

# Sparkenhoe Primary School



**Remote Learning Lead: Mr D Marsh**

## **Whole School Closure/Class/Year Group closure**

### **Remote Learning Policy**

This policy has been written to inform all members of Sparkenhoe Primary School what measures are in place to ensure a high standard of education continues despite the closing of school.

### **Remote Learning Delivery**

Across schools nationally, remote teaching is either done in recorded sessions, live sessions or a mixture of both.

At Sparkenhoe, the decision was made to predominately offer a live lesson based approach as it was felt this enabled the teachers to continue to have a secure understanding of the children's progress. In F2 to Year 6, all the children use Microsoft Teams for remote learning.

Each class is a separate Team within the school, with the adults who are usually in the classroom, SLT and IT support being the "owners" in the Team and the children being the "members/guests". Each class is time tabled three lessons throughout the day, two longer lessons and one slightly shorter lesson. All lessons are "live", the teacher hosting a Teams meeting with the children in attendance.

### **Time tabling.**

All phases of the school have similar timetables, with slight adjustments to allow families with more than one sibling to join lessons.

All children from Years 1 to 6 have two separate hour long lessons in the day and a shorter 45 minute lesson. The lessons are timetabled such that the subject of the shorter last lesson of each day is taught in the first lesson the next day. This enables teachers to allow children to finish a task independently in the last session of a day, and follow this up with the children in the first session of the next.

All families are given a children's timetable that includes the live lessons. These are detailed in the appendices. These timetables also show timings devoted to other activities such as reading or choosing from a selection of non-screen activities.

## **Non screen time**

With live lessons and other activities taking place online, we are acutely aware of the amount of time both children and staff are spending in front of screens. As well as some activities on the timetable being specifically offline, we have taken further steps. The whole school will only have one online live lesson on a Wednesday morning. The second lesson is a continuation of the first session. For everyone, Wednesday afternoons are devoted to Off Screen Bingo. The children have a number of physical and creative activities they can complete alone or with family members.

## **Live Lesson Structure.**

The lessons mimic the structure of the lessons staff deliver in school. There is an introduction, which will include explanations, modelling, demonstrations and the setting of a task. The children will then complete the task set with the assistance from the teacher, with teachers staying online to support children with their tasks. At the end of the session, teachers may leave children with a task to complete independently. As with a traditional lesson, during the sessions teachers may stop the class to:

- discuss work
- highlight good examples
- ask children to read their work
- critique work
- add layers of challenge
- provide further explanations.

TAs will support in the lessons by taking part in “Breakout Rooms”, here they will support, challenge and extend different groups of pupils. Pupils with additional needs will be supported in all lessons and tasks adapted appropriately.

The content of the lessons is, where possible, in line with the units of work that would be taught under normal circumstances in school. However, we recognise that due to the nature of online learning, there are times where tasks may need to be simplified, activities need to be changed and lessons may take a different direction to how they would normally be taught. Any materials that have been used in the teaching of the sessions, such as PowerPoints or Word documents for tasks, will be saved in the Files section of the class’ Team. This allows children and parents to access materials at a later date if required.

## **Feedback**

As with traditional lesson in school, the teachers will deliver feedback during the lesson, speaking to all children about their work in each subject over the course of a week. All Teams will also include separate Assignments for English, Maths and The Wider Curriculum, whereby children can upload additional work if they wish. Teachers and SLT will comment on these in Teams. There is also a weekly class assembly to share work, give awards and general feedback to children. In the “Breakout Rooms” children receive more in depth feedback.

## F2

In Foundation Stage the content, timetables and delivery has been planned to suit the younger children and the need for parental support. F2 children access two live sessions a day, lasting between 20 and 30 minutes and one daily recorded session to allow parents more flexibility. The focus of the recorded session varies throughout the week to ensure that all subjects are taught both live and recorded. In addition to this there is a weekly activity sheet sent to parents that sits alongside the on line sessions. This gives parents more choice and flexibility throughout the day but supplements the provision. It also mirrors provision and free flow activities the children would normally experience in school.

Structure of delivery and feedback is broadly in line with the structure for the rest of the school. Feedback about children's next steps is also shared with parents, both during live sessions and through posts and email. Parents also share activities the children have done in Teams and by email.

