

## **Information for parents**



### **Remote Learning Protocol at Sandfield Close Primary School**

In the event of a partial closure of a class/ classes or year group, or a National lockdown, staff at Sandfield Close will begin teaching remotely through Google Classroom from the first day of a closure, to enable continuity of children's learning.

Children will see staff live daily for a registration and well-being check in Google Meet and will have daily lessons taught live with their class teacher or a member of staff.

In EYFS/ KS1, these live lessons will comprise of phonics, reading, writing and maths through Google Meet. Lessons will vary in length according to the age and learning needs of children.

In KS2, these live lessons will comprise of grammar, reading, writing and maths through Google Meet.

Children will be directed to complete learning from the live sessions through the day and will have time to complete learning from different areas of the curriculum. We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, adaptations in some subjects will be made as required. Children will also complete PE sessions. All assignments will be set in Google Classroom. The government guidance dated 8<sup>th</sup> January 2021 states that the amount of remote education should be a minimum of:

- Key Stage 1: 3 hours a day, on average across the cohort, with less for younger children
- Key Stage 2: 4 hours a day

For children with specific SEND needs, staff will provide differentiated assignments. Where appropriate, staff will contact parents to discuss how best to support their child's learning whilst they are at home.

Staff will post a timetable every morning on the stream so that children and parents know what children are learning and need to complete every day.

It is essential for children and parents to read information posted on the stream by class teachers or a member of staff so they know what has been planned.

Staff will provide feedback for children's learning, and for the majority of time, this will comprise of verbal feedback in live lessons. Feedback from assignments will be given but this may not be immediately; this is to account for staff commitments to their own child care in the event of a partial or National closure. If there are any concerns with children's engagement, we will contact parents directly as assignments and attendance on Google Meet will be monitored by class teachers or a member of staff.

We ask parents and carers for their continued support. When children are remote learning from home, we ask parents and carers to treat this as a school day with similar timings and the expectation that children will be dressed in day clothes and undertake learning in a space other than a bedroom.

We have gone to great lengths to ensure all children have access to online access at home to Google Classroom and Meet. In the rare instances when this is not possible, we have contacted parents to ensure children can access printed materials to support learning.

We had a very limited number of laptops from the DfE and these were distributed to parents based on a criteria.

### **Programmes used to support remote learning**

At Sandfield Close, we use the following:

Younger children will need support in accessing the following at home.

- Google Classroom and Google Meet to communicate with children in the event of a closure. Children are used to using Google Classroom as this is the same platform they use daily to complete and submit home work as all home work across school is set here. This is for all year groups, Rec to Year 6.
- Maths No Problem- this is the mathematics resource and teaching tool we use in school. The company Maths No Problem have given parents access to PDF versions of these books we use in school. Parents were invited in the last week of August 2020 to have signed in to the maths no problem website and have applied the access code given so that their children can access the books to support learning in maths. This is for Year groups 1 to Year 6.
- MyON – this is a programme that gives your child access to digital reading books. Staff can set assignments in Google Classroom directing children to visit myon.co.uk and to complete the projects staff have devised for children in there. Your child has been issued a username and password to access MyON. This is for all year groups, Rec to Year 6.
- MyMaths – this is a programme that gives your child access to learn, practise and apply themselves to all areas of mathematics in the National Curriculum. Children were issued with usernames and passwords by their class teachers. This is for Year groups 1 to year 6. Reception will have access in the Spring Term.
- Tackling Tables – this is a programme that gives your child access to learn facts, practise facts and test themselves on multiplication tables and all related division facts, and as children become more proficient, decimals, fractions of amounts, simplifying fractions and creating equivalent fractions, mixed numbers and improper fractions, multiplication and division with fractions, percentages and negative numbers. This is for Year groups 2 to Year 6.

We ask parents to make sure they have all the usernames and passwords for the programmes listed above as this supports the continuity of children’s learning.

Please could parents and carers ensure children use Google Docs, Google Slides or Google Sheets when completing assignments set by staff and submit these once completed so that staff can provide feedback.

If parents or carers have any difficulty with accessing a programme we use for remote learning listed above, please contact me by calling the office on 0116 2660333 and asking for Mrs Chowdhury, the Deputy Head teacher or email the office at [office@sandfieldclose.leicester.sch.uk](mailto:office@sandfieldclose.leicester.sch.uk) and mark it for the attention of Mrs Chowdhury and state the difficulty you are having with a named programme, the type of device you are using, the name of your child and the class they are in.

