



Frimley Church of England School

Approach to Remote Learning

Written by: Rachel Farage

Date: March 2021

Reviewed regularly in line with Government guidelines

Remote education support

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September.

Develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. DFE Guidance 2020 (all in blue and in italic is taken from: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res>)

Scenarios we have plans for:

a, A child at home (but not unwell) as he/she has been traced/in contact with someone who has been tested positive and is therefore isolating, or is in quarantine. Parents will be emailed a 'pack' of resources daily (by 10am). The following will be sent home via the office:

Maths- flipcharts as a pdf and any scaffolding/worksheets

English- Word document as a PDF in 'The Write Stuff' format

Wider curriculum work (including weekly PSHE) flipcharts as PDFs

Reading- Years 3, 4 and 5 will encourage daily reading and reflections on the books they are reading at home. Year 6 will be sending home PDFs of the Reading sessions taught in school.

When they know a child is isolating, the office will email the pack of work (from a.work to be sent home, in 2020/21 folder on the server) and will email the class teacher to let them know it has been sent.

b, A bubble is at home as someone in the bubble has covid (test positive).

On day one- the children are to complete homework which is set weekly by the year group. This is in order for teachers to set up the live lessons (Teams).

On day two- the same pack as in scenario a will be sent home.

Live teaching sessions (via Teams) will begin with all of the class invited to all of the sessions. The live teaching session will run for three hours in the morning (however in this time there may be time for independent learning where cameras and microphones are turned off.) If the teacher is ill live teaching will not take place and the parents will be notified of this.

The info@frimley.surrey.sch.uk will be used in order for parents to ask questions or to send in work to show the teacher.

c, Whole school closure

On day one- the children are to complete homework which is set weekly by the year group. This is in order for teachers to set up the pre-recorded video input, live lessons (Teams) and Class Connect sessions (Teams).

On day two- the same pack as in scenario a will be sent home but will now include links to pre-recorded video input to introduce daily maths and English lessons and a wider curriculum area. The pre-recording of video input to lessons is shared over the year group so one teacher may record English, one maths and one another area. If one member of teaching staff is unwell video lessons will still be recorded for English and maths.

Live teaching sessions (via Teams) will begin. Each child will be invited to participate in one live teaching morning a week (with their class teacher) of groups of up to six children so that the teacher can assess and monitor and can give 'face to face' contact where possible. The live teaching session will run from 9-12 (however in this time there may be time for independent learning where cameras and microphones are turned off.) The day and time (9-12) of the live learning will be sent in the email inviting the child to their live lesson. If the teacher is ill live teaching will not take place and the parents will be notified of this.

Class Connect sessions (via Teams) will happen on all of the days the teacher is live teaching. It is an opportunity for the class to get together, connect, and share the class reading book. Again this is subject to the teacher being well.

d, School open to key workers only. Key worker children assigned to LSAs in school, with SLT offering support. Class teachers will follow the procedures in c, as far as possible.

e, Teacher is traced/in contact with someone who has tested positive so is required to self-isolate (but the teacher is not unwell). The teacher remotes in on Teams with an adult in the classroom (remote@frimley.surrey.sch.uk) and a webcam is used to facilitate teacher presence and learning. Both the adult in school and at home will open up the flipchart and between the adults guide the children through the learning. The teacher at home can be then minimised, full screen or part of the screen to deliver an appropriate amount of input (this has proved to be more seamless and worked better than using the screen share function on Teams). A good balance of this is for the teacher (remoting in) to introduce the learning and then to return at the end of the lesson to assess and see the work once finished; a good balance of teacher input and time for the children to attempt the task.

Registration

In scenarios c and d all children will be invited to attend Class Connect sessions three times a week- these will act as contact time between the children, class teacher and each other and as registration purpose. Class Connect is a 15 minute session, via Teams for all of the class who are at home. The Inclusion Leader/Deputy Headteacher will monitor engagement and make contact with parents/carers where necessary.