## F1

In the Nursery, there is one live session for each class, a morning session and an afternoon session. These last between 20 and 30 minutes. The live session is an interactive drop in that matches, where possible, the introductory session to a normal F1 day. There is a daily video to follow this up which is linked to an area of learning in line with usual provision. In addition to this there is a weekly activity sheet sent to parents that sits alongside the on line and recorded sessions. This gives parents more choice and flexibility throughout the day but supplements the provision. It also mirrors provision and free flow activities the children would normally experience in school.

Alongside verbal feedback in the sessions, parents also communicate with teachers through email, including sharing activities the children have done.

### Alternative Provision (Dolphins)

Children who access the alternative provision class all have an EHCP. Where parents choose to keep the children at home, there are two live sessions a day, delivered by the SENCO and support teaching assistants. The sessions are designed for both the children and parents to access and consist of short teaching input which follows the format of the usual daily lessons in class. Breakout rooms are used for named staff to engage on a one to one basis with children and staff. These sessions are also used to talk to parents about activities and provide support with routines and other needs.

Learning packs, with all the resources families need, are delivered to homes every week.

All statutory meetings will be held online.

### Attendance

Attendance of lessons is closely monitored on a daily basis. If children do not attend any lessons in a day, without contacting school, contact will be made by phone. If concerns about attendance continue, SLT will undertake home visits and if necessary contact the Education Welfare Officer.

### Teacher absence / technical issues.

If a teacher is unable to teach a session due to illness, technical difficulties, school will endeavour to cover the live lessons. If this is not possible, children would be directed to alternative activities and plans.

## **Safeguarding**

It is our duty to safeguard children. If school staff are concerned about anything they have seen or heard during online lessons, the normal child protection procedures will apply.

## **Keeping Safe Online**

With children spending more time online and having access to a video platform with chat functions, it is important that children and parents understand the importance of online safety.

Parents are expected to follow the Guidelines for Parents and to help children follow the rules.

There is a dedicated channel set up in Teams for children to chat with friends. All chat is monitored by teachers and Senior Leaders. Any inappropriate chat is deleted and parents contacted. The chat function is disabled between 4.00 pm and 8.00 am on school days, at weekends and in school holidays. Teachers may disable the chat for individual pupils if necessary.

Children are reminded about online safety regularly and have dedicated lessons linked to topics and special days, e.g. internet safety day.

The school website has links to useful information for parents to help with online safety.

If parents have concerns about their child's online activity or need support with monitoring online activity, they can contact school through the class teacher, the office or senior leaders.

## **Links with other school documents**

This policy is linked to our:

- Safeguarding and Child Protection Policy.
- Behaviour policy
- Data protection policy and privacy notices
- Acceptable use agreement
- E Safety policy
- Marking policy
- Code of Conduct

# Appendices

## Appendix 1

### Timetables

**Weekly Timetable Year 1, 2 and 6**

Day	9:00 - 9:30	9:30-10:00	10:00 - 11:00	11:00-11:30	11:30 - 12:00	12:00 - 12:30	12:30- 1:30	1:30 - 1:50pm	1:50 - 2:15	2:15 - 3:00	
Monday	Activity of your choice	Break \ exercise	ENGLISH LESSON ONLINE	Complete task set in lesson Choose	Reading	Lunch / exercise	SCIENCE LESSON ONLINE	Complete task set in lesson Choose	Break \ exercise	MATHS LESSON ONLINE	
Tuesday	Finish maths work Or activity of your choice		MATHS LESSON ONLINE	Complete task set in lesson Choose	Reading		ENGLISH LESSON ONLINE	Complete task set in lesson Choose		TOPIC LESSON ONLINE	
Wednesday	Finish Topic work Or activity of your choice		TOPIC LESSON ONLINE	Complete task set in lesson Choose	Reading		Bingo afternoon - no online session from teacher. All activities are non-screen time. Physical Activity as a family				
Thursday	Activity of your choice		MATHS LESSON ONLINE	Complete task set in lesson Choose	Reading		MUSIC / PHSE ONLINE	Complete tasks set in lesson Choose	Break \ exercise	ENGLISH LESSON ONLINE	
Friday	Finish English work Or activity of your choice		ENGLISH LESSON ONLINE	Complete task set in lesson Choose	Reading		MATHS LESSON ONLINE	Complete task set in lesson Choose		CLASS SHARING AND REWARDS ASSEMBLY ONLINE	

