Remote Learning Contingency Plan: A Guide for Parents

South Farnham School

<u>Reception</u>

<u>Typical Day</u>
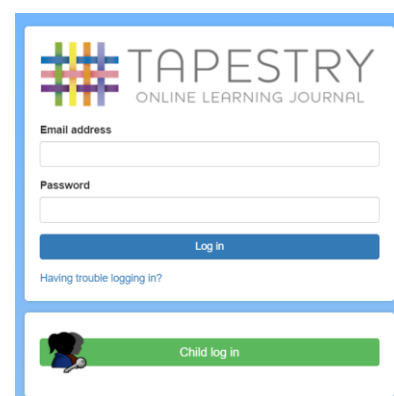
Time	Routine	Details
8:45-9:15	Registration with class teacher	Children to enter ZOOM classroom for morning registration, reading, phonics and input for the day.
9:15-9.30	Maths lesson	Children will remain in the same ZOOM classroom for their first lesson. The class teacher will deliver the lesson input before sending off the class to complete a task. The class teacher will stay on the call with a small group of children (rotated) to complete a task. The rest of the class will complete the task outside of the ZOOM lesson and then submit on Tapestry.
10.00-10.30	Break	Children will leave the ZOOM classroom for a break.
10.30- 1045	English lesson	Children will return to ZOOM classroom for second lesson. The class teacher will deliver the lesson input before sending off the class to complete a task. The class teacher will stay on the call with a small group of children (rotated) to complete a task. The rest of the class will complete the task outside of the ZOOM lesson and then submit on Tapestry.
12.00-13.00	Lunch	Children will leave the Zoom classroom for lunch.
13.00-13.15	Afternoon lesson introduction	Children to watch LOOM on Tapestry (Tues/Weds/Thurs) or live input via Zoom (Mon/Fri).
13.15-.2.45 Tue/Weds/Thurs	Individual reading	Children to enter 1:1 ZOOM call with class teacher at scheduled time (message to be sent to parents, via Tapestry, to confirm time).
2.45-3.00	End of day and story time	Class to join ZOOM classroom to show their work from the afternoon. Children will receive feedback during the call or will be asked to submit on Tapestry.

Tapestry

Tapestry (**https://tapestryjournal.com/**) is a secure online learning journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum. Reception classes will continue to use this whilst they are at home. Within Tapestry you will find the work set and will be able to submit work completed for feedback. If you do not have your log in details already, please contact the school office.

Reception children will also be sent home with:

- Number Formation Workbook
- Handwriting Book
- Phonics Activity Book
- Reading book

In order to facilitate live lessons, Reception will use ZOOM. Please see the guide on next page to access ZOOM lessons.
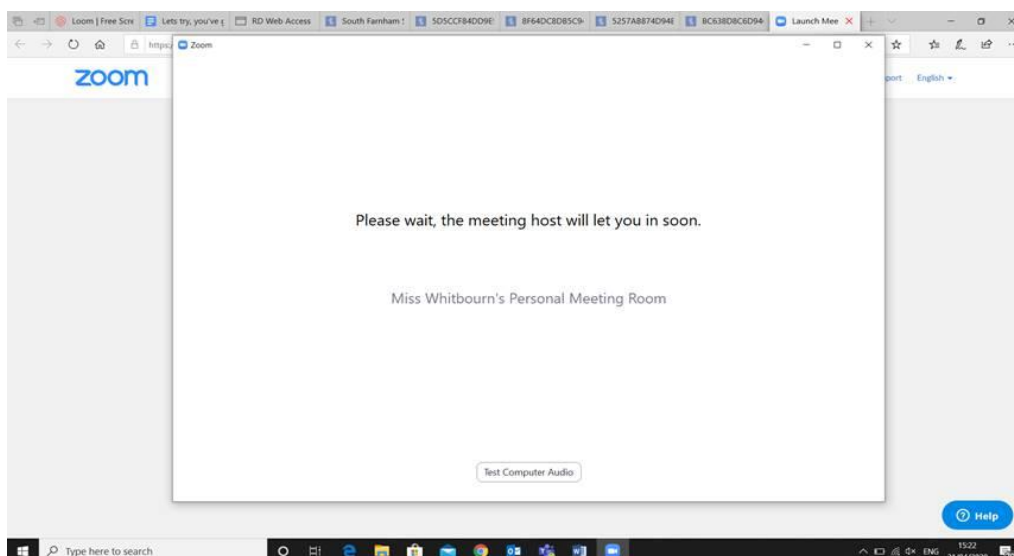
ZOOM lessons

1. At the scheduled time of the lesson, click the ZOOM link (sent to parents separately). You will see a webpage pop up and you will need to wait until the loading has completed.
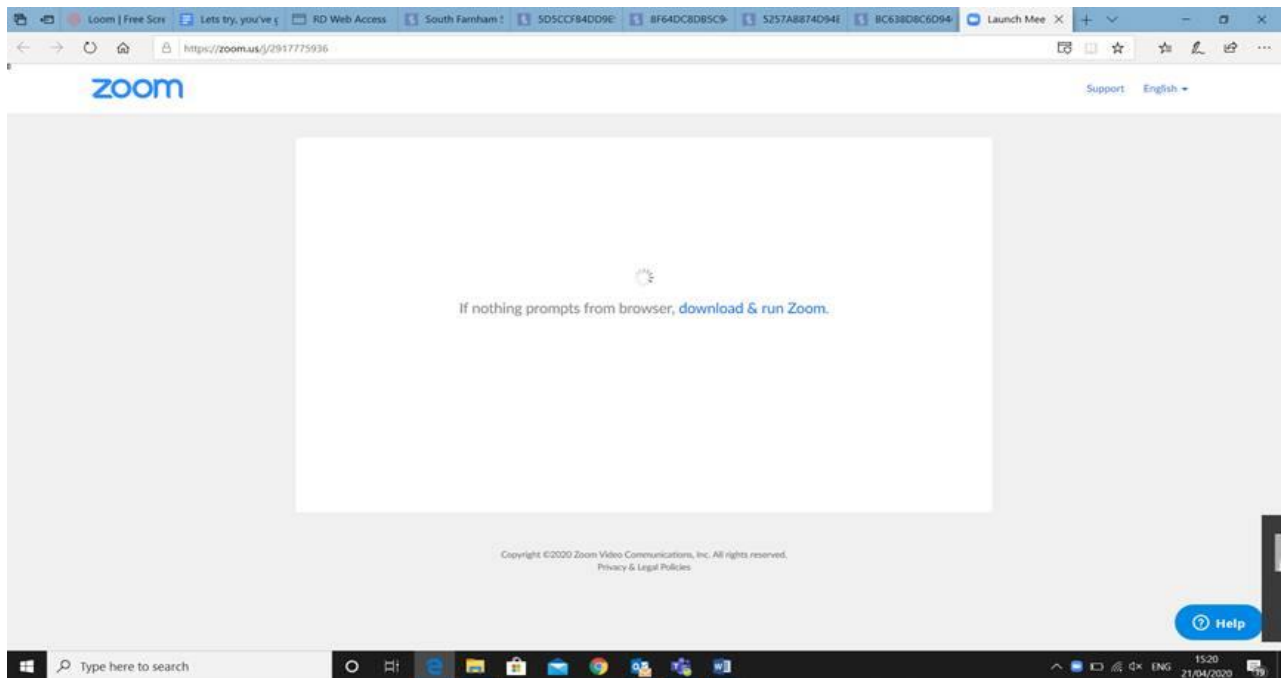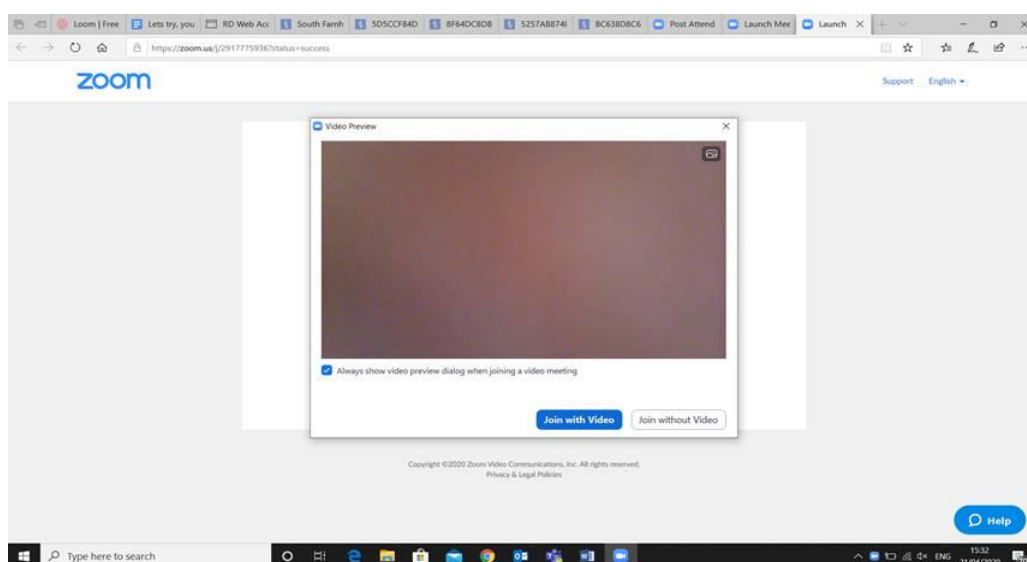