In addition to the online tools and digital platforms above, we use a mixture of remote teaching approaches. These include the use of:

- live teaching (online lessons)
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- project work and/or internet research activities to support a subject area.

## **Expectations of behaviour for learning in Google Classroom and Google Meet**

As in school, staff at Sandfield Close expect children to behave and follow the golden rules when participating in remote learning at home in the event of a partial closure or National lockdown.

When participating in live teaching sessions in Google Meet, staff at Sandfield Close expect children to use formal English – written and spoken, to dress in appropriate day clothes (as should anyone in the household), to remember their good manners and to show good behaviour for learning. Staff expect children to write in Standard English in Google Classroom and on the class stream as we would expect children to do in school.

We would like to highlight that the following conditions will need to be followed when engaging in a 'teacher- group of children' Google Meet session:

- Staff at Sandfield Close are the only people that can invite children to a group meeting in Google Meet;
- Staff will share a link for the meeting that will be visible in their Google Classroom. This is confidential and **MUST** not be shared with anyone. Please explain the importance of **NOT** sharing the link with your child.
- Google Meet meetings are always recorded by the member of staff hosting the meeting to safeguard staff and children. Recordings are deleted after 10 days.
- These Google Meet sessions will be group based only with a member of staff, never individual;
- Children **MUST** wear suitable clothing as should anyone in the household;
- Any computers or devices (tablets, phones etc.) used in a Google Meet meeting should be in an appropriate area and **NOT** in bedrooms;
- Language used in the meeting must be appropriate with that which we expect in school, including that used by any family members in the background;
- Parents must be aware of and present during the meeting to ensure we are keeping children safe;
- Staff will ensure all children leave the meeting before staff exit the meeting.

Parents and carers will need to make sure that the camera and microphone is switched to 'on' ready for live teaching sessions on Google Meet. Parents and carers can switch the camera and microphone back to 'off' following the live lessons with members of staff.

If you choose to use a phone as a device during the live lessons, Google Meet will ask you to download the app and may ask you to install a plug-in to enter the meeting.

When staff invite children to the meeting in Google Meet, they will post this on the class stream within Google Classroom. Staff will make a link visible to Google Meet in their Google Classroom under the class name if you are using a PC/ laptop/tablet; if you are using an ipad or Mac, the link will be on the classwork page, represented by a camera logo. Children at home, with parental permission, simply need to press on the link under the class name in order to join the meeting if they are using a PC/ tablet/ laptop. If children are using an ipad or Mac, they will need to click the camera logo in the classwork page in Google Classroom.

## **Online Safety**

Sandfield Close Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/ GDPR requirements.

Parents and carers are responsible for ensuring they discuss online safety with their child/ children. Staff at Sandfield Close will teach and communicate with children in Google Classroom and Google Meet in the event of a partial closure. Staff may direct children to other websites within assignments set in Google Classroom. Parents and carers will need to make sure that IT devices used by their child /children have been set to be safe for children to use through the parental controls they have set. We ask parents and carers to monitor what children are accessing online and to continue to have discussions with their child/ children regarding online safety. Parents and carers are advised to look at our website for further advice on children's online safety – the link is here:

<https://www.sandfieldclose.leicester.sch.uk/page/?title=Support+for+parents+and+carers+to+keep+their+children+safe+online&pid=192>

If parents or carers have any concerns regarding online safety, please contact the school by phoning the office on 0116 2660333 or email the office at [office@sandfieldclose.leicester.sch.uk](mailto:office@sandfieldclose.leicester.sch.uk)

**If my child is not in school because they are self-isolating whilst the rest of the class is in school, how will their remote education differ?**

If your child is not in school because they are self-isolating and the rest of their class is in school, staff have provided timetables of what we will be teaching per week which is available on the stream in Google Classroom every Monday. Staff share what they are teaching in different curriculum areas so children can complete this at home using Maths No Problem, MyMaths, myON and Tackling Tables. Staff have set projects on myON linked to areas across the curriculum that will support children with their learning in 'topic' areas. Staff have also shared work children need to complete related to the core subjects that is age appropriate in a section called 'Self-isolation at home if the class is in school' within Google Classroom.

Staff at Sandfield Close thank parents and carers for their continued support in ensuring we have continuity in children's learning as every day counts.