**Weekly Timetable Year 3, 4 and 5**

Day	9:00-10:00	10:00 - 10:30	10:30-11:00	11:00-12:00	12:00-12:30	12:30-12:50	12:50-1:10	1:10-1:30	1:30-2:15pm	2:15-3:00	
Monday	ENGLISH LESSON ONLINE	Complete task set in lesson	Break \ exercise	SCIENCE LESSON ONLINE	Lunch	Complete science task set in lesson	Reading	Break \ exercise	MATHS LESSON ONLINE	Complete task set in lesson then activity of your choice	
Tuesday	MATHS LESSON ONLINE	Complete task set in lesson		ENGLISH LESSON ONLINE		Complete English tasks set in lesson	Reading		TOPIC LESSON ONLINE	Complete task set in lesson then activity of your choice	
Wednesday	TOPIC LESSON ONLINE	Complete task set in lesson		Activity of your choice		Reading	Off Screen Bingo afternoon - no online session from teacher. All activities are non-screen time. Physical activity as a family				
Thursday	MATHS LESSON ONLINE	Complete task set in lesson		MUSIC / PHSE ONLINE		Complete tasks set in lesson	Reading	Break \ exercise	ENGLISH LESSON ONLINE	Complete task set in lesson then activity of your choice	
Friday	ENGLISH LESSON ONLINE	Complete task set in lesson		MATHS LESSON ONLINE		Complete maths task set in lesson	Reading		CLASS SHARING AND REWARDS ASSEMBLY ONLINE	Activity of your choice	

### Suggested Activity Timetable F2 Foxes and F2 Hedgehogs

	9.00 - 10.30 am	10.30 am	2.00 pm	Choose suitable times during the day when you can support your child with these activities. Try and do them all but the order you do them in doesn't matter.			Weekly Choose which day
Monday	Reading (15 minutes)	Online lesson TEAMS	Online lesson TEAMS	Recorded video lesson in Teams	Activity 1 From plans	Activity 2 From plans	Shared reading video  Stories
Tuesday	Practice reading and writing sight words	Online lesson TEAMS	Online lesson TEAMS	Recorded video lesson in Teams	Activity 1 From plans	Activity 2 From plans	
Wednesday		Online lesson TEAMS		Recorded video lesson in Teams	Wednesday afternoon choice Off Screen Bingo and physical activities		
Thursday	Physical activity	Online lesson TEAMS	Online lesson TEAMS	Recorded video lesson in Teams	Activity 1 From plans	Activity 2 From plans	
Friday		Online lesson TEAMS	Online lesson TEAMS	Recorded video lesson in Teams	Activity 1 From plans	Activity 2 From plans	

#### Tips for online lessons

1. Don't worry if your child can't sit for the whole lesson.
2. Let your child wander off if they need to - turn the video off and mute but keep listening. Your child may want to join in again when they are ready.
3. Mute if you want to talk to your child.
4. Do the activities from the lesson when you have time.
5. Build time into the day for your child to play inside and outside.

### Suggested Activity Timetable F1 Robins

	10.30 am	Choose suitable times during the day when you can support your child with these activities. Try and do them all but the order you do them in doesn't matter.	
Monday	Online lesson ZOOM	Recorded video	There are 4 short activities every day to choose from.
Tuesday	Online lesson ZOOM	Recorded video	There are 4 short activities every day to choose from.
Wednesday	Online lesson ZOOM	Recorded video	There are 4 short activities every day to choose from.
Thursday	Online lesson ZOOM	Recorded video	There are 4 short activities every day to choose from.
Friday	Online lesson ZOOM	Recorded video	There are 4 short activities every day to choose from.

