



Google Classroom



St. Stephen's C of E Primary School Remote Learning Plan

January 2021

THIS DOCUMENT DOES NOT RELATE TO CHILDREN WHO ARE OFF SCHOOL DUE TO BEING UNWELL.

If your child is not well enough to be in school, they will not be set work by their class teacher and they will not be expected to complete work at home. As per our usual procedures, when a child is not well enough to be in school, then they will not be expected to complete learning at home. Access to all normal online platforms are available at home if you wish for your child to use these during these circumstances.

In order to ensure that learning is continued, irrespective of lockdown and self-isolation, St. Stephen's C of E Primary School has developed the following plan. This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources or the opportunity to borrow a school chromebook on a lease basis if possible

This plan will be applied in the following instances:

1. An individual is self-isolating because of a positive test within the household;
2. An individual is awaiting test results but is feeling well enough to work;
3. A sibling is self-isolating and is well enough to work;
4. A group of children are self-isolating because of a case of coronavirus in the bubble;
5. A whole bubble or cohort is self-isolating because of an outbreak of coronavirus

The plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#).

Software and online platforms

Within all plans, teachers will set appropriate work in-line with our current curriculum, primarily supplemented by a range of resources provided by Oak Academy and White Rose Maths.

Children will remain in contact with their class teacher through Google Classroom (Y1 -6) where learning resources and / or pre-recorded teaching videos will continue as per last academic year. Pre-recorded videos, from the teachers, *will only be available if a whole class or year group is self-isolating*. In Reception Class, Tapestry will be used to continue with each child's online learning journal in which all stakeholders can continue to contribute about all aspects of the child's learning, allowing both pupil and parent voice.

Oak Academy has been selected to support remote learning for a number of reasons. The Oak Academy lessons are in-line with our teaching ethos - they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice. The online lessons are free to all and offer a recorded taught session so that the children can access physical teaching from a teacher and then access work relating to that lesson within

the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support. Class teachers are to use the lessons in the classroom so children are familiar with the platform.

White Rose Maths resources will be used as they are matched to our current maths curriculum model. Children are very used to seeing these resources.

Readwriter, Accelerated Reader, MyOn, Bug Club (EY/KS1) Mathletics and TT Rockstars will all be utilised to support the acquisition and retention of basic core skills.

Google Classroom will support school in offering true online learning with the opportunity for the children to communicate with their teacher through comments on their class streams and individual pieces of work. We encourage all children to regularly check the class stream for their morning message and important updates from their class teachers. In Reception, Tapestry will remain in use as the communication element has already proved to be invaluable. Teachers and parents will be able to message one another to share information and offer support. **Please note that when individuals are self-isolating - teachers will only be able to view the stream after school hours as they will be teaching during the day.**

In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that St. Stephen's C of E Primary School makes that provision available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching staff need to be familiar with them):

- Google Classroom
- Readwriter
- Mathletics/TT Rockstars/Numbots/White Rose
- Accelerated Reader
- Bug Club online reading books (EY/KS1)

If a child is isolated from school i.e. the child is sent home from school to either receive a test or self-isolate as someone in the household is being tested, they will leave school and can expect teaching and learning to be available on their Google Classroom after 24 hours. In the meanwhile, children can complete homework and other activities posted by the teacher. In addition, children will have immediate opportunity to continue their learning via the online platforms e.g. mathletics

Remote Learning

The initial response to any isolation will be to provide children with access to their usual online platforms. . This also applies in the case of whole cohort isolation. This measure will afford teachers a short time to prepare their remote learning resources. The next school day, children will be expected to log on to their Google Classroom where they will follow their remote learning timetable.

Please note: If the child does not have a device at home to allow them to access home learning, arrangements will be made with the school office to borrow a chromebook and charger.