2. A message will appear like this. You will need to wait until the host of the ZOOM (i.e. your class teacher) joins you.
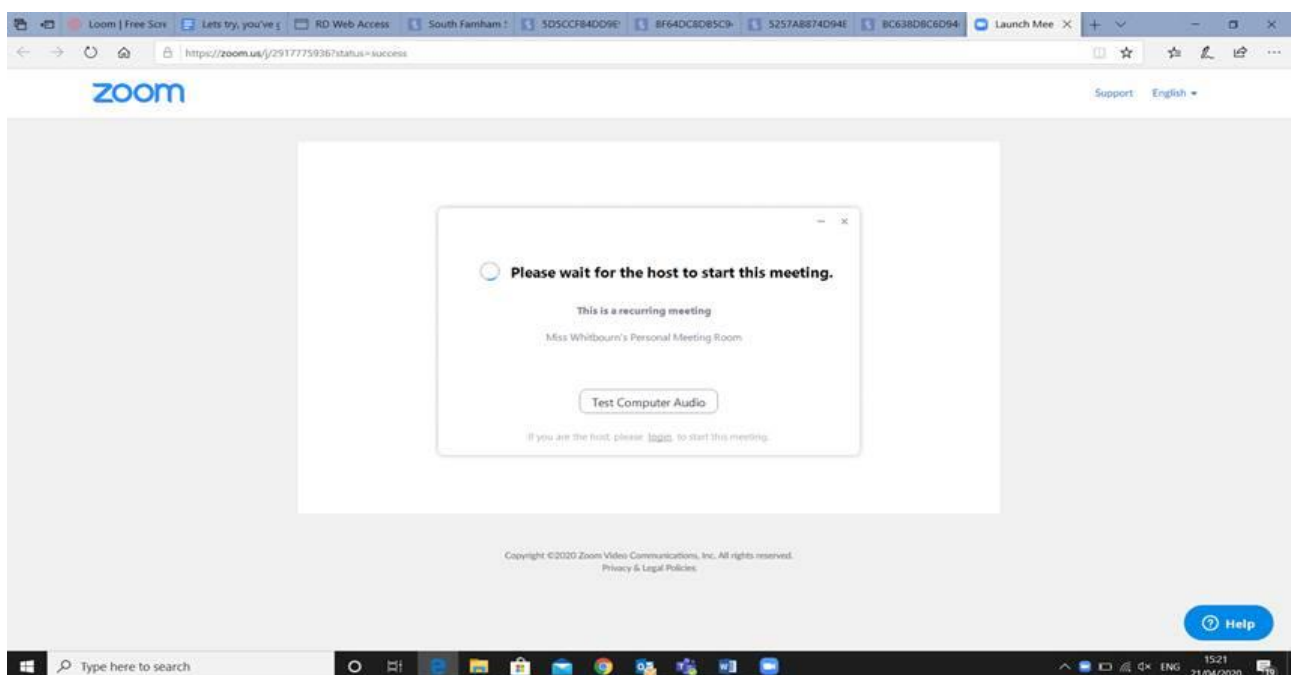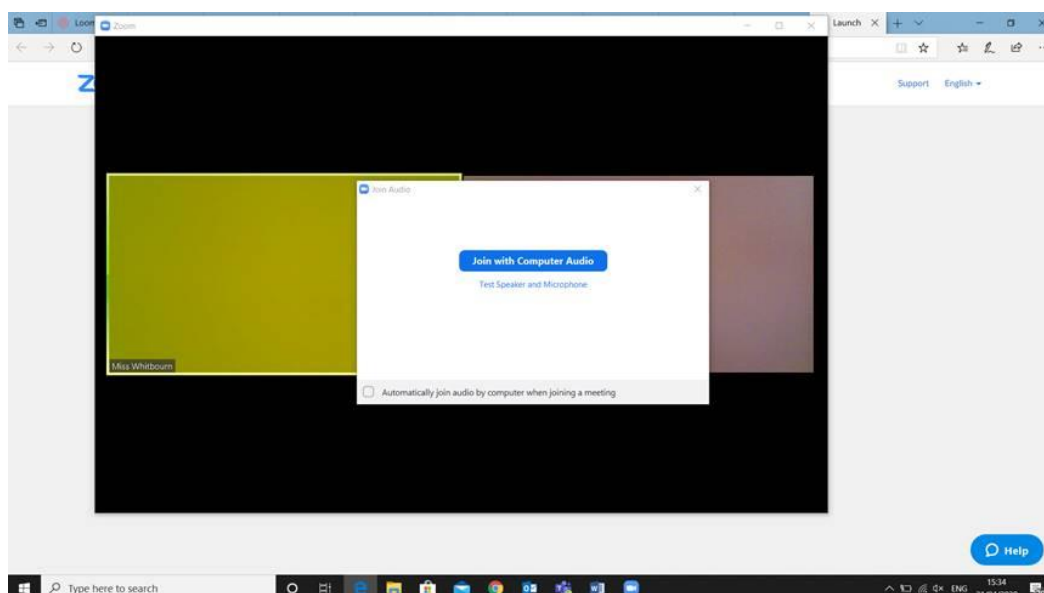
3. When the class teacher joins the ZOOM, you will see this message:

4. It will ask you to join with a video (this is not compulsory).

5. You will then need to join with audio.

Year 1-6

Typical Day

Time	Routine	Details
8:45-9:15	Registration with class teacher	Children to enter Teams classroom lesson. The class teacher will either be leading the class in an activity to start the day or there will be an assembly held by another member of staff in the same call.
9:15-10:15	Maths lesson	Children to remain in same Teams classroom for their first lesson. The class teacher will deliver an input using the resources online and the children will then complete the task. The work will either be marked during the lesson or they will be asked to submit after using the Assignments tab.
10:15-10:45	Break	Children will leave the Teams classroom for a break.
10:45-12	English lesson	Children to enter Teams classroom for next lesson. The class teacher will deliver an input using the resources online and the children will then complete the task. The work will either be marked during the lesson or they will be asked to submit after using the Assignments tab.
12:00-1:00	Lunch	Children will leave the Teams classroom for lunch.
1:00-3:00	Afternoon foundation tasks	Children to enter Teams classroom for introduction to afternoon lessons. The class teacher will deliver the lesson input. This will be roughly 20 minutes. The children will then leave the Teams classroom to complete the task.
3:00	Review	Class to join Teams classroom to show their work. They will receive feedback during the lesson or they will be asked to submit after using the Assignments tab.

