parents to set parameters for their children using Teams after school hours to message friends.

If your child has been allocated a school place for critical care and support, full-time attendance is expected, unless your child attends Nursery where they will attend their usual sessions. If for any reason they are unable to attend other than due to illness they are expected to access remote learning for the days they are absent from school. Any work completed will need to be uploaded for their teachers to access before their return to school. **All absence** reporting must be done in the usual manner by calling the school on (01271) 375074 and leaving a message on the absence line, not via Teams or Tapestry or via chat with the class teacher.

Engagement in lessons will be monitored and parents will be contacted if teachers have not received any completed tasks from your child. If you are experiencing difficulty accessing work set or have any other concerns or challenges please contact your child's class teacher through Teams or a member of the office staff through orchardvale@ventrus.org.uk and we will get back to you as soon as we can. If technology fails or your child is unable to complete tasks set for any reason please do not worry, simply contact us at school and let us know. I am sure there will be bumps in the road and we will overcome challenges as they occur.

Remote Learning protocols for pupils and parents

To enable teachers to teach effectively to both children in school and those at home it is important that we all work together. Children will be expected to follow the school behaviour policy and be respectful to everyone in their class group. All communication with children, teachers or others online is responsible and sensible. Any videos created and posted by your teachers or other staff must not be shared with anyone who is not a pupil or a member of our school community.

We ask that you do not record or take any photographs of members of your class or members of staff during live lessons and you do not share any school content on social media. Please turn any recording devices such as Alexa off in the room you are using. Please be mindful that any comments or work you post can be seen by school staff and usage will be monitored carefully. We will contact parents if any posts are inappropriate or unsuitable.

Live lesson Etiquette for children:

- Find a quiet place in a family room
- Dress appropriately
- Bring paper, pen and all equipment you might need
- Be on time
- Join with your microphone muted
- Don't eat or drink during the lesson
- Turn off TV and avoid other distractions, headphones may help
- Participate fully in all activities
- Be positive and enjoy!

Please remember to be patience, kind and understanding if things go wrong. Sometime technology will let us down. If that happens take a break and the start again and don't stress about what you have missed. You are able to message the teacher to let them know if you have a problem.

Thank you for your continued co-operation at this very difficult time.

Fiona Pearce
Headteacher