Outline of Remote Learning Scenarios

Pupil needs to isolate because someone in their household is symptomatic or tests positive	
Ongoing Support	Safeguarding/SEND

<p>Using Google Classroom, the class teacher will upload learning before 8pm 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 and set this accordingly on their classroom.</p> <p>If teaching input is required for core lessons, the teacher can either direct the parent/ child to a relevant Oak National taught session, BBC Home Learning or White Rose Maths.</p> <p>Where possible, class teachers will stream directly to the isolated child at the same time as teaching to the rest of the class via Google Meet. This will be recorded so the child can access later if the internet does not allow access.</p> <p>The teacher will provide feedback about work on Google classroom. The child may be expected to edit work.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to info@st-stephens.richmond.sch.uk</p> <p>If children are entitled to benefit-related FSM, packed lunches will be available for pick up at lunchtime.</p> <p>If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS).</p> <p>If a child does not engage, the Class teacher is to call the parents to discuss obstacles and support. This is to be communicated to phase leaders and logged on CPOMS if any concerns arise about teaching and learning.</p>
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An individual is symptomatic and awaiting test results. This will only apply if the child feels better and is still awaiting for a test	
Ongoing Support	Safeguarding/SEND
<p>Using Google Classroom, the class teacher will upload learning before 8pm 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 and set this accordingly on their classroom.</p> <p>If teaching input is required for core lessons, the teacher can either direct the parent/ child to a relevant Oak National taught session, BBC Home Learning or White Rose Maths.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to info@st-stephens.richmond.sch.uk</p> <p>If children are entitled to benefit-related FSM, packed lunches will be available for pick up at lunchtime.</p> <p>If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS).</p>

<p>Where possible, class teachers will stream directly to the isolated child at the same time as teaching to the rest of the class via Google Meet. This will be recorded so the child can access later if the internet does not allow access.</p> <p>The teacher will provide feedback about work on Google classroom/ Tapestry. The child may be expected to edit work.</p>	<p>If a child does not engage, the Class teacher is to call the parents to discuss obstacles and support. This is to be communicated to phase leaders and logged on CPOMS if any concerns arise about teaching and learning.</p>
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A group of children are self-isolating because of a case of coronavirus in their class bubble

Ongoing Support	Safeguarding/SEND
<p>Using Google Classroom, the Class teacher will upload learning before 8pm 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 and set this accordingly on their classroom.</p> <p>If teaching input is required for core lessons, the teacher can either direct the parent to a relevant Oak National taught session, BBC Home Learning or White Rose Maths. Where possible, Class teachers will stream directly to the isolated child at the same time as teaching to the rest of the class via Google Meet.</p> <p>Once the modelling is complete, if available the TA will check the isolating child's understanding before ending the Google Meet to allow the child to complete the work.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to info@st-stephens.richmond.sch.uk</p> <p>If children are entitled to benefit-related FSM, packed lunches will be available for pick up at lunchtime.</p> <p>If children are vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS).</p> <p>If children do not engage, the Class teacher is to call the parents to discuss obstacles and support. This is to be communicated to phase leaders and logged on CPOMS if any concerns arise about teaching and learning.</p>

A whole bubble/cohort of children is isolating because of an outbreak of coronavirus

Ongoing Support	Safeguarding/SEND
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Teachers will pre-record a video for the children which will be posted on their Google Classroom before 8pm the day before remote learning begins. In this meeting the teacher will discuss the remote learning arrangements and expectations. Teachers will also share a timetable of learning – this will consist of core subject lessons, a non-core lesson and opportunities for specialist teacher subjects where possible.

Using Google Classroom, the Class teacher will upload learning before 8pm 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 and set this accordingly in their classroom. Teaching assistants will be able to support the Classteacher in identifying resources.

PPA will be on a Wednesday afternoon. During this time, class teachers will not be available on children’s Google Classrooms. The usual online platforms and the reading for pleasure session will be timetable (or class teachers will make use of the Oak National Academy materials).

Class teachers and teaching assistants will access the Google Classrooms / Tapestry throughout the day to mark children’s work and provide individualised and targeted feedback.

Time will also be scheduled for the children to watch assemblies through the week; these will be delivered by a member of the church community, a member of St. Stephen’s staff and/or the Oak Academy resources available. This will encourage children to keep working, celebrate successes and promote a togetherness.