Microsoft Teams

Microsoft Teams is a digital hub that brings conversations, content, assignments and apps together in one place allowing teachers to create vibrant learning environments.
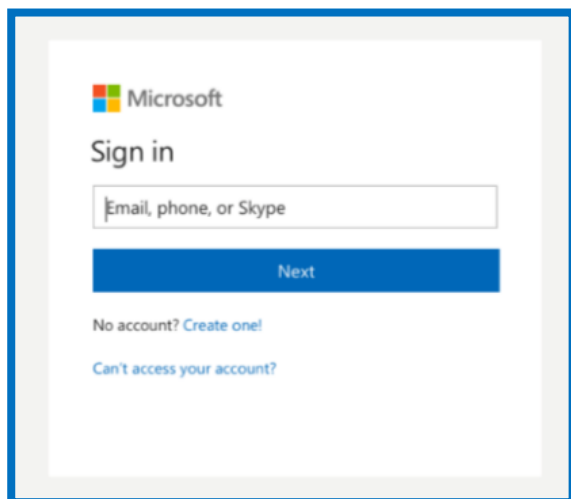
Why are we using Teams?

- Within Teams we are able to host live lessons where the children can talk to their teacher.
- As Teams is password protected it is secure to use.
- Work can be assigned and submitted within the virtual classroom. Teachers are then able to feedback within the same area of Teams.
- Class teachers can share files within the Teams virtual classroom
- Notifications can be sent by the class teacher to alert pupils to work assigned or files shared
- Pupils gain free access to Microsoft educational software like PowerPoint, Excel and Word.
- Pupils can discuss classwork / collaborate on class projects
- It will encourage our students to be more digitally literate. Many places of work, colleges and universities are working with Microsoft Teams or similar products

The following instructions will help you to get started on Teams.

Accessing Teams

Search online 'teams.microsoft.com' or download the Teams app on your mobile or desktop by visiting aka.ms/getteams.

Pupils will then need to login with their email address and password. Your child will come home with these details in a letter.

The Team ('classroom') that your child is in will then appear on the screen. Click the Team square to enter.
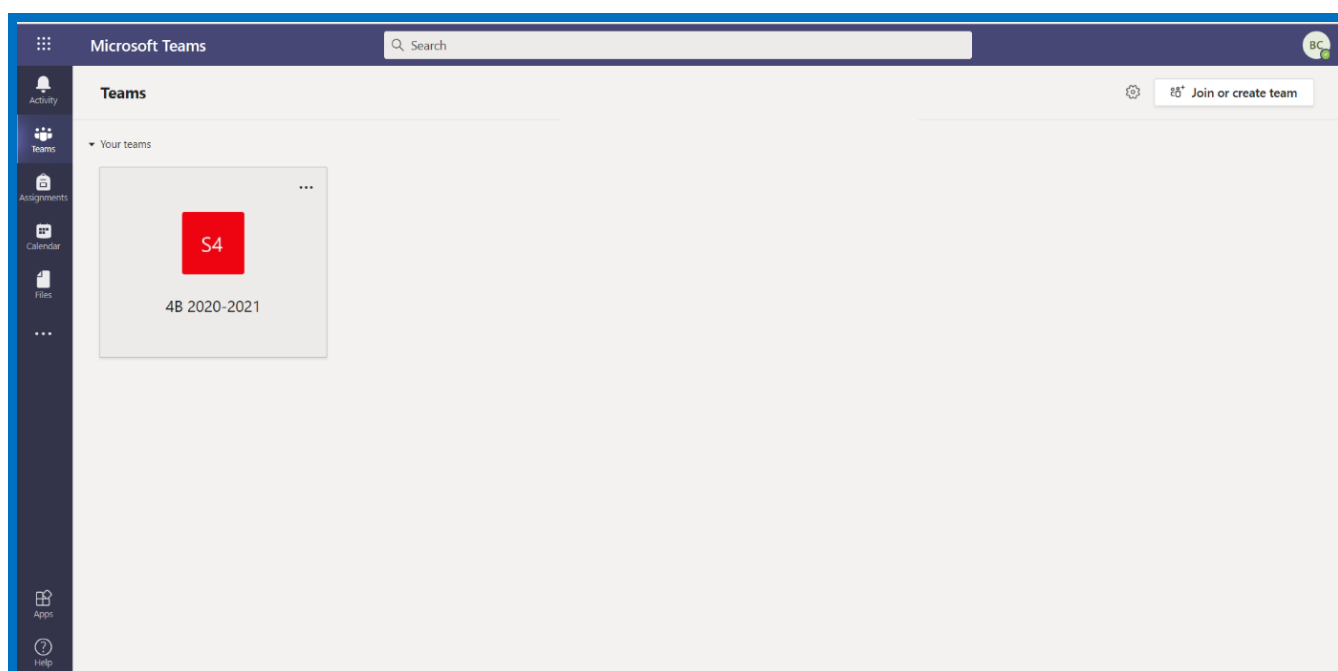
When you are in the Team's general area, it will look something like this:
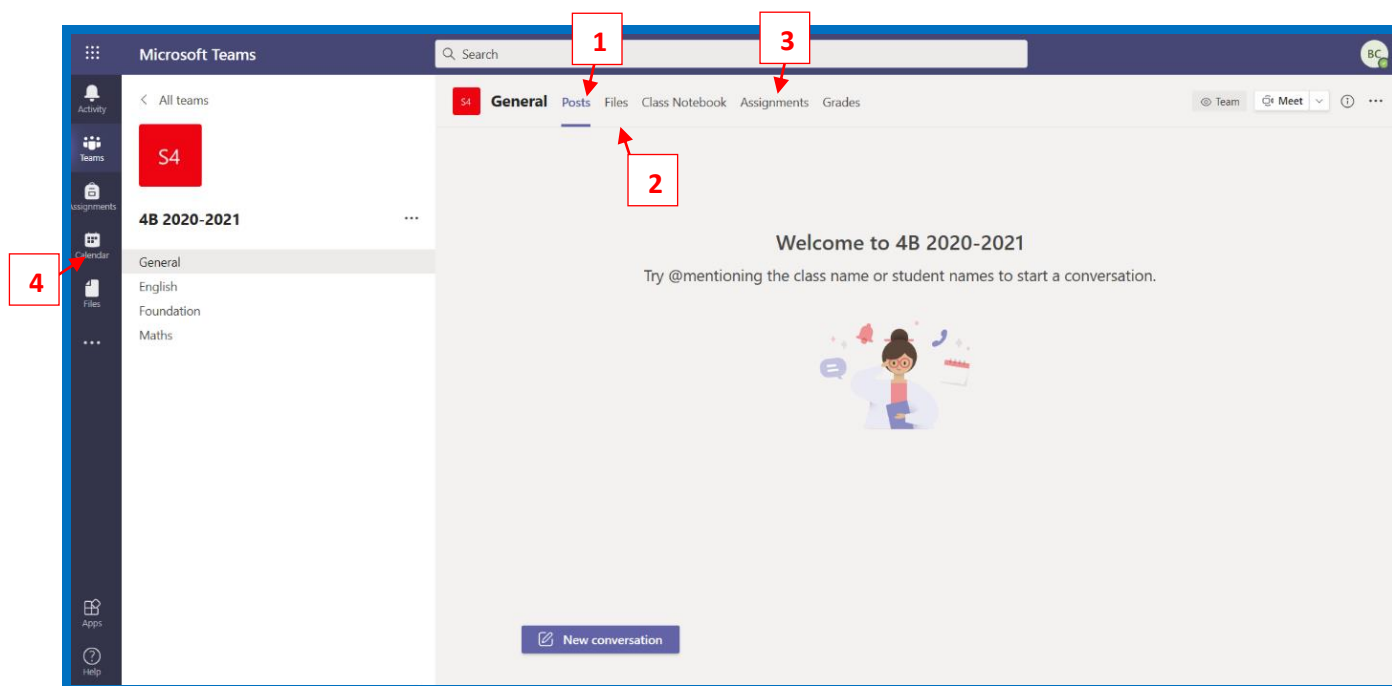
You will have following features available to you:

1 **Posts:** this tab is where pupils can post questions to the class teacher or where class discussions can be facilitated. In order to write a message, pupils need to write their message where it says "new conversation" and click on the send icon.

