

Remote Learning at
Bentley CEVC
&
Copdock Primary
Schools

A guide for parents

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?

Initially, we hope that we will have an opportunity to be with the class in school so we can explain the work that we will be asking the children to undertake. There will be some resources that children will be able to take home with them so we are able to get things off the ground quickly.

When all schools were closed during the first lockdown we used a combination of resources and materials to ensure that we carried on with the children's learning.

We used the school website both as a communication tool and a platform to set work and answer any questions parents had. It also had the facility for parents and children to post work. We will be doing this again. Each child also has a designated learning space which allows them to upload specific pieces of work for feedback and marking by the class teacher. We will be making more use of this space.

Blogs, discussion forums and class pages on the School website will also be used to upload worksheets and activities for the children to complete. We may also post materials from the Oak Academy which the children can follow up at home.

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?

As far as possible we will teach the same curriculum remotely as we do in school if it is appropriate. However, we will need to make some adaptations in some subjects. For example, in PE it is difficult to have the children participate together and we will make suggestions of activities that the children can do at home. Naturally, if we are locked down the activities involving group work that we would have completed in school will not be possible and these activities will be rethought.

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:

| Pupils at Bentley CEVC & Copdock Primary Schools | |
|--|-----------|
| EYFS / KS1 | 3 hours |
| Year 3/4 | 3-4 hours |
| Year 5/6 | 3-4 hours |

This expectation is in line with the Government Contingency Planning for Remote Education (section 5)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-remote-education>

Please remember these are guidelines and all children differ. If a parent feels that their child has done enough and that by pursuing activities further would be counter-productive then stop. You know your child best.

Accessing remote education

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

As discussed above we will be using a combination of different resources and platforms. We will mainly set work using the School website and other sites already used like Spelling Shed and Times Tables Rock Stars. The length of the shutdown will dictate how often work is set. During the first lockdown we set work on a weekly basis so that parents and children could see how work fitted together. We will aim to do this going forward but if the need arises we will also post work on a daily basis.

It is our intention to use pre-recorded videos of teachers discussing the overview of each day's work where possible, allowing children and parents to be clear on what is expected and how to find documents they may need. We are not expecting teachers to engage in real time online lessons as the availability of effective broadband is not consistent and there can be a number of safeguarding issues associated with live lessons.

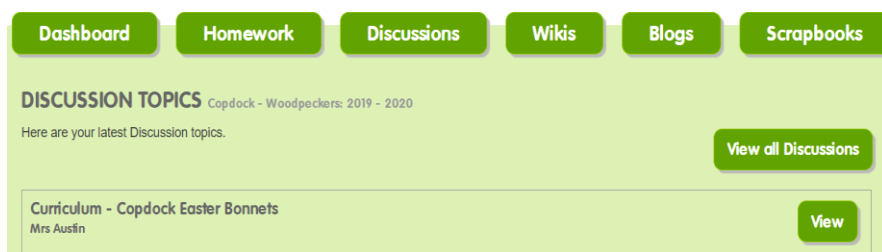
Blogs – every week the class teacher will write a blog detailing the learning to be completed throughout the week. A timetable of learning activities with links to online resources will be available along with documents for download where appropriate. Access is via the home page of the website by clicking on school blogs at the top of the page.



The blog should be listed with class name and date eg Wolves Monday 4th January. Click on your child's class under the blog menu; you do not need to log in to access this.

Daily Discussion

Each week the class teacher will set up a discussion for their class. **These can only be accessed by the children signing in.** Once logged in they will see this.



Clicking on the 'discussions' tab will show the latest week. They will see what other children in their

This will provide a secure space for children to ask or answer questions, upload files, photos or information to share their learning during that week. The discussion can be identified in the same way as the blog eg Wolves Monday 4th January.

A new discussion will be started each week to make a clearly designated learning space for each week. Teachers will comment on this discussion during the week and remind children and parents of what to do every day in the blog.

Homework

By clicking the homework tab, children can upload completed work for feedback from their teacher. Each teacher will explain when a piece of completed work needs to be uploaded to this area for more detailed marking. All children are expected to upload some work or photos of work here every week.

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:

If we are aware that a child does not have suitable access to the internet to allow for downloading, completing and submitting work we will make the following arrangements.

- The DfE has allocated electronic devices to schools to support children who may lack online access. As a school, we have been allocated 1 device, which is not particularly helpful. We may be able to request additional allocations but we also may also be able to loan a small number of our school devices if required.
- If we do not have enough devices to support children who need access, we will look at other options where possible, including use of the postage service to deliver work weekly. Parents would be requested to return the work to school again using the postal service.

