



OLD BUCKENHAM PRIMARY SCHOOL & NURSERY

Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

Pupils will have access to key resources for learning on our school website via the class coronavirus pages. Teachers will upload work for Maths, English and another subject (according to the class timetable). A brief explanation of the activity and the learning will be available. Links to key resources will be accessible, including PowerPoint presentations, links to videos to model key learning points, useful websites as well as any worksheets needed to support recording of work.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example:

- Music: pupils will not have access to a vast range of musical instruments to play at home as they would in school. For this reason, learning a skill such as to play tuned and untuned instruments musically cannot be taught in the way they would if our pupils were in school. Instead, skills such as this will be taught in a different context where possible or will be left to be taught when the school is open again.
- PE: skills such as participating in team games, developing simple tactics for attacking and defending will not be possible to deliver. As a result, the sequence

of learning has been reviewed to reflect this being taught when the school is fully re-open. Swimming cannot be taught at this time.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Key Stage 1	3 hours a day on average
Key Stage 2	4 hours a day

Accessing remote education

How will my child access any online remote education you are providing? We have chosen to use Microsoft Teams as our digital platform. Every child has their own unique username and password which allows secure access to all the resources and information required to fully engage in the learning set by their class teacher.

Each day, there will be at least 3 'live' sessions for your child to attend. The purpose of these sessions is for teachers to maintain a regular dialogue with every child as they would in school, as well as to explain the learning for that day. These sessions will also incorporate time for feedback from both pupils and the teacher. A particular skill may also be modelled depending upon the subject being introduced.

In addition to this, there may also be a timetabled session for your child to attend where they will work as part of a smaller group. These sessions will have been organised in response to your child's class teacher's ongoing assessment of their work completed so far. Through attendance, your child may have an opportunity to be given further support from an adult, just like they would if they were in class at school.

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- Any pupil who is entitled to a laptop or tablet as per the DfE's guidance will be contacted directly by the school to confirm if a device is required. This will be loaned by the school and a loan agreement issued for the parent/carer to sign.
- Where possible, parents/carers can come directly to the school to pick up a laptop or tablet at an agreed time, ensuring that safe space is maintained. If a parent/carer is unable to visit the school e.g., they are shielding/isolating due to COVID-19, a member of staff will deliver the electronic device to the child's home. Contact will be made to agree a suitable time and measures will be put in place as to how this item can be delivered safely. Please contact the school office either via email or by telephone.
- If specialist support and equipment is required for your child, you may be able to access help with funding through [Family Fund](#).
- We recognise that there are some families who are not 'entitled' to a laptop as stated above but may still not have suitable online access at home. The school will do its best to loan as many devices as it can according to availability. Please contact the school office via email or telephone if you require this support and we will do our best to help you.
- The DfE's guidance '[Get help with technology during coronavirus](#)' provides information regarding support which is available for disadvantaged pupils who need help with internet access. In this case, your mobile provider may be able to help you by increasing your data allowance. Should you need further help, please contact the school office via email/telephone. We do have several free Vodafone SIM cards with data available: these can only be used if you are with Vodafone currently.
- If you require a device that will enable an internet connection (for example, routers or dongles), please contact the school via our office email or by telephone. Families of disadvantaged pupils are entitled to this support; we will be able to signpost other families as to how you may access support with this.
- If you do not have online access e.g., the broadband in your area is limited, we will provide you with printed materials each week. Please liaise with your child's class teacher regarding this, including where possible, arranging a suitable time to collect these materials yourself. If you are unable to leave your home to collect these resources, a member of staff will organise a suitable time to deliver them to your house, always maintaining safety.
- Pupils who are unable to access work online can submit their completed work at the same time as they collect the next set of resources for the following week's learning. If it is not possible for you to leave your home, please discuss with your child's class teacher a suitable way of sharing your child's completed work. This could include mailing work or if possible, taking pictures of work completed on your phone and emailing across.

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

- live teaching (online lessons)
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have at home.
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences.
- long-term project work and/or internet research activities (as per the [schools full opening guidance](#), schools full opening guidance, schools are expected to avoid an over-reliance on these approaches)

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

Old Buckenham Primary School and Nursery are fully aware that these are exceptional times. Each family is unique and because of this, should approach home learning in a way which suits their individual needs.

As a school we have devised a routine for children and parents which will be shared as a timetable that is uploaded onto Microsoft Teams every Monday by 8.30am each week. Parents should support their child's learning by using this timetable as a means of organising routines for each day at home.