2 **Files:** if you click on the 'File' tab at the top of your class page, pupils can find any files that their class teacher has shared with them. This might include ideas for activities to do when they are finished with a task or support resources for different areas of the curriculum.
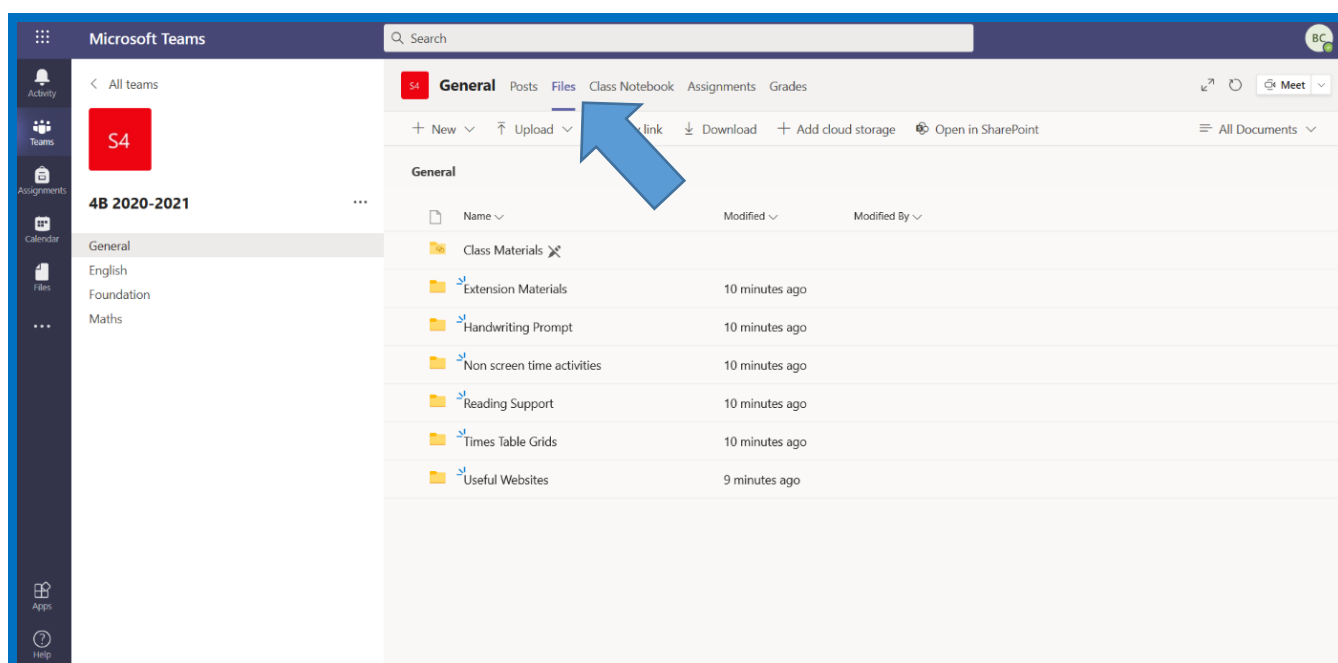
3 **Assignments:** this is where the work is set. You can find the work by navigating to the 'Assignments' tab in the General channel of their class team, then selecting an assignment.
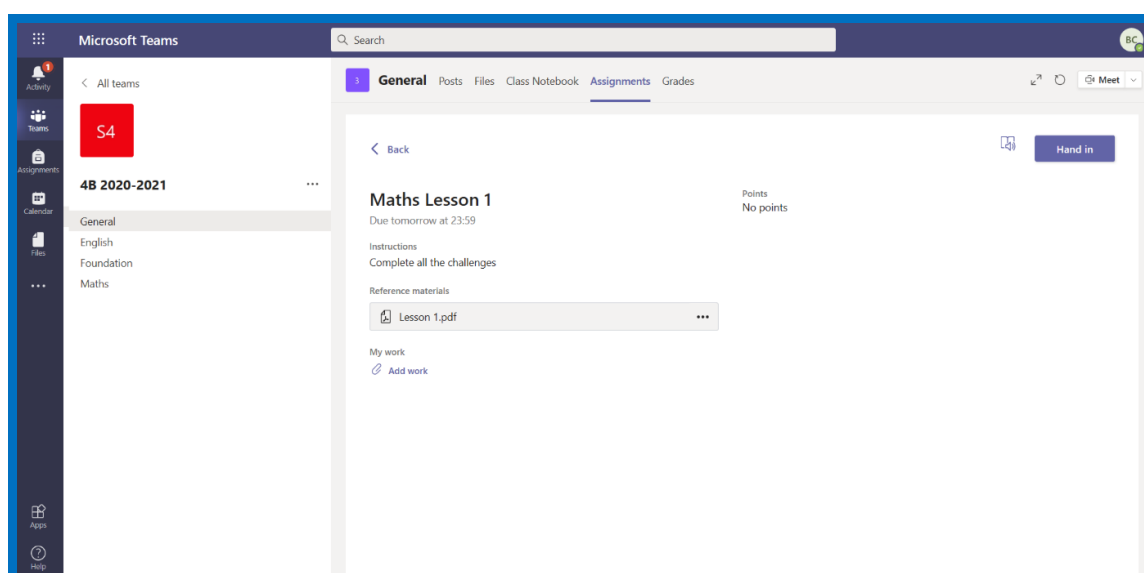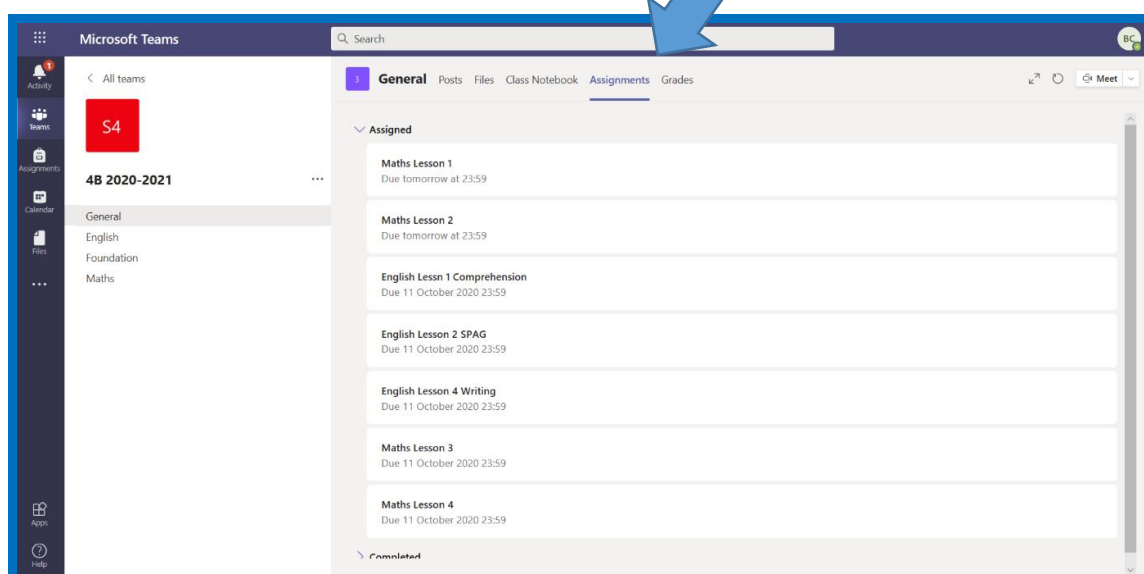
By default, assignments you haven't turned in yet will display by order of due date under the assigned arrow. Select 'Load previous' and 'Load more' to browse the list. Assignments you haven't opened yet will have a bold title.

Certain pieces of work will need to be submitted. In the description of the task it will indicate whether it needs to be submitted. Your class teacher will also discuss this in the live lessons. Any work submitted will be given written feedback. We will aim to do this within 48 hours.

In order to submit work, the pupil will need to select an assignment and then '+Add work'. They need to choose the file they want to upload and then click 'Turn in'

If the work does not need to be submitted pupils can clear the tasks. They can do this by clicking 'Turn in' without any file attached.