We understand that not all parents will have the same time to devote to supporting their children and therefore will be flexible with our expectations as required.

How will my child be taught remotely?

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

Here are some of the things that we may use:

- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- some resources / worksheets may need to be printed off at home to allow for the completion of certain activities
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- long-term project work and/or internet research activities (as per the schools full opening guidance, schools are expected to avoid an over-reliance on these approaches)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have at home

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?

There is an expectation that children will work every day. In the section above we have indicated how many hours we expect your child to be engaged on a task for. However, we do understand that parents will have expectations from their workplaces and some will also be required to work from home and our expectations are tempered by these demands.

Having said this we would expect that a parent is on hand to introduce the work to the children and to encourage them to have a go. Where a teacher has made a video explaining work we will expect that this will be watched with the child so that there is a shared understanding of the expectations.

We know that all homes differ but it would be useful if the children had a dedicated space to work in which was the same on a daily basis. This helps the children be aware that they need to work.

We would also hope that parents and carers will ask for support when it is needed. Daily discussion forums are there to be used and we trust that if a child is experiencing difficulty this will be the first port of call to ask for advice. Staff can also be contacted by email during the school day.

Please remember that teachers will be in school working with the children of Key Workers and Vulnerable children and may not be on hand immediately to answer questions.

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

Alongside a weekly blog, daily discussions will be added to the website for each class. This will be the main way that we will check on the engagement of pupils. Children will be able to add photos, documents and comments about the tasks they have completed as well as ask questions for clarity or support.

Each child's dashboard has a link to this discussion forum as well as a homework tab. Contributions to the discussion forum will be required on a daily basis but we request that every child will submit something via the homework tab each week. This will be guided by the teacher and we expect that tasks are photographed by the parent / carer and shared with the teacher in this way.

If there are concerns regarding the quality and the quantity of the work these will be shared by the teacher via email to the parent and by messaging the children through the website. If concerns continue, teachers will contact parents / carers directly to discuss how to best resolve any issues.

Teachers will not be using their home or mobile telephones to contact parents as they will be predominantly based in school. Contact may be made via an online call if pre-arranged.

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:

We understand that the best way to feedback to a child is through individual conversation. As this will not be possible, we will be using the homework tab to make comments in response to work uploaded. This will only be seen by the child logged in rather than the whole class as part of shared discussions.

Parents are asked to remember that most teachers have at least 25 children in their class and writing a detailed comment on each piece submitted is not practical. Class feedback may be shared via discussion forums where shared uploads will be looked at each day.

Where longer comments are made through the homework tab, parents are requested to read this with their child to ensure they understand how to improve the next time. There may also be some direct intervention work that the teacher asks the child to complete to clear up a misconception or misunderstanding. Again we request that parents will work with their children on these occasions.

It is our sincere hope that any shutdown will be limited and that it will not be necessary for us to undertake any formal assessments during these periods. We will not ask you to complete tests with your child but we will wait until their return. Naturally, should the shutdown be longer this is subject to change. We will however, keep you fully informed.

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. 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:

For those pupils who have additional difficulties we will ensure that as far as possible we are meeting their needs. Equipment used at school, such as writing slopes and special seats will be made available for parents to collect from the school office if so requested.

The class teacher will make every effort to differentiate the work appropriately. It may be the case that this takes the form of a greater level of communication with parents or adapted resources to be shared. If you are concerned about the level of support your child is receiving please contact your child's class teacher in the first instance.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, remote education provided will differ slightly 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?

As far as possible, we will attempt to ensure that what is offered to children who are asked to self-isolate is the same as what is being completed in school. However, this will not always be possible. Where activities require group work and discussion then these activities naturally cannot happen.

We will ensure that any written work that is required will be set promptly and ask that this is submitted either via the child's dashboard, homework tab, on the website or posted back to the school. It may also be the case that the parent / carer may decide to return the work at the end of the self-isolation. Teachers will set work using the weekly blog on the School website. They will be contactable via the school email address. We ask that parents remember that even if their child is self-isolating there could be a majority of other children in school and the teachers first call will be to them.

We will endeavour to get back to any questions promptly and provide support so that these children do not fall behind. It should be stressed that there will be no video teaching available in this circumstance.

If the child who is self-isolating is ill there is no expectation that they will complete work until they are well enough to do so. As a general guide if you feel that your child would not be at school because they are too unwell then we do not expect them to complete work at home.