In the event of teachers becoming ill, support staff will be required to ‘takeover’ the Google Classroom with resources being identified by the other phase teachers or the class teacher’s year group partner.

In the event of a number of staff falling ill, we may need to halt google classroom until we can provide appropriate cover.

Parents notified so they know to communicate test results to info@st-stephens.richmond.sch.uk

If children are entitled to benefit-related FSM, packed lunches will be available for pick up at lunchtime.

If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS).

Those not engaging with home learning are to receive a phone call from a member of SLT to discuss the obstacles and the support needed by the family. This could then be followed up by calls from Liz Bachour if there are pastoral issues.

Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue via Google Meet as long as the agencies engage.

The SENDCO will share appropriate Oak National SEND lessons with teachers who will disseminate accordingly.

Example Remote Learning Timetable for whole bubble/cohort of children is isolating because of an outbreak of coronavirus

<u>Subject</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Reading	Independent reading and Accelerated Reader 2 x weekly reading lesson				

Spelling	Readiwriter				
Literacy	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5
Maths - Reasoning	Mathletics	Mathletics	Mathletics	Mathletics	Mathletics
	White Rose Maths	White Rose Maths	Gareth Metcalfe	White Rose Maths	White Rose Maths
Maths - Arithmetic	Arithmetic task	Arithmetic task	Arithmetic task	Arithmetic task	Arithmetic task
	10 minutes on TTRS	10 minutes on TTRS	10 minutes on TTRS	10 minutes on TTRS	10 minutes on TTRS
Topic	Lesson 1	Lesson 2	Free choice - fancy something extra?	Lesson 4	Lesson 5
Fancy something extra?	<p>Why not check out the following...</p> <p>You can always go online to the LGFL online resources - there's hundreds for you to explore!</p> <p>https://www.lgfl.net/learning-resources/</p>				

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. This is in line with DfE guidance.

Early Years	3 hours per day (including learning through play)
Key Stage 1	3 hours per day
Key Stage 2	4 hours per day

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?

During any period of remote learning, we ask parents to support their child in establishing the routines below. We understand that this may need to fit around parents working from home.

- All children should follow the daily timetable which is uploaded each week on Google Classroom.
- Access the morning message each day. This can be live at the allocated time or later (recorded). In this meeting the teacher will discuss the remote learning arrangements and expectations. This will include both core and non-core subjects.
- All children need to register online by 10.30am. The register link will be live each day in the classroom stream. The office will then be communicating via email directly to the parents of children who have not completed

the online register or notified teachers of any reasons for absence to check that they are all okay. It is mandatory for all children to take part in the online learning that is set.

- If children are invited to a live help desk, ensure that they attend. Please check for any messages from teachers daily.
- Any child can join the live help desk by using the sign-up sheet in their class tab.
- Before children begin new learning each day, children must check and edit the previous day's comments.
- Children are expected to fully engage and hand in the work set for each lesson on any day.
- When assigning any work in Google Classroom, the deadline for submission is at 3.30pm. We know that this may not suit some households e.g. those with working parents, households where there is only one device etc. however, there really never is such a thing as a 'late' submission. Any assignment turned in or marked done after the due date is recorded as late, even if children previously submitted the work before the due date
- Teachers and support staff will be monitoring online classrooms from 8.50 - 3.30, as per the normal school day.
- Using Google Classroom, the Class teacher will upload learning tasks by 8pm the day before to allow parents to see the learning materials prior to supporting their child.
- PPA (planning, preparation and assessment) will be one afternoon per week. Your class teacher will confirm the day . During this time, class teachers will not be available on children's Google Classrooms. The usual online platforms and the reading for pleasure session will be timetabled (or class teachers will make use of the Oak National Academy materials).
- Time will also be scheduled for the children to watch assemblies through the week; these will be delivered by a member of the church community, a member of St. Stephen's staff and/or the Oak Academy resources available. This will encourage children to keep working, celebrate successes and promote a togetherness and sense of community.
- Children/Carers will be expected to register their attendance online by 10.30 am. The register link will be live each day in the classroom stream. The office will then be communicating via email directly to the parents of children who have not completed the online register or notified teachers of any reasons for absence to check that they are all okay. It is mandatory for all children to take part in the online learning that is set. From previous experience, we have found that children who engaged less have dropped behind their peers.
- Class teachers and teaching assistants will access the Google Classrooms /Tapestry to mark children's work and provide individualised and targeted feedback before the next lesson in any subject.