In order to view feedback from the teacher, pupils need to select the dropdown arrow to view your completed assignments.

Uploading work and viewing feedback.

1. Select the 'Teams' icon on the left menu bar
2. Click on the 'General' channel
3. View and submit work in the 'Assignments' area
4. View feedback from your teacher in the 'Grades' area
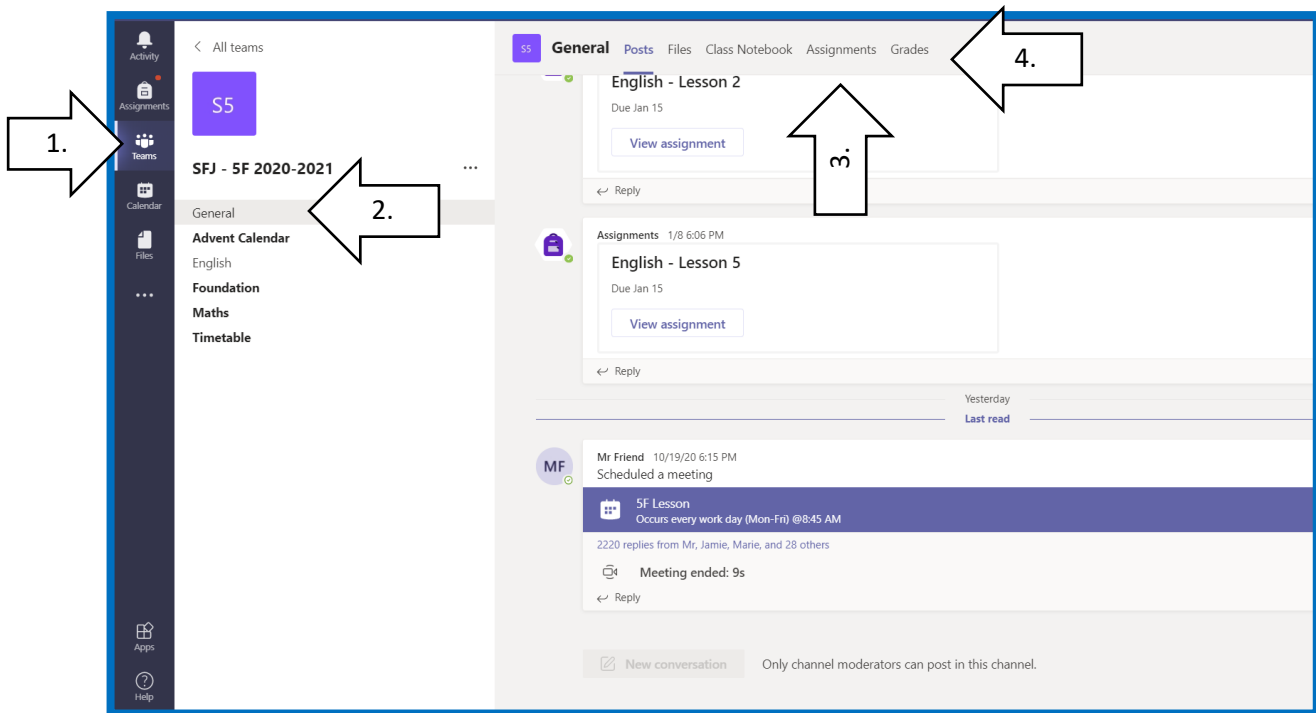
Submitting work

After selecting the 'Assignments' tab and finding the lesson you want to