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 if 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.

Please see our Remote Learning Policy available on our Remote Learning webpage for full and comprehensive details for all remote learning protocol.

The remote curriculum: what is taught to pupils at home

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

Your child is expected to engage with the home learning provided by the school through Microsoft Teams for the duration of their absence from school whether through self-isolation, imposed isolation or school closure requirement.

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 aim to teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we may need to make some adaptations in some subjects. For example, certain subjects such as Art, PE and Science may require specific tools or specific methods of work which cannot be replicated at home. Teachers and subject leaders will continue to follow skill progressions where possible and cover as many of these remotely as possible.

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:

Primary school-aged pupils (These are the minimum expectations as set out by Government Policy)	EYFS (N&R) – up to and including 3 hours KS1 (Ys 1,2) – 3 hours KS2 (Ys 3,4,5,6) – 4 hours

Accessing remote education

How will my child access any online remote education you are providing?

Villiers Primary School will provide secure access to the **Microsoft TEAMS** platform for children in **all year groups including Foundation Stage**, to share online work. It is compatible with a wide range of digital devices, including laptops, tablets and smart phones. All pupils will be provided a secure username and password (available through the school office).

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:

Villiers Primary School are pleased to be able to offer loan devices such as laptops and tablets to help support families with remote learning. These will be assigned to Pupil Premium families in the first instance and then to families who have multiple children attending school. There are limited devices in addition to a limited stock provided by the Department for Education. Once all devices are exhausted, a waiting list will be put into place.

We also have a limited supply of physical data-sim cards available from mobile phones companies. Further information on this is available from your mobile phone service provider.

We are also able to contact mobile phone companies on your behalf to arrange mobile data allowance increases provided you share required information with us. This is available via our Family Liaison Team.

Paper-based learning packs are available to pupils via the school office and by prior arrangement.

For all of the above, contact should be made with the school office in the first instance by phone on 01902 558993.

How will my child be taught remotely?

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

Teachers will upload curriculum-relevant work each day as an assignment with supporting material available in the files section. Work provided will total a minimum of 3 hours' worth of work for each child daily covering at minimum Maths, English and one other subject. Pupils' submitted work will be recognised daily with detailed feedback given at least once per week. Private messaging of any form is not permitted through the TEAMS platform, between pupils and teachers. A public 'message board' is provided for wider contact between staff and pupils for the purposes of supporting with work. All documents submitted by and to staff are accessible by the system administrator. Work will be set using the assignments feature of the TEAMS system. A crib sheet will be provided to children and parents (Appendix 1) to enable children to access the work on the platform. Children, as part of the Microsoft subscription, also have access to the Microsoft 365 Office Suite available through portal.office.com and within TEAMS. Set work will always be saved in file formats which can be accessed by the children (namely, .docx, .pptx, .xlsx, .pdf .jpeg). If parents or carers need to communicate with staff, then they shall follow the advertised email address for their year group: ContactVilliers??@villiersprimaryschool.co.uk

- The '**Purple Mash**' Learning Platform is an award-winning cross-curricular website for nursery and primary school children. It enables children to explore and enhance their knowledge in a fun and creative way. Villiers Primary will provide (via the school office) all pupils with a secure username and password. This interactive website will provide additional curriculum enrichment activities to further support out of school learning across a range of digital devices and form part of the enrichment opportunities children have access to through the Computing curriculum at Villiers.

- **Times Tables Rock Stars** is a carefully sequenced programme of daily times tables practice. Villiers Primary School will provide pupils with a secure username and password (via the school office). This will allow interactive times table practice as directed by the class teacher.

- **Oxford Owl** is an award-winning, quality resource which helps to support the development of reading. It is linked to the ***Oxford Reading Tree* Scheme** we follow in school. Children will be provided with a group username and password which will allow them to access a wide range of books at home suitable and appropriate for their reading and comprehension age.

- Children also have access to **EdShed** which is home to **MathShed, The Literacy Shed and Spelling Shed.** It provides a range of educational games and resources to help support children's independent learning at home. All children have a personal login to the resource.

- All online resources are accessible through a wide range of Internet connected devices and are not platform dependant (e.g. only Mac or Android).

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?

Children are expected to engage with remote learning daily following the suggested timetable advertised by the school. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide loan equipment, e.g. laptops. Some outside agencies may provide digital equipment; details and eligibility will be announced as schemes become available.

Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources. Technical support is available online via the school website which contains a multitude of guidance videos produced by the school to enable children to access Microsoft Teams.

Parents and carers are asked, where possible, to provide a warm, comfortable and preferably quiet location within their property to allow their child to fully engage with their learning. Parents are able to support their children with their learning however should allow their children to complete work as independently as possible to ensure children maximise their learning, personal development and independence during this time.

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

Your child is expected to engage with the home learning provided by the school through Microsoft Teams. Children's accounts will be monitored for engagement. Teachers and leadership staff are able to view when children log-in, view and submit work.

If your child is not engaging with the provided package, after 2 days of non-engagement a phone call will be made to provide any additional support. Please advise the school if your child is unwell and unable to complete the work set in the normal way of reporting an absence. Logs and records of communication will be maintained for monitoring purposes. If contact cannot be made by phone or by other means, home visits will be made where it is safe to do so.

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:

All schoolwork set through remote learning must be:

- Complete when returned to the relevant member of teaching staff.
- Returned before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Returned with feedback using the TEAMS feedback function.

The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via the school office if their child is not completing their schoolwork or their standard of work has noticeably decreased.

Pupils will be excused work for genuine reasons.

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the **head teacher** as soon as possible.

Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the **SENCO** as soon as possible.

Work will be acknowledged daily and generic feedback will be given via the live chat feature on each class' teams channel. In some cases, this feedback may be given as a live audio session as advertised by the staff member monitoring a class on a given day. Detailed, individualised feedback will be given via the Teams feedback option (when completing work electronically) or via email (when completed paper-based workpacks) at least once per week per English, Maths and Topic lesson.

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:

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the **SLT**, in collaboration with the **SENCO**. This may be delivered remotely or by physical visit to site at an agreed time.

Individualised work planned and generated in collaboration with the class teacher and where appropriate external professionals will be sent to SEND children and those with additional targets (such as those with an EHCP) if they are not attending school. We will also make contact once weekly minimum to 'check-in' with those children identified as needed additional support.

Where possible and practical, work will continue to be differentiated to allow the greatest access to the remote learning on offer.

Additional resources are being ordered or created and tutorial videos created locally to help adults provide additional resources for their child/children which can found around the home where staff time and budget permits.

We will also utilise the 'Immersive Reader' function available on Teams which allows instructions pertaining to assignment completion to be translated into 93 different languages to support families with EAL requirements.

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?

Work completed within school will remain published online for those students isolating at home. Scaffolding of the lesson may be different with pre-recorded videos used from external sources being used in place of pre-recorded video content created locally at school. Live feedback sessions may be reduced however live chat will remain available however response time will be increased due to on site teaching commitments. This is dependent wholly on local circumstances and staffing levels and availability at the given time.

All other expectations remain as mentioned previously.

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Please contact school using the advertised channels available on our website for further information or clarification.