### Suggested Activity Timetable F1 Owls

	Choose suitable times during the day when you can support your child with these activities. Try and do them all but the order you do them in doesn't matter.		2.00 pm
Monday	Recorded video	There are 4 short activities every day to choose from.	Online lesson ZOOM
Tuesday	Recorded video	There are 4 short activities every day to choose from.	Online lesson ZOOM
Wednesday	Recorded video	There are 4 short activities every day to choose from.	Online lesson ZOOM
Thursday	Recorded video	There are 4 short activities every day to choose from.	Online lesson ZOOM
Friday	Recorded video	There are 4 short activities every day to choose from.	Online lesson ZOOM

## Appendix 2

### Teams guidelines for parents and children



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#### HOME LEARNING

**These guidelines are to protect you, your child and the teacher when they are in online lessons.**

It is our duty to safeguard children. If school staff are concerned about anything they have seen or heard during online lessons, the normal child protection procedures will apply.

##### Online Live Lessons Guidelines for Parents

Please remember everyone in the room in your house can be seen and heard in the live lesson.

- Make sure ALL members of the house are dressed (NOT PJAMAS PLEASE) and know a lesson is taking place.
- Check what the camera can pick up behind you.
- Blur the background when the meeting is joined if this preferred.
- Many children know how to change backgrounds. Please only use a plain background.
- Make sure you and your child know how to MUTE. If there is noise in the background in your house, please MUTE until it is quiet again.
- Make sure you and your child know how to turn the VIDEO OFF. If there are other people wandering in and out of the room, turn the video off until they have gone.
- Make sure children are ready for lessons and are sitting ready to learn.
- Make sure children are not eating during lessons. They should have water to drink.
- Keep the microphone on MUTE unless the teacher has said to UNMUTE.
- Some children may not be ready to talk to their teacher online. This is fine, please don't talk for them.
- If you are talking to your child during the lesson, make sure your microphone is on MUTE.
- If you have questions for the teacher, please use email. The lessons are for the children.



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#### HOME LEARNING

**These rules are to protect your child and the teacher when they are in online lessons.**

##### Rules for Children

- Behave like you would in school lessons.
- Wear sensible, every day clothes. NOT pyjamas.
- Do not eat during the live lessons. Have water to drink.
- Keep your camera on as much as possible. If it is off then turn it on if your teacher asks.
- Pay attention, turn off the TV.
- Be prepared with your book and equipment ready.
- Do not use the chat facility in lessons unless you have been asked to by the teacher.
- Be in a space where you can work quietly.
- Wherever you have set up your device, make sure you are sitting up for all lessons.
- Talk to others like you would in school.
- Use the playground to chat with friends. Think carefully about what you write.

Teachers can mute and unmute pupils.  
Teachers will remove pupils from the lesson if needed.

**Please note that the time that teachers are online is to guide the learning of your children.**

**If you wish to discuss something with your child's class teacher, please use the class email. You can also phone the school or email [office@sparkenhoe.leicester.sch.uk](mailto:office@sparkenhoe.leicester.sch.uk)**

**Parents MUST NOT try to talk to the teachers during the lessons.**

##### CHAT

All Chat is monitored by teachers and senior leaders. Teachers and senior leaders will delete posts that we consider to be inappropriate and will contact parents if we are concerned about any posts.

- Children must only use the chat in lessons to ask questions to the teacher about the lesson.
- Children must use the Playground area only to chat with friends.
- Children must remember that everyone can see what they post and the rules for chat are the same as the rules in school.
- Children must be polite and respectful.
- Children must NOT chat about films or games that are rated above PG, for example FORTNITE.

We have set TEAMS so that children can only reply to posts. They are not able to start a new conversation.

If children cannot reply at any time, it is because we have changed the setting so they can't. This may be just for a short time or it might be for individual children.

##### Online Safety and Safeguarding

If you have any concerns about your child's online activity or need support with monitoring what your child is doing online then please contact school on 0116 2512686

You can also contact any of the school safeguarding leads by email.

School safeguarding leads are:

Rhian Jones (Headteacher)

[rjones@sparkenhoe.leicester.sch.uk](mailto:rjones@sparkenhoe.leicester.sch.uk)

Penny Cooper (Deputy Head)

[pcooper@sparkenhoe.leicester.sch.uk](mailto:pcooper@sparkenhoe.leicester.sch.uk)

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