

Update 09.11.20

Good morning,

I hope you are all well. During this time your child might be in the position where they have to isolate due to testing positive or having contact with another person who has tested positive for Covid 19. Absence from school could be for a day or so or two weeks or longer. During this time your child's education will continue remotely. Please find our plan below and also, our full policy is available on the website.

Cestria: 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, Cestria 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/ offline 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 (Homework Book). Should you require pens / pencils or any other equipment please let us know.
- All children will be provided with a Homework Book of activities to support home & remote learning. These books should be returned at the end of each half term so the teacher can see completed work & provide work for the next half term.
- 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 login details for our communication app '*Class Dojo*' and ensure all parents/carers are able to access it and login. School will provide parents/carers acceptable use guidelines for use of this app.

Preparation at home

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

- 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 some 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 or work format 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 the secure section on our school website
- provide immediate access to our online learning platform through our online learning platform, Class Dojo
- 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
- carry out a welfare call to discuss remote learning, within three consecutive days absence, with subsequent calls as required
- provide immediate access to an ipad (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 COVID email) as soon as possible on the same day
- inform school on the first day of absence, if they would like to borrow a device
- 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
- complete / endeavour to complete online/offline daily learning tasks for Maths, Tables, English and Spelling
- ensure work is completed according to the class timetable
- contact school if they have any concerns relating to the work provided
- endeavour to submit / hand in 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 / method – Class Dojo
- provide regular videos via the online learning platform to review the previous day's learning and address any common misconceptions
- provide timely feedback to all children
- respond to parents' messages (that confirm to the messaging protocol) within school working hours 8:30am – 4:30pm
- adapt upcoming lesson provision (on the school website) 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), weekly
- contact parents/carers following no work submission or contact through messaging, after two consecutive days

Parents/Carers are requested to:

- inform school on the first day of closure (or before if possible), if they would like to borrow a 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/offline daily learning tasks for Maths, Tables, English and Spelling
- access remote learning resources immediately (prepared Homework Book activities), 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 (if the closure exceeds two school weeks)
- operate timely reward systems to celebrate home achievements
- review the remote learning provision for foundation subjects e.g. providing school created videos

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 Dojo or email to the school office
- Issues with behaviour – contact the relevant class teacher / Parent Support Advisor via email to the school office
- Issues with IT – contact the school office
- Issues with their own workload or wellbeing – contact the Head or Deputy HT
- Concerns about data protection – talk to the Data Protection Officer (N. Bentham)
- Concerns about safeguarding – talk to the Designated Safeguarding Lead (Head or Deputy HT)

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.

Letter home to parents/carers outlining Class Dojo

Dear Parents/Carers,

As you are aware, we have been working hard to provide children with a remote learning package, **should they need to self-isolate or remain at home as a result of the current pandemic.**

The work has been and will continue to be uploaded to Class Dojo. If you are having trouble logging on, please contact the school office. If your child needs to be absent due to COVID-19, they MUST access this work for the duration of their absence.

Parents/carers are able to communicate with teachers and send photographs of completed work. **This will only be used if a class bubble or whole school is closed and not for individual children who are self-isolating.** Through this app you will be able to submit your child's work by simply taking a photo on a mobile phone and adding it to your child's portfolio. Staff will then be able to view this work and provide feedback on your child's work and progress.

You or your child can also message your teachers. With regards to messaging we would like to clarify how this can be used:

DO

- Do message if you want to share something positive from home
- Do message if you have a small query or would like to find out something simple
- Do message if your child has any minor worries, for example: *'Jack didn't quite understand fractions today, could you please point me in the direction of where I can get some further help for him'*

DON'T

- Please do not use the learning platform app to raise an issue, please contact the school office in the usual way
- Please do not message via the learning platform to notify school of absences or illnesses – this should be done via the school office as normal
- Please do not use the learning platform to message about any urgent or serious issues; please use the school office and normal school procedures for this

REMEMBER

Teachers will always endeavour to reply as quickly as possible. However, please bear in mind that school life can be incredibly busy and whilst every effort will be made to reply or acknowledge messages, there may be a slight delay on occasion. Additionally, please do not expect a reply to any messages sent after 4pm or on a weekend as teachers will not be able to reply.

It is extremely important that all parents/carers sign up to this platform and download the app as soon as possible. That way, should the unfortunate happen and a bubble or whole school needed to close, we would be able to turn on the messaging and portfolio areas straight away to ensure children can continue to work from home, without any gaps in their education.

Head Teacher: Lorraine Gowland