Remote Learning Plan

Potters Gate Primary School
and
St. Andrew's Infant School

Version 3 January 4th 2021

Potters Gate CE Primary School

Guide for Parents

In the event of a class, group or small number of pupils needing to self-isolate, or if there is a local lockdown requiring pupils to remain at home, Potters Gate and St Andrew's current curriculum maps will be followed. These follow a sequenced progression of skills and concepts. Resources used will be adapted to ensure accessibility for pupils at home.

Online Learning

- Microsoft Teams will facilitate the learning, communication and feedback between teachers, pupils and parents
- Learning timetable for each year group and class will be placed on Class Teams (years 1 to 6) every Friday for the following week. Each child in Key Stage 2 will have their own school e-mail and Key Stage 1 children will have communication for work through their parents contact e-mail.
- Reception classes will continue to use "Tapestry". They will also have communication through Teams for a live lesson each day.
- A weekly timetable will be set for each class detailing lessons across the whole curriculum.
- New content will be taught by the class teacher through live lessons daily with lesson content allowing for scaffolded practice and opportunities to apply new knowledge or skills.
- Pupils / parents / carers will need to send work to class teachers via Teams.
- Class teachers will set clear expectations regarding which pieces of work must be returned on Teams. This will be identified on the weekly timetable.
- Teachers will respond to returned pieces of work, providing feedback for pupils on how to progress.
- Teachers will use appropriate assessment for learning strategies to gauge pupils' understanding and amend planning accordingly.

Arrangements for pupils with limited internet/computer access

Paper copies of work and learning resources will be hand delivered to families with limited access to technology. A survey will be carried out (October 2020) to ascertain which families will need this. Access to a device will be monitored by the leadership at the school to ensure 100% of children have access to learning.

Assessment & Feedback

Teams will be used to gain feedback from pupils, parents and carers. (Tapestry will be used in EYFS)

Teachers will continue to use assessments to inform planning, adjusting lesson content and objectives based on feedback and marking from lessons. This will also include observations from the lesson, TEAM Quizzes and TEAM Praise.

Communication with parents/carers

Parents and carers will be able to communicate with teachers via Teams and the teachers' class school emails.

There is an expectation for all pupils of a closed bubble to log in and attend all live lessons. Below is an example of a timetable for each Key Stage. This may be adapted by the class teacher as and when needed.

Reception Classes (EYFS)	
Bumblebees, Caterpillars and Ladybirds	
(Parents will have received log in details for Tapestry and will receive Teams notifications via their email)	
Timings	Learning
9.00 -10.30	Live session via Teams. - Welcome, register, maths input and overview of learning activities for the day.
	Morning learning activities
10.30 - 11.00	Break and snack
11.00 - 12.00	Live session via Teams. Phonics & Reading
11.50 - 1.00	Lunch
1.00 - 1.30	Reading
1.30 -2.00	Live session via Teams. Story and afternoon challenges
2.00 - 3.00	Afternoon learning activities
Physical Activity	Children will be given a physical task / activity from "Get Set 4 P.E.".

Year 1 and 2 Classes

(Hedgehogs, Squirrels, Badgers, Foxes, Butterflies Y1/Y2)

Timings	Learning
9.00 -10.00	Live session via Teams. Welcome, registration and outline of the day. Maths - Pupils' Maths No Problem book will also be sent home for children to complete tasks.
10.00 - 10.30	Morning activities – spelling / handwriting
10.30 - 11.00	Break and snack
11.00 - 11.30 English-	Live session via Teams. Phonics Class PPT will be delivered through Teams. The text will, whenever possible, be embedded into this. Where texts are too long, a modified text will be used.
11.30 - 12.00	Live session via Teams. English
12.00 - 1.00	Lunch
1.00 - 1.30	Reading
1.30 - 2.30	Live session via Teams. Class Topic PPTs will be delivered through the Teams Classroom and children will complete the task after the input by the teacher is complete.
2.30 - 3.30	
Physical Activity	Children will be given a physical task / activity from "Get Set 4 P.E.".