We expect attendance of pupils at each 'live' session that has been planned for them by the class teacher. If you are unable to ensure that your child attends a session on a particular day due to family circumstances at home, you must communicate this by email with your child's class teacher.

Parents must upload any work completed by their child into their child's folder on Microsoft Teams. Older children will be able to do this independently; in this case, parents of these children should check that their child has uploaded the work. Teachers will monitor work being completed.

Any enquiries that parents have regarding learning should be emailed to the class teacher using the home learning email address. Teachers will respond to these emails as soon as possible: the hours that they are available from are 8.30am – 4pm. Teachers are not expected to respond to emails outside of these hours but may wish to do so.

Where teachers are delivering live lessons, parents should not make comments, they have the email system for this purpose. Should this be an issue, teachers have been instructed to report this to the Headteacher.

As a school we have produced a code of conduct for working remotely. This has been emailed to all parents and carers and provides clear guidance with regards to expectations. Please ensure that you have taken the time to discuss this with your child.

[EYFS Code of Conduct Jan 2021](#)

[Y1-Y6 Code Of Conduct Jan 2021](#)

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

A register is taken daily which monitors your child's attendance of the live sessions.

A register is also maintained by each class teacher monitoring pupils completion of assignments set.

The Headteacher collects these registers every week for monitoring. A weekly meeting is also held between each teacher and the Head where the engagement of pupils working remotely is discussed and any pupils that teachers are concerned about will be voiced.

Where engagement is a concern, in the first instance, the child's class teacher or teaching assistant will make contact by email and/or phone. This is largely to enquire if there are any issues and if there is any support that may be needed to help improve engagement e.g., need of a laptop/tablet.

Should this not improve, then the Headteacher will make contact by telephone. Part of this conversation will be focused on how the school can further support you and your child with remote learning.

In the event of no engagement and the school being unable to contact you, a visit will be made to your home by a member of staff, usually the Headteacher.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked

automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

- At least one piece of work submitted in each subject will be given written feedback through Microsoft Teams every week.
- Ongoing assessment to inform planning for learning will continue for example, through teachers' questioning pupils, online quizzes, as well as the discussions which occur in each live lesson.
- Pupils may receive feedback through the 'chat' on Teams, however, care will be taken to ensure that individual feedback can only be seen by the relevant pupil and not by the whole class.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- Your child's class teacher or teaching assistant may deliver small group sessions. These groups will usually consist of at least 2 pupils. There will be opportunities for modelling strategies and concepts as well as explaining an activity further/ scaffolding the learning so that a child can then complete a task.
- In some cases, it may be appropriate for a child to have a 1:1 session with an adult online due to a particular need. We will seek permission from a parent/carer in this instance. A risk assessment will have also been completed.
- Some of the activities will also be differentiated as normal. Different resources may be provided and shared through your child's folder on Teams.
- Concrete materials such as a whiteboard or number line may also be provided by your child's class teacher to support. A convenient time for collecting these resources will be organised should this be needed.
- We realise that pupils in Reception cannot sit at a computer for their learning like the older pupils. For this reason, the organisation of Remote Learning has been adapted:
 - A weekly 'Remote Learning overview' is uploaded at the start of each week which explains the outline for each day including where there are live sessions and where recordings are being used.

- Each day, a home learning planner is uploaded onto Teams. This includes information regarding the learning challenges set for children in Literacy, Maths and the wider curriculum. There is also clear guidance for parents as to which resources should be used for the different learning activities as well as what work should be submitted and when this is expected by the teacher.
- During the sessions where video recordings are to be used, the Reception class teacher will also have organised a time to meet with each child and parent/carer to have a video call. This is an opportunity for parents/carers to ask any questions regarding their child's learning and the activities as well as for the class teacher to provide support and assess as to how the learning is going.
- Activities for children in Year 1 will be carefully planned so that there is not too much screen time. For each subject being learnt, an information sheet explaining the activity and helpful suggestions as well as links to resources will be available in the class materials folder on Microsoft Teams. There will be live sessions every day and engagement will be monitored.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

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

The class teacher will upload worksheets onto Microsoft Teams between 3pm-5pm the day before to allow parents to see the learning materials prior to supporting their child.

The teacher will decide what materials are most appropriate for the individual child.

If teaching input is required for core lessons, the teacher can either direct the parent to a relevant Oak National taught session where appropriate the teacher could upload a pre-recorded video demonstrating a particular skill onto the class page on the school website. Non-core lessons and resources will be uploaded to the class materials folder on Microsoft Teams.

If available, the class TA may check in on the individual pupil before the end of the school day. Some written guidance about how to engage with the activity at home may also be provided.