



# Plans for Remote Learning

## Context

There is an expectation that every school will have a robust home learning offer for all children should they have to self-isolate or should a year group, bubble or whole school have to be sent home. There is also an expectation that schools keep a close track of what learning children are doing at home and how they are managing with home-learning.

The following is guidance for parents/carers based on what we believe will be the most beneficial activities for your child to help them to “keep up”, whilst also following our school curriculum as closely as possible. There is a strong focus on reading, writing and basic number work as well as suggestions for other curriculum areas.

## Our School Offer

During the current COVID-19 pandemic, Cockfield Primary School will endeavour to work with families to deliver a broad and ambitious curriculum and provide all children with:

- immediate remote education
- planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with clarity about what is intended to be taught and practiced in each subject
- curriculum sequence that includes access to high-quality online resources and teaching videos that are linked to the school’s own curriculum expectations
- carefully planned activities, so that pupils have meaningful and ambitious work each day across a range of subjects

## Preparation by School

The school will ensure that the following actions are taken prior to any pupils needing to self-isolate or the partial or full closure of the school.

- We will provide all children with an exercise book that they can use for their daily writing and any other paper-based activities that they do at home. Should you require pens / pencils or any other equipment please let us know.
- All children will be provided with a basic resource pack to support remote learning. These packs will be sent home and parents/carers asked to store these for any future needs. The pack includes:
  - Basic stationery items
  - Blank exercises books / Home Learning Exercise Book
  - Login cards for all online learning platforms – *Accelerated Reader*
  - Letter to parents with passwords and login details for our online learning platform
- Staff will ensure that all children understand how to access the school’s online learning platform (age appropriate) and support any parents/carers who struggle with this.
- School will provide an email address to contact a member of staff should any problems arise.

## **Preparation at home**

Parents should endeavour to support pupils' remote learning by creating a positive environment for their child to learn, by

Before home learning

- providing the correct equipment to enable your child to complete the work given.
- designating a working space if possible.

During home learning

- distinguishing between weekdays and weekends, to separate school life and home life
- having a clear cut-off, at the end of the day, to signal school time is over
- creating and sticking to a routine
- making time for exercise and breaks throughout the day to keep children active
- being aware of what children are being asked to do, including sites they will be asked to use and the school staff children will interact with
- emphasising the importance of a safe online environment. Setting age-appropriate parental controls on digital devices and using internet filters to block malicious websites. These are usually free, but often need to be turned on.
- reinforcing the importance of children staying safe online
- encouraging children to work to the best of their ability and praise their efforts

## **Online Access**

It is expected that children will access most of our remote learning through our online provision. If parents/carers do not have access to an electronic device, we expect them to inform school and we will endeavour to provide a suitable device for the duration of their child's absence.

If families do not have access to the internet (including mobile phone data), school will remind parents/carers that:

- they can continue to liaise with school staff who will provide paper-based activities

## **Stage 1 - If an individual child or a small number of children need to isolate**

**The school will endeavour to:**

- provide immediate access to our online learning platform through Microsoft Office Teams
- provide individual login details for each of the learning platforms
- provide / signpost families to online, high quality lessons, videos and resources daily
- ensure that all resources and lessons provided link to current curriculum objectives within their classroom
- ensure that work for each day is uploaded at least the day before
- send a welfare email to discuss remote learning, following three consecutive days absence, with subsequent emails as required
- provide access to a laptop (at parents/carers request), if no access to a device at home
- provide paper-based resources for all subjects / maths and English / foundation subjects, if the child has no internet access at home

### **Parents/Carers are requested to:**

- inform school as soon as the child needs to isolate
- inform school of any test results (by texting school/emailing the designated school email) as soon as possible on the same day
- inform school on the first day of absence, if they would like to borrow a laptop
- inform school on the first day of absence, if they do not have any access to Wi-Fi or mobile data
- access remote learning resources immediately, on the first full day of absence
- endeavour to complete online learning tasks for Maths, Tables, English and Spelling
- endeavour to complete work according to the class timetable
- contact school if they have any concerns relating to the work provided
- endeavour to submit the completed work in the agreed way
- inform school when the child will be returning

### **Stage 2 – If one or more class bubbles need to close**

The school will endeavour to:

#### **Fulfil all of the above criteria and in addition:**

- inform parents that the bubble will close as soon as possible
- activate the online messaging and work submission platform
- provide timely feedback to all children through posts on Microsoft Teams
- respond to parents' messages (that conform to the messaging protocol) within school working hours 8:30am – 4:00pm
- adapt upcoming lesson provision based on the children's work submitted over the previous days
- contact parents/carers who do not have access to the internet (or mobile data)
- contact parents/carers following no work submission or contact through messaging
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#### **Parents/Carers are requested to:**

- inform school on the first day of closure (or before if possible), if they would like to borrow a laptop device
- inform school on the first day of closure (or before if possible), if they do not have any access to Wi-Fi or mobile data
- complete online daily learning tasks for Maths, Tables, English and Spelling
- access remote learning resources immediately, on the first full day of absence
- endeavour to complete work according to the class timetable
- endeavour to submit completed work by the end of every school day
- submit children's work according to the class timetable using agreed methods
- send messages to teachers, adhering to the messaging protocol, should they have any queries
- allow children to respond to any feedback, marking or improvement prompts, provided by the teacher

### **Stage 3 – If the whole school closes or goes into local/national lockdown**

#### **Fulfil all of the above criteria and in addition:**

#### **The school will endeavour to:**

- provide weekly welfare calls to disadvantaged and vulnerable (if the closure exceeds two school weeks)
- operate timely reward systems to celebrate home achievements-email certificate
- review the remote learning provision for foundation subjects e.g. providing videos, presentations, links and visual resources
- provide weekly online, Storytime sessions, through the class Facebook pages, the online learning platform or Audio recordings of books being read aloud.

## **Further Support Available**

If parents have any questions or concerns about remote learning, they should contact the following:

Issues related to the work set – contact the relevant class teacher via email to the school office

Issues with IT – contact the school office or Mrs. Lynn (t.maguire300@cockfield.durham.sch.uk)

Concerns about data protection – talk to the Data Protection Officer Mrs. Antonia Lynn

Concerns about safeguarding – talk to the Designated Safeguarding Lead, Mrs. Costello or Mrs. Woods

**While we will endeavour to implement the steps outlined above, there may be circumstances beyond the control of the school that could impact on provision. For example, levels of staff absence or temporary technical difficulties.**