Years 3-6 Classes
Pelicans, Puffins, Penguins
Dolphins, Stingrays, Turtles
Leopards, Panthers
Lions, Tigers

Timings	Learning
9.00 - 9.30	Live session via Teams.

	Registration, outline of the day and Maths input.
9.30 - 10.00	Learning activities in Maths following teacher input.
	Pupils' Maths No Problem book will also be sent home for children to complete tasks.
10.00 - 10.30	Morning activities – spelling / handwriting
10.30 - 11.00	Break and snack
11.00 - 11.20	Live session via Teams.
	English - Class PPT will be delivered through Teams. The text will, whenever possible, be embedded into this. Where texts are too long, a modified text will be used.
	Phonics Intervention Groups
11.20 - 12.00	Learning activities in English following teacher input
12.00 - 1.00	Lunch
1.00 - 1.30	Reading
1.30 - 1.50	Live session via Teams. ClassTopic PPTs will be delivered through the Teams Classroom and children will complete the task after the input by the teacher is complete.
1.50 - 3.30	Learning activities
Physical Activity	Children will be given a physical task / activity from "Get Set 4 P.E.".

Microsoft Teams

Microsoft Teams for **Education** enables Teachers to continue to promote learning in a virtual classroom aside from their normal classroom environment.

They can easily communicate with children, host virtual learning lessons, host **Team** Meetings with their class and share work and learning for pupils to complete and return for feedback. The following instructions will help you to get started on Teams.

Accessing Teams

- Download the Teams app or search online *teams.microsoft.com,* on your mobile or desktop. This can be done by opening a web browser.
- Search for **O365 Login**
- Select the website link: **www.office.com**
- Enter your child's Potters Gate e-mail address (Key Stage 2 children Y3-Y6), or if you are a Key Stage 1 parent or carer it will be the e-mail you have agreed to be added to the class team.
- Enter your password (only for KS2 children)
- Select **Sign in**

(Pupils in Key Stage 2 (Years 3-6) will login with their e-mail address and password. Passwords will be sent to the parent e-mail address. It will contain your child's new e-mail address and their log-in details to access their class team).

The Class Team that your child is in will then appear on the screen.
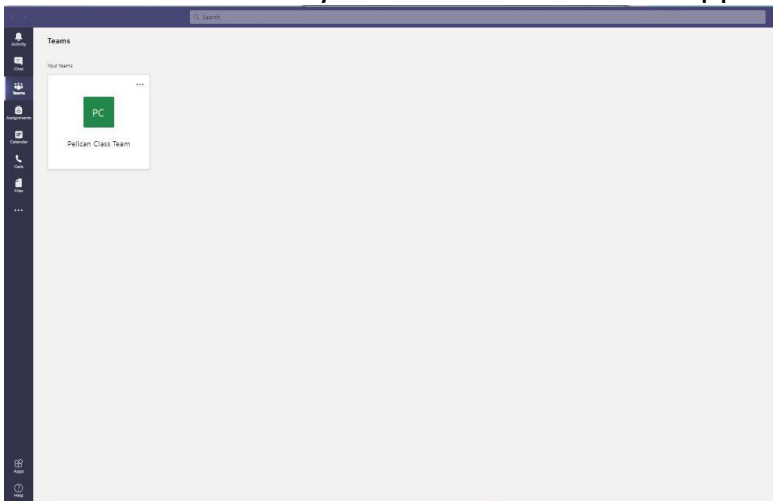