submit your work for, you will see a screen that looks similar to the one below.
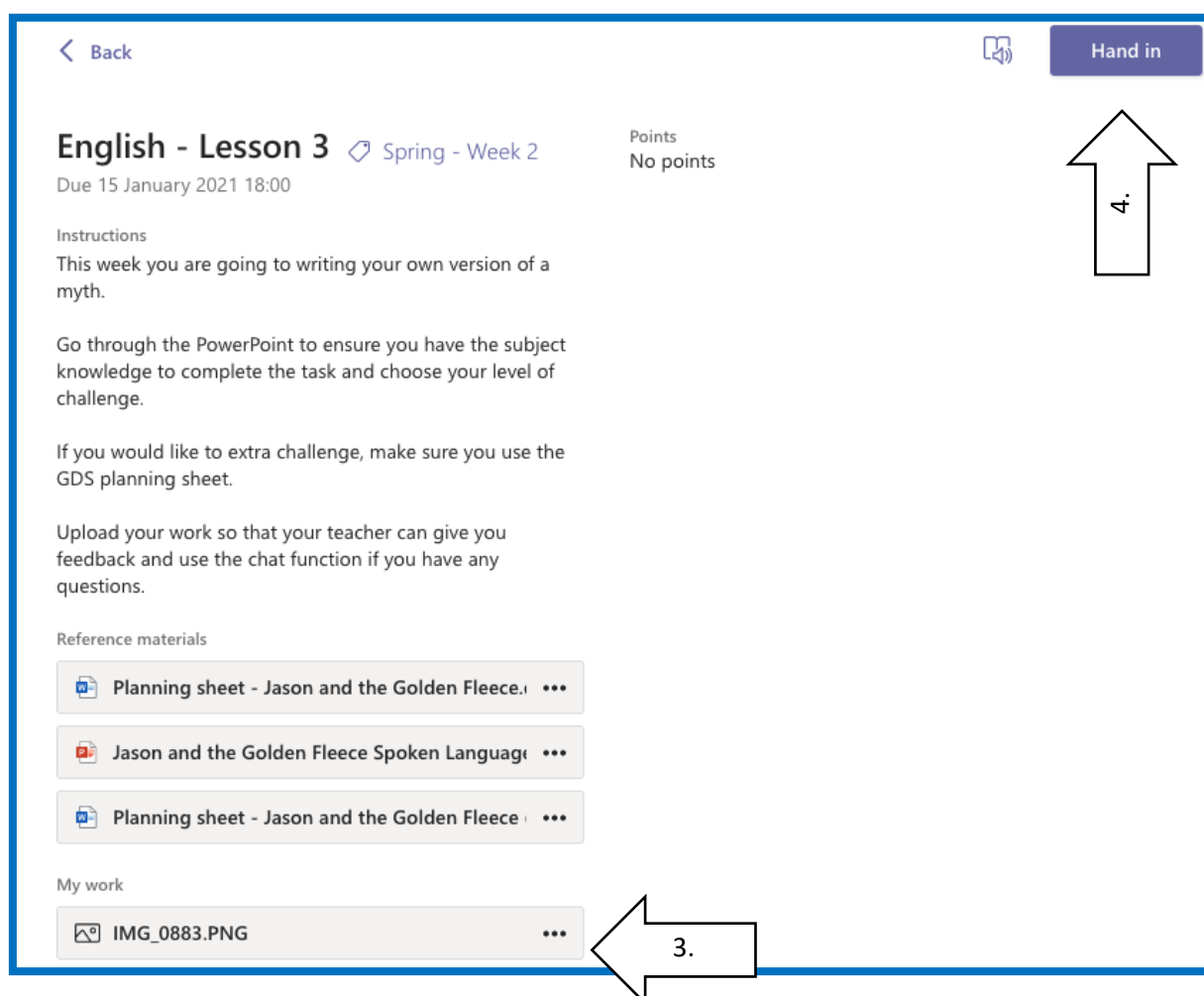
1. Select 'Add Work' to upload your work
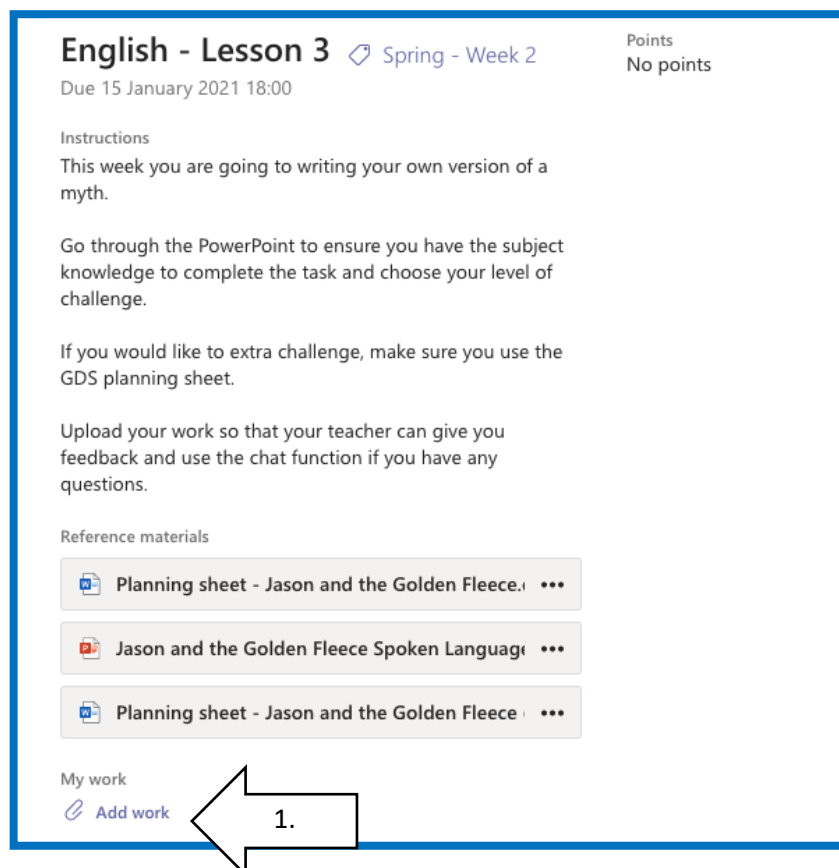
2. Select 'Upload from this device' and then locate the picture or document you wish to upload to your assignment page
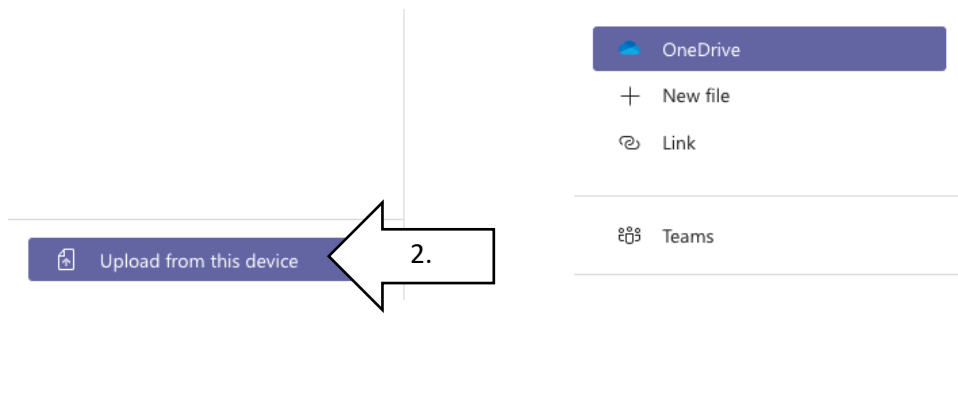
3. Check that your file is listed under the 'My Work' heading.
4. Select 'Hand In' or 'Turn In' at the top of the screen