Remote visitors in school

If classes/year groups have visitors in school remotely they must follow this guidance:

- Use Teams.
- The session must not be recorded (visitors will need to be reminded of this).
- The visitor must read the *Visitor and Visiting Speaker policy* (which can be found on the server in Business Manager/Curriculum and Management policies).
- The visitor must complete the *Visiting Speaker's Agreement* (at the end of the policy) and email it to school.

Expectations

We expect schools to:

- *use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations (DFE guidance)* At Frimley we plan the sequence of all learning carefully in order to maximise the learning and enhance learning opportunities. When delivering learning 'remotely' we will follow the same sequence we would have followed in school. **In the event of whole school closure, in addition to learning packs being mailed home, teaching videos have also** been produced by teachers in the year group in order to guide children through the learning and to address misconceptions. We also use a wide range of online resources such as the White Rose Hub teaching videos to enhance the learning experience for the children
- *give access to high quality remote education resources (DFE guidance)* **In the event of bubble or whole school closure**, our teachers will be delivering learning via video and live (in person via Teams) using the

same, high quality resources they would be using whilst in school. Subject specialist teachers delivering input school wide in PE, PSHE, Computer Safety, Music, Maths and French.

- *select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use (DFE guidance)* In the event of a **bubble or whole school closure**, all children will have 'face to face' contact with their teacher (as long as the class teacher is well) via Teams. Within these Teams sessions, class teachers and LSAs will be able to assess and give both instant feedback and look over the work from the previous days sessions. **When there is a school wide closure** pre-recorded video input will be sent home to introduce English, maths and a wider curriculum learning area. PDFs will also be sent home for all learning.
- *provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access (DFE guidance)* All parents will be emailed a document covering the objectives and activities for all lessons; paper copies are available to all if/when needed. All pupils were surveyed in September 2020 and where needed, Chromebooks have been ordered (via Surrey County Council) and will be allocated appropriately, in order for all pupils to be able to access online learning.
- *recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum (DFE guidance)* Teachers, led by the Inclusion leader, to liaise with the families of children with SEND needs to ensure they are accessing the learning and to offer alternatives when and where necessary in line with the school curriculum.

When teaching pupils remotely, we expect schools to:

- *set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects* We will set work as we would in school; meaningful and with challenge for all.
- *teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.* Learning is planned in a sequential manner in order for children to progress in both knowledge and skills; this curriculum will be followed whether we are at school, or delivering a remote curriculum.
- *provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos.* In the case of a **school wide** closure the introduction to learning in English and maths, and where appropriate wider curriculum subjects will be delivered by a combination of live teaching (Teams) and pre-recorded video input. **If a bubble has to close, teachers will introduce the content to the whole class in a live lesson. When self-isolating, children will receive a pack and in there will be links to any additional resources the teacher would be using in class.**
- *gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work.* In the case of a **whole school or bubble closure**, via Teams, teachers and LSAs will pose questions and review work in order to set suitable tasks and share expectations. Pre-recorded videos will be produced for other lessons (**when there is a whole school closure**) so that children are clear on the learning and expectations of the sessions. **Where children are self-isolating, they can email their work in to their teacher and they will receive individual feedback.** Parents will be able to give feedback to learning via the info@frimley.surrey.sch.uk email address.
- *enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding* Teachers will adjust the pace and/or level of challenge depending on the needs of the children as assessed through live lessons (where previous work will be reviewed and assessed) **in the case of a bubble or whole school closure** or feedback given from parents via the email address above (**in all scenarios**).
- *plan a programme that is of equivalent length to enable the core teaching pupils would receive in school, ideally including daily contact with teachers* Daily contact with teachers will comprise of live teaching sessions (**for bubble or whole school closures**), pre-recorded video input (**for whole school closures**) or email correspondence between parents and the class teacher (**in the case of all scenarios**).

Staff Protocol:

Use of Live Lessons and Class Connect (via Teams)

- Only use the Teams address which has been set up for your class to run live lessons- 3Wteams@frimley.surrey.sch.uk .