Click on the Team square to enter.
You should then see the screen below, when you have entered your Class Team.
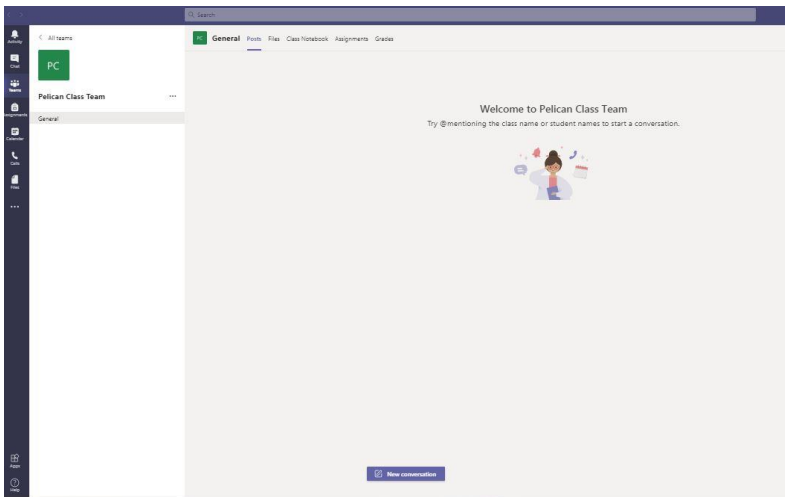
Live Lessons with your teacher

Your teacher will invite you to some live lessons where your teacher will talk to you, ask you questions, hear your answers. To join a live lesson go to the calendar on the side tab and click the lesson you are due to join. All your live lessons for that day and following days will be able to be viewed and accessed from the calendar.
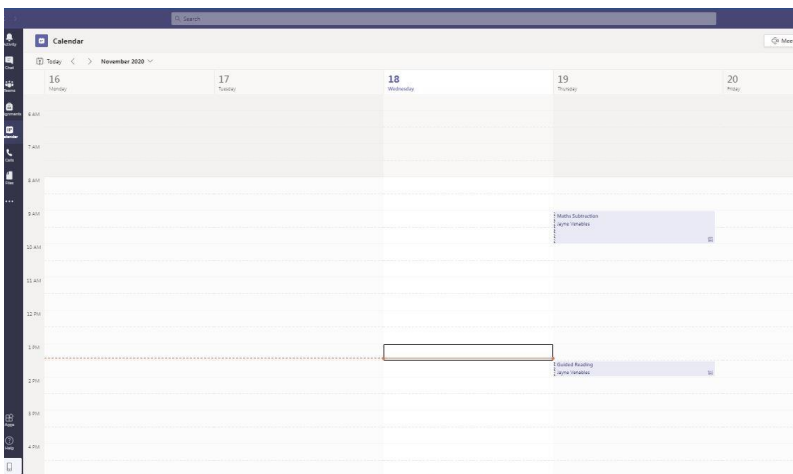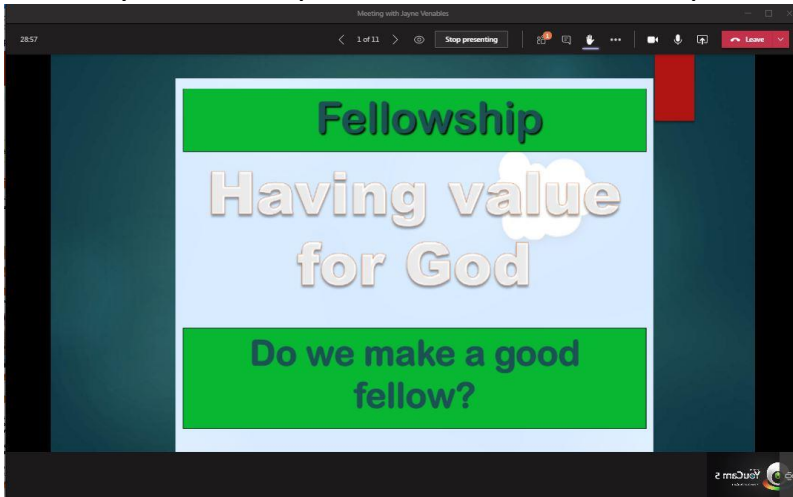