Where can a parent/child ask for help?

Teachers will be checking for comments/questions in two places on the Google Classroom.

- Please comment underneath the daily morning message on the class stream.
- OR in the individual child's own piece of work comment section (this does not apply to Reception, who will be uploading work to Tapestry).
- Any child can join the daily live help desk by using the sign-up sheet in their class tab.

In the event of teachers becoming ill, support staff will be required to 'take over' the Google Classroom with resources being identified by the other phase teachers or the class teacher's year group partner.

In the event of a number of staff falling ill, we may need to halt google classroom until we can provide appropriate cover.

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

- At 10.30 am the virtual registers are checked by the office staff. Communication is then sent to class teachers regarding those who have not registered. Class teachers are alerted to this and will follow-up with a phone call, if necessary.
- If work is not completed on a regular basis, or a child does not register, our normal attendance processes are in place.

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

- Teachers and support staff will be monitoring online classrooms from 8.50 - 3.30, as per the normal school day.
- Class teachers and teaching assistants will access the Google Classrooms /Tapestry to mark children's work and provide individualised and targeted feedback before the next lesson in any subject. Some work is set as self-marking to provide children with immediate feedback.
- Children will respond to work through written means as well as quizzes, photographs, videos, video-clips, voice notes.

Additional support for pupils with particular needs

In term time Naomi Mulholland (SENCO) or a member of the Year group team will contact all parents of children with an EHCP, on a weekly basis by email, telephone or video call to ensure that differentiated home learning activities advice and planning are provided and are at the correct level as well as to give support if necessary around any emotional and wellbeing support. This will be agreed with parents.

- Differentiated work will be set by the class teacher as normal in line with children's IPPs. Other children in the class will not be able to see this differentiated work.
- Offer pre-recorded video learning sessions or live interventions depending on pupils needs
- Regular learning review sessions with T&LAs, class teacher or SENCo
- Planned google meets with child and a parent present. These meetings will be recorded.
- Staff will work with parents and child to produce Social Stories to support home school learning if difficulties arise
- Please let the class teacher know if you have any difficulties by using the year group email e.g. reception@st-stephens.richmond.sch.uk
- If you need advice around EHCP or SEN targets please email Naomi Mulholland, the SENCO at naomi.mulholland@st-stephens.richmond.sch.uk
- By pre-arrangement with the SENCo special equipment and resources to support at home is available for parents of SEN children, to collect from school or if needed it can be delivered. Please see the list below (this list is not exhaustive).
- Chromebook
- OT resources – balance ball, scooter board, Thera band and exercise booklet, chewy toys etc.
- Visual timetables, Wobble cushions, Balance balls and Thera bands
- Books

- Games
- Advice sheets form SaLT and OT
- Paediatric Therapies will do their very best where ever possible to ensure delivery of EHCP
- Child Well-Being practitioner Nicola Flaxman is available to offer support via phone, email or WhatsApp. To
- access this service - please contact Naomi Mulholland
naomi.mulholland@st-stephens.richmond.sch.uk
- Children Wellbeing Practitioner - The NHS department has produced a booklet for parents around children's
- anxiety that you can find on the well-being part of the school website, please see the link below as well as a YouTube video about managing children's anxiety, it has been emailed to all parents and a link put on the school website.
- Please check the school website for other wellbeing advice that has already been posted
 - under the SEND section at www.st-stephens.richmond.sch.uk/parentsupport
 - under the news and dates section www.st-stephens.richmond.sch.uk/wellbeing
- Every endeavour will be made to hold EHC Annual Reviews during this time. These meetings will be held remotely through Google meets.