- Email addresses for parents must be kept secure as they are personal information (use Hide Attendee List).
- Only let children in (as guest) when there is more than one child in the room.
- Live teaching and Class Connect sessions will not run with only one child.
- Teachers will review work from the previous week, acknowledge it and assess where the children are at.
- **Children will be in small groups for their live lessons if it is a school wide closure, if it is just a bubble the whole class will be invited.**
- Live lessons will provide an opportunity for communication, interaction, teaching, monitoring and feedback; so that individual needs will be met and catered for.
- Live lesson sessions will be three hours long (there will be time for independent work, in this time microphones and cameras must be turned off **and teachers will advise when this should happen**).
- Class Connect sessions will be 15minutes long three days a week. They will be an opportunity to say hello to each other and share the class reading book.
- Live lessons will give maths and English lesson input and an opportunity to check in on the well-being of all members of the group.
- The live teaching session will end with an explanation of the wider curriculum task the children are to complete in the afternoon.
- All sessions must be recorded and kept for 6 month on the server- to keep everyone safe (downloads to be deleted).
- Follow the webcam guidance (on page 4).

In the event of whole school closure, the timetable for Class Connect and Live teaching sessions:

| Live lessons and class connect timetable | | | | |
|--|---|--|------------------------|--|
| Year 3 | 8.45-9 Live registration Daily read (In school days LSA to register and read) | | 9.15-12.15 Live lesson | |
| Year 4 | 9- 9.15 Live registration Daily read (In school days LSA to register and read) | | 9.30-12.30 Live lesson | |
| Year 5 | 8.45-11.45 live lesson | | | 12-12.15 Live registration Daily read (In school LSA to read and cover) |
| Year 6 | 9-12 live lesson | | | 12.15-12.30 Live registration Daily read (In school LSA to read and cover) |

Use of Pre-recorded Video input (in the event of a whole school closure)

- Record all videos in Teams and save onto Youtube as an unlisted, kid friendly video.
- Share recordings across the year group (so that there is not a duplication of resources).
- Follow the webcam guidance (on page 4).
- Use 'Pause' elements in the video so that children know when to stop and start the input clips.
- Send the pre-recorded video input as a link to parents as part of the learning pack- if using QR codes also need to share the web address as not all will be able to access the QR codes.
- In order to maintain 'contact' with the pupils please ensure some of the videos have class teachers 'appearing' so that children feel like they have seen their teacher.

Use of webcams (at school and at home)

Teaching from home is different to teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, consider what will be in the background.

Webcams have been purchased for each teacher to support remote learning, they can be taken home if in the case of a bubble closing or a lockdown, however they must be returned to school on your return.

Please consider the following when using your webcam:

- Please unplug the USB when not in use as it is still live.
- Be mindful about what is in your background – ideally stick to a plain background. Be aware of any personal information displayed that could be in view.
- Think about where is best placed to position it. When teaching virtually, placing it on top of the Smart Board enables you to see the whole class.
- When you are screen sharing using software and apps, think about which tabs you have open as the children and parents will be able to see.
- Only use the webcam on approved software such as Microsoft Teams as they are educationally approved. Please speak to Nicola or Ailsa if you need any other software downloading so that we can check they are safe to use with the webcam.
- If teaching remotely ensure you are never on a 1-2-1 with a child
- Keep a copy of all of your recordings so that if any issues were to arise the videos can be reviewed.
- Be mindful about what you are wearing when teaching remotely so that you appear professional.
- Placing a sign on your door so that others know you are recording.
- Never have family members in the live lessons or pre-recorded video input.
- When having independent learning time as part of the Live lessons, ensure that cameras and microphones for everyone are turned off.

Parent Protocol (this will be shared with parents in the event of a bubble closing or a lockdown):

- Clearly this is a new way of teaching and learning for all of us. Please be supportive to the teachers/staff in this process. If you do have any comments about the process please let us know via the normal channel; by emailing into info@frimley.surrey.sch.uk
- Please assist your child in setting up the live lessons and then leave your child to be able to fully focus and participate in the lesson(s).
- Live teaching sessions and Class Connect will only run for two or more children (if only one child 'arrives' the session will not take place).