

# Plans for Remote Learning

## Context

There is an expectation that every school has a robust home learning offer for all children should they have to self-isolate or should a year group, bubble or whole school have to be sent home. There is also an expectation that schools keep a tight track of what children are doing at home and how they are managing with this home-learning.

The following is guidance for parents/carers based on what we believe will be the most beneficial activities for your child to help them to “keep up” whilst also following our school curriculum as closely as possible. There is a strong focus on reading, writing, spelling and basic number work as well as suggestions for other curriculum areas.

## Our School Offer

During the current COVID-19 pandemic, The Grove Primary School will endeavour to provide all children with:

- a curriculum sequence that allows access to high-quality online and offline resources that are linked to the school’s curriculum expectations
- give access to high quality remote education resources
- work with families to deliver a broad and ambitious curriculum
- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject

## Preparation by School

The school will ensure that the following actions are taken prior to any pupils needing to self-isolate or partial or full closure of the school:

- School will provide login details for our communication app ‘*Tapestry*’ and ensure all parents/carers are able to access it and login. School will provide parents/carers acceptable use guidelines for this.
- Staff will ensure that all children understand how to access the school’s online learning platform (age appropriate) and support any parents/carers who struggle with this.
- All children will be provided with login details for resources such as Timetables Rockstars
- Additional resources can be found under the child’s class page and will include links to White Rose Maths home learning, spellings and grammar activities
- Should families require: books, pens / pencils or any other equipment please let us know via ringing the school office on 01207 502938 or emailing [enquiries@thegroveprimaryschool.co.uk](mailto:enquiries@thegroveprimaryschool.co.uk)

## Preparation at home

Parents should endeavour to support pupils’ remote learning by creating a positive environment for their child to learn, for example:

- Distinguish between weekdays and weekends, to separate school life and home life.
- At the end of the day, have a clear cut-off to signal school time is over.
- Create and stick to a routine.
- Provide the correct equipment in order for your child to complete the work given.

- Designate a working space if possible.
- Make time for exercise and breaks throughout the day to keep your child active.
- Reinforce the importance of children staying safe online.
- Be aware of what your child is being asked to do, including: sites they will be asked to use and the school staff your child will interact with.
- Emphasise the importance of a safe online environment. Set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.
- Encourage your child to work to the best of their ability and praise their efforts.

### **Online Access**

It is expected that children will access some of our remote learning through our online provision. If parents/carers do not have access to an electronic device, we expect them to inform school and we will endeavour to provide a suitable device for the duration of their child's absence.

If they do not have access to the internet (including mobile phone data), school will remind parents/carers that:

- they can continue to liaise with school staff who will provide alternative activities

### **Stage 1 - If an individual child or a small number of children need to isolate**

The school will endeavour to:

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- provide immediate access to our online learning platform through our online learning platform Tapestry
- provide individual login details for each of the learning platforms: Tapestry and Times Tables Rockstars (KS2)
- provide / signpost families to online, high quality lessons, videos and resources including White Rose Maths Hub resources linked to the learning in the classroom.
- ensure all resources and lessons provided, link to current curriculum objectives within their classroom
- ensure work for each day is uploaded at least the day before
- carry out a welfare call to discuss remote learning or contact via Tapestry, following three consecutive days absence, with subsequent calls/ contact as required
- provide immediate access to a laptop (at parents/carers request), if no access to a device at home and a device is available in school
- provide paper-based resources for all subjects / maths and English / foundation subjects, if the child has no internet access at home

Parents/Carers are requested to:

- inform school as soon as the child needs to isolate
- inform school of any test results (by texting/emailing school) as soon as possible, the same day
- inform school on the first day of absence, if they would like to loan a laptop
- inform school on the first day of absence, if they do not have any access to Wi-Fi or mobile data
- access remote learning resources immediately, on the first day of absence
- complete online/offline daily learning tasks for Maths, Tables, English and Spelling
- ensure work is completed according to the class timetable
- contact school if they have any concerns relating to the work provided
- submit / hand in the completed work in the agreed way via Tapestry
- inform school when the child will be returning

## **Stage 2 – If one or more class bubbles need to close**

The school will endeavour to:

### **Fulfil all of the above criteria and in addition:**

- inform parents that the bubble will close as soon as possible
- activate the online messaging and work submission platform / method – Tapestry
- provide daily activities via the online learning platform ie Tapestry
- provide timely feedback to all children and address any common misconceptions
- respond to parents' messages (that confirm to the messaging protocol) within school working hours 8:30am – 4:30pm
- adapt upcoming lesson provision (via Tapestry) based on the children's work submitted the previous days
- contact parents/carers who do not have access to the internet (or mobile data), on a weekly basis
- contact parents/carers following no work submission or contact through Tapestry or text messaging, after two consecutive days

Parents/Carers are requested to:

- inform school on the first day of closure (or before if possible), if they would like to loan a laptop device
- inform school on the first day of closure (or before if possible), if they do not have any access to Wi-Fi or mobile data
- complete online/offline daily learning tasks for Maths, Timestables, English