When you click on the meeting a window will open and ask you to 'join now'. You will then be admitted into the room.
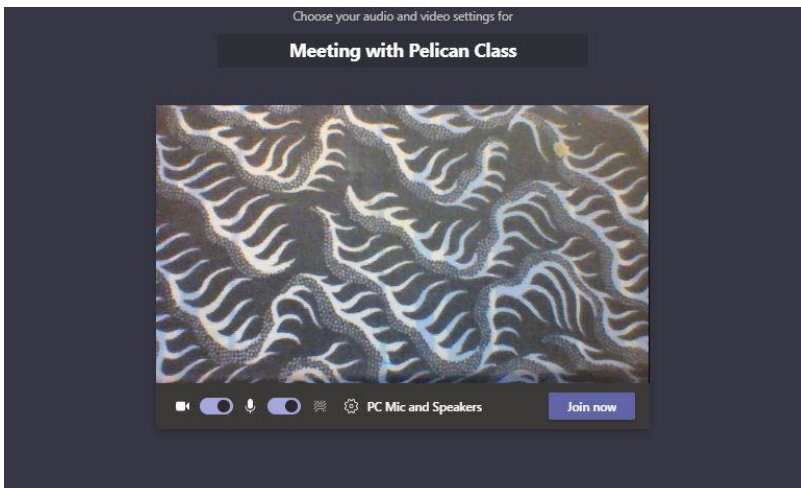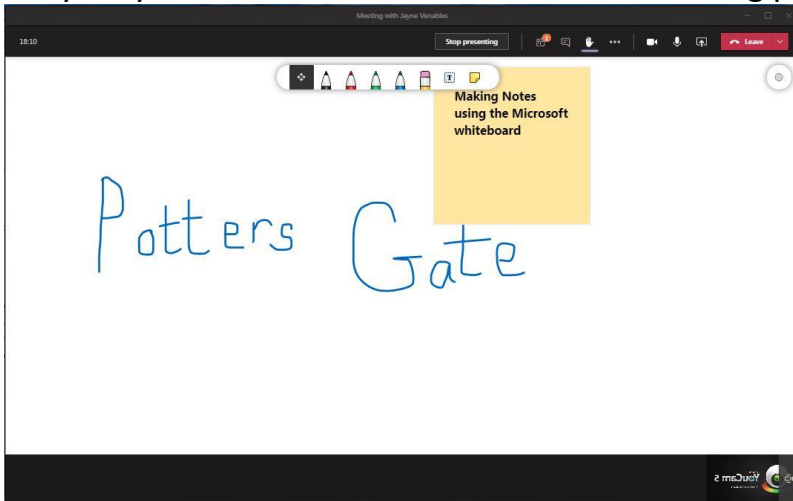

Once in the live lesson your teacher will teach you as they would normally do.

They will share on the screen their slides from their presentation like they do in class.
You may be asked questions and asked to respond.

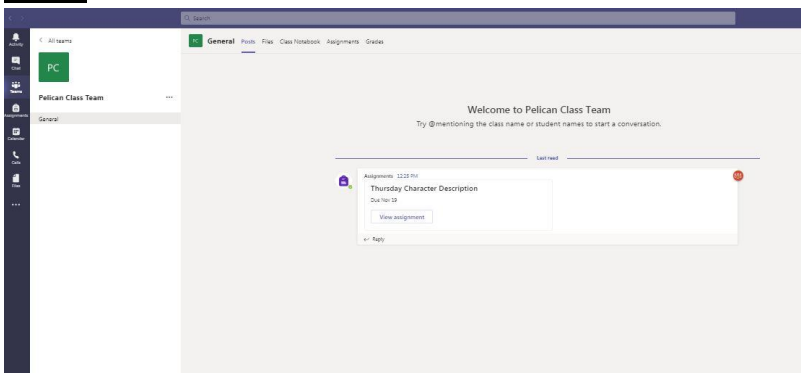They may also write on a white board for teaching points.

At the end of the lesson your teacher will end the lesson or you may press the red button to leave the lesson.

You will then be asked to complete a task or answer some questions.

You will be able to access the following tabs in order to complete tasks and learning:

Posts

This tab is where children can post questions to the class teacher or where there can be a class discussion. To write a message click on 'new conversation' type your message and then click on the send icon. This section also shows any new posts of work set by the teacher.

Assignments
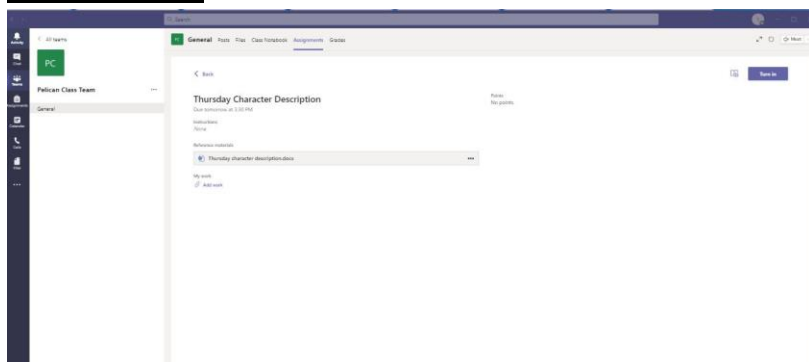
This is where you will find the work that has been set by your class teacher. This can be found by navigating to the general part of the class team and then clicking on 'assignment'
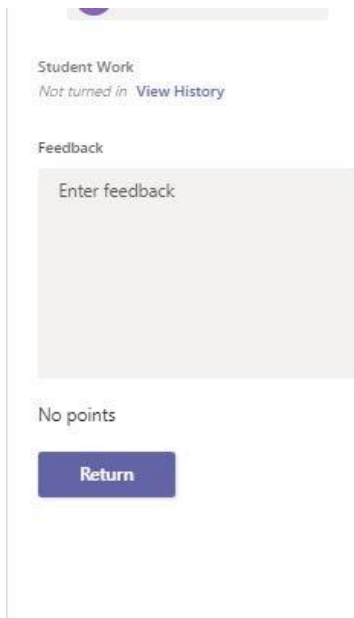
Work you have been set and not completed will be displayed by order of due in date.
Some of the work set by your teacher will need to be submitted. You will be told in the description if you need to submit it.
When you submit your work you will be then given written feedback by your teacher. This will be done within 24hours.

Submitting work

When you have completed a task and you are ready to submit your work to your teacher, select the assignment you wish to submit and then click **'+add work'.** Choose the file to upload and then click **'Turn in'**

Your teacher will provide feedback to you and this can be viewed by clicking on the drop-down arrow to view your completed assignments.

Student Work
Not turned in View History

Feedback

Enter feedback

No points

Return

Safeguarding Guidelines for you and your child

Staff and children must wear suitable clothing, as should anyone else in the household.

Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred/neutral.

The live class should be recorded (or two staff members be consistently present) so that if any issues were to arise, the video can be reviewed.

Language must be professional and appropriate, including any family members in the background.

Staff must only use platforms provided by Potters Gate Primary School and St. Andrew's Infant School to communicate with pupils
Staff should record, the length, time, date and attendance of any sessions held.

When participating in a live lesson it must not be in a bedroom.
Children will need to be dressed appropriately for learning. ie not in pyjamas when in live lessons
Children behave in a polite manner that is expected of children at school
If you are a Key Stage 2 child you will be unable to e-mail an external e-mail account from your own Potters Gate account. This is for safeguarding reasons.
All other e-mail correspondence between adults and pupils are monitored for safeguarding purposes.

For information on Internet safety please see:
https://www.childnet.com/resources/the-adventures-of-kara-winston-and-the-smart-crew

We hope this guide gives you all the information you need to learn remotely. If there are any problems please e-mail school@potters-gate.surrey.sch.uk and we will get back to you as soon as we can. Our IT department and Remote learning support staff will be in contact.