Accessing Feedback

1. Select the 'Grades' tab from the top menu of the 'General' Channel
2. Scroll down to find the assignment that you wish to view your feedback for.
3. Select the 'Toggle Feedback' button to view your teacher's comments

Yesterday	PSHE - Personal Go...	⊘ Not handed in		No points
Yesterday	Properties of Mater...	👁 Viewed		No points
Yesterday	Maths Lesson 5	⊘ Not handed in		No points
Yesterday	Maths Lesson 4	↩ Returned	[+]	3.
Yesterday	Maths Lesson 3	⊘ Not handed in		No points
Yesterday	Maths Lesson 2	⊘ Not handed in		No points

It will look something like this:

4 **Calendar**: This is where meetings with the teacher will be found. When there is a lesson to join, you will see this in your calendar. Click the lesson (in a purple box):
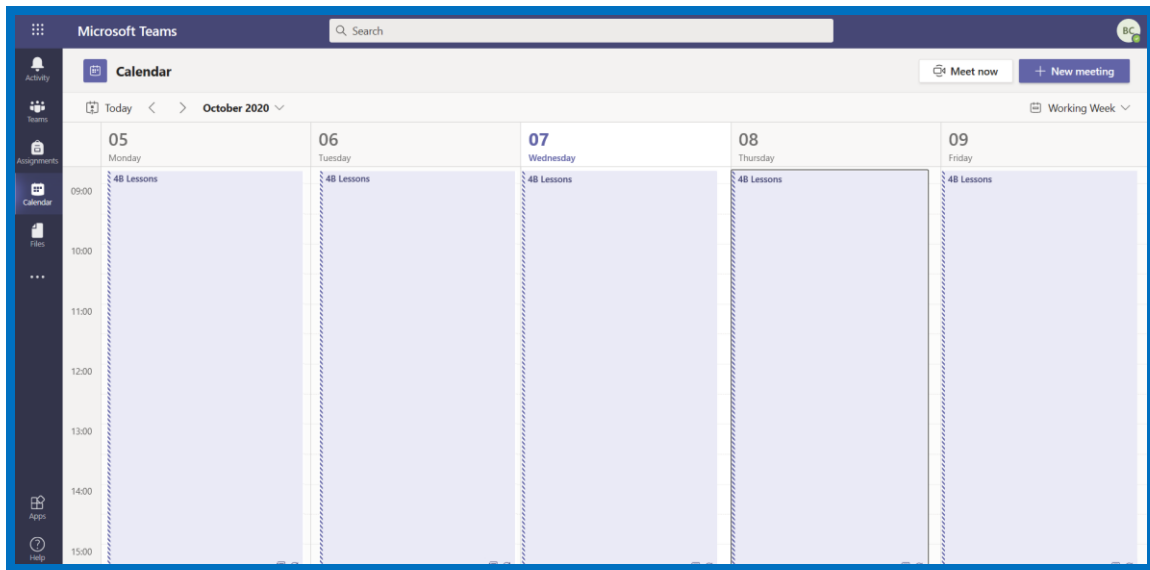
You will then have a message appear where you can click 'Join'.
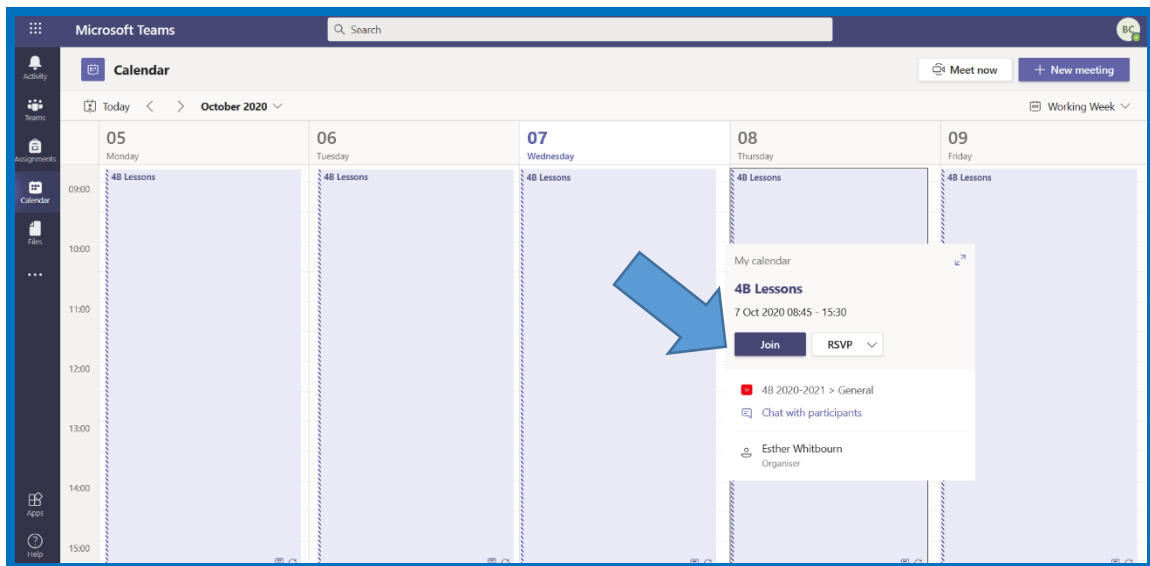
Or if you double click the lesson you will see this message. Then click 'Join Microsoft Teams Meeting'.
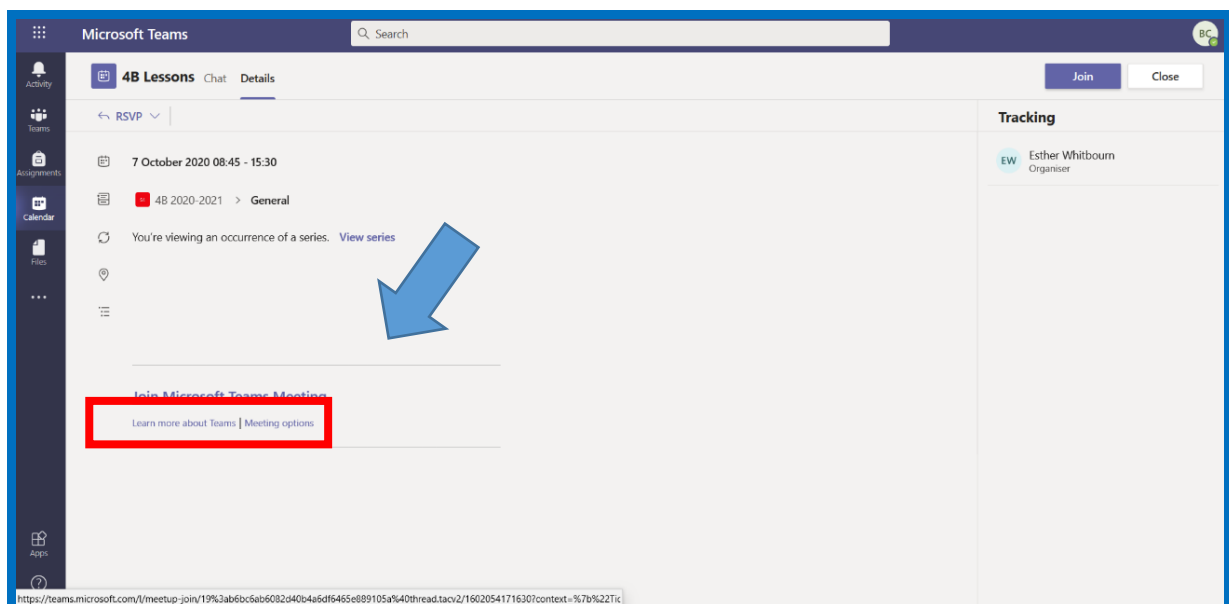
A new window will open and you need to click 'join now'. You will need to be admitted into the room.
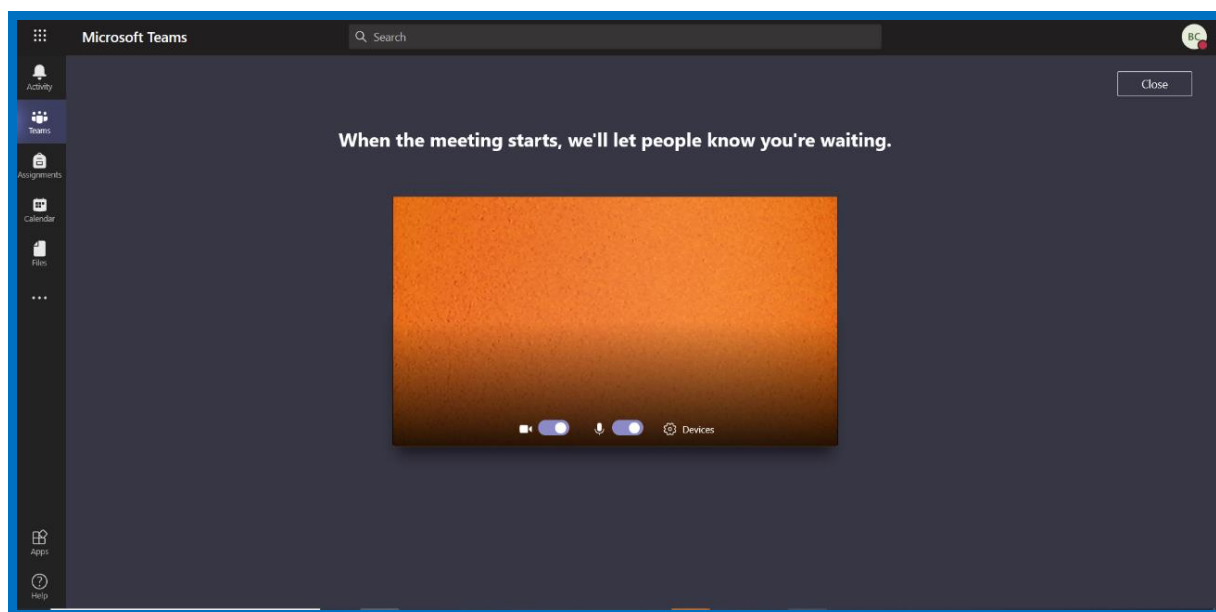
Once you are in the class, on the screen will be your toolbar:

| Raise hand function | Camera | Microphone | Hang up and leave lesson |
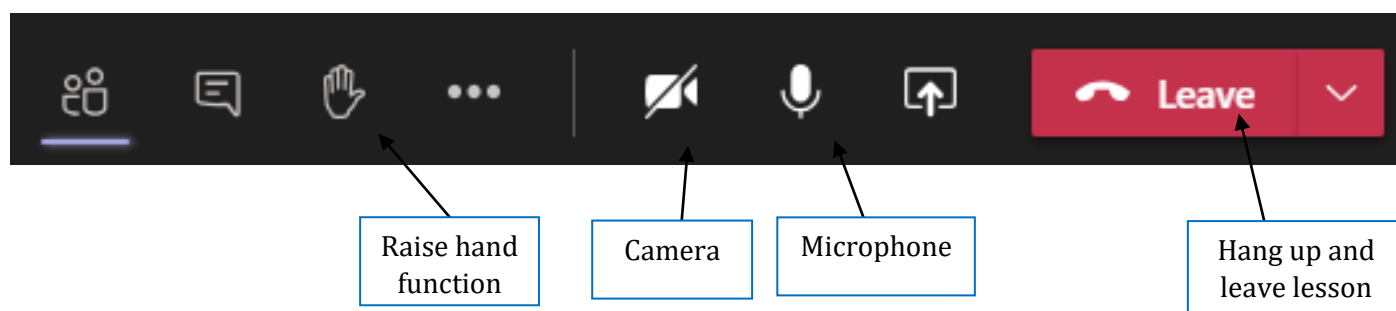
In the lesson, your teacher will talk to you, ask questions, listen to your answers and share their slides (just like they do in a normal lesson).
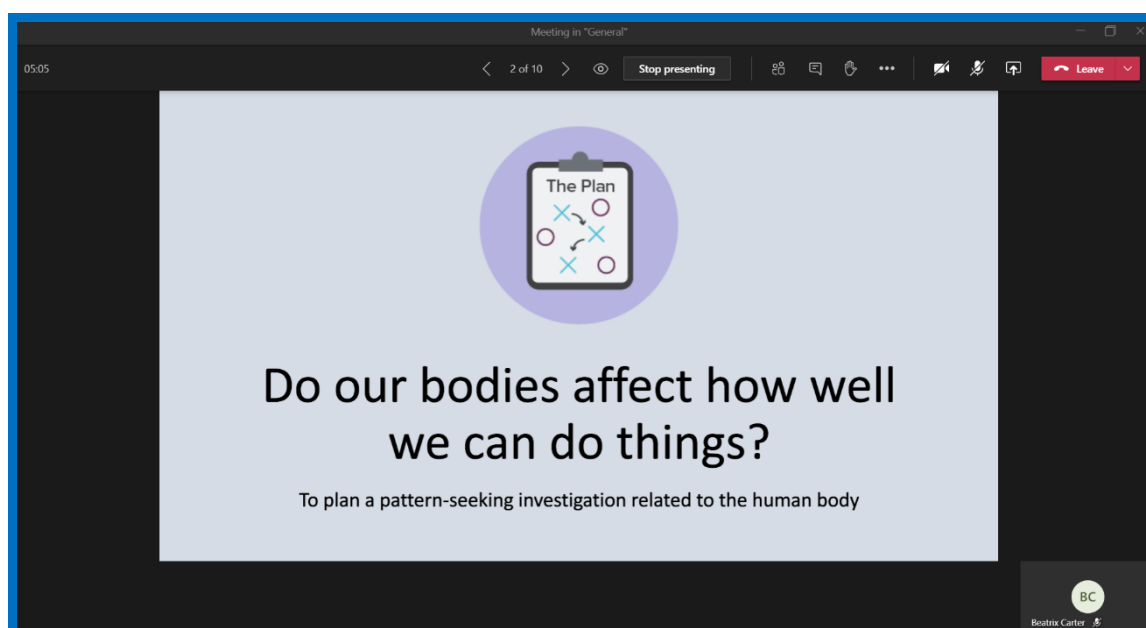
Sometimes, they will write on a whiteboard:
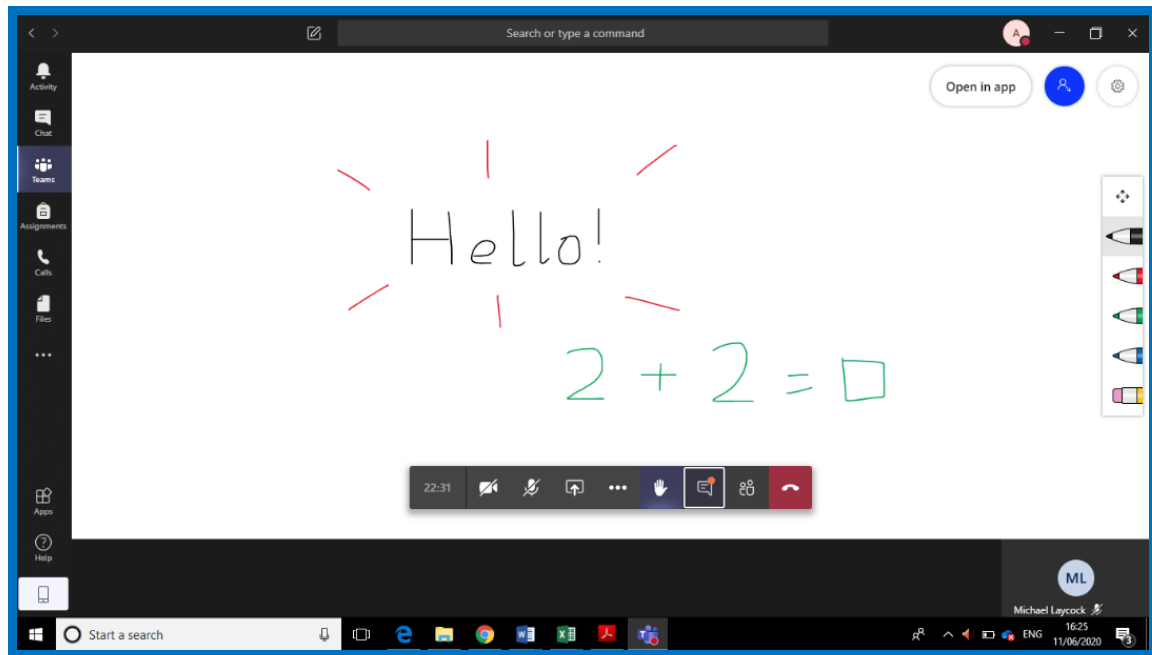
When the lesson is finished, please press the red telephone button to leave the lesson

Frequently Asked Questions

What are the best devices for my child to use with Office 365?

As long as devices are connected to your home internet, Microsoft Teams will work on your home computer, laptops, tablets and even on a mobile phone.

What happens if we do not have access to enough devices?

Please contact the school office to discuss this further.

What do I do if my child finishes the work assigned?

They should then complete the following tasks:

- Assigned tasks in Mathletics. Once these tasks are completed, they are free to explore the platform further.

- Learn the allocated set of spellings on Readiwriter
- Explore the 'Additional Online Resources' found on the school website
- Explore the additional resources found in 'Files' tab within your virtual classroom
- Read: we have recommended that whilst your child is at home they are reading for at least 30 minutes a day. This would also include phonics (additional support with this can be found in 'Additional Online Resources' on the school website)

How can my child gain access to Teams, Mathletics, Readiwriter or Times Table Rockstars?

Your child's log in was supplied in a letter sent home. If you do not have this please contact the school office.

How will my child's progress be monitored?

We will be able to monitor the children's progress during each Teams classroom call, work submitted online using the assignments area of Teams and any assessment material completed. In addition to this, the online learning platforms of Mathletics, Readiwriter and Times Table Rockstars will be monitored remotely by teaching staff. We will be able to track pupils' progress and see how long a child has been using the platform for. We will be able to assign/reassign work to pupils if we feel it is necessary. Infant children can continue to explore these areas, as before, and enjoy the learning activities and games.

The children can also monitor their own progress as follows:

In Mathletics:

In the 'My Progress' section, your child is given all the tools they need to check the progress of their own learning. A visual representation of their results is displayed clearly with a familiar traffic light system. Red activities indicate areas where students need further support, yellow shows that a student is grasping a concept or skill and green areas indicate they have achieved a high level of understanding. To target areas with specific score, pupils can click the eye icon below the progress bars to view a list of activities with the results in that range.

In Readiwriter:

Pupils can check their progress in 'My Results'. This section shows all the words that the pupil has answered correctly and incorrectly. If the pupil selects the word from the incorrect list it will take them to 'Word Training'. If they then spell this word correctly three times it will move to the correct list. Pupils also keep track of their progress in the 'My Scorecard' section. This will help them see their progress and achievements across all the different areas of Readiwriter.

What if I have an issue with the online learning platforms?

If you have any difficulties with accessing the work set, you can email **sfsremote@sfet.org.uk** and a member of staff will aim to respond to your query within 24 hours. Additional support on using Mathletics and Readiwriter can be found at: https://www.south-farnham.surrey.sch.uk/page/?title=Homework+%26%23160%3B&pid=31. This includes a parent pack for each programme with a step-by-step guide on their usage.

Is the school website still being used?

Yes, on our website (within Children's Area) we have the following:

- links to other online websites in 'Additional Online Resources' which can be used to supplement pupils' learning.
- an area dedicated to reading. The children will be expected to read for a minimum of 30 minutes per day and support with this can be found within this tab. Here you will find prompts for questioning, reading challenges and 'Surprise Storyteller' videos. Each week there will be a number of surprise storytellers and the children can even be one themselves by sending in their video to sfsremote@sfet.org.uk
- Ideas for non-screen activities
- Celebration of home learning (pictures and videos shared by parents)

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

Any children self-isolating will receive the same Teams work as stated above. Parents will need to notify the school (via the office) if their child would like to access the morning live lessons. The pupil will join the lesson as described above but the class teacher will be delivering the lesson to the class in school.

What are the guidelines for my child's use of Teams?

There are several key guidelines that we will be following in order to ensure positive online behaviours on the school digital platforms. These include:

- Children behaving in a courteous manner with their peers and teachers while online.
- Children having adequate time away from devices and that they have enough opportunity for physical activity.
- Children participating in live lessons in an appropriate place in their house (avoiding their bedroom if possible)
- Children wearing school-appropriate attire (i.e. not pyjamas) when in live lessons

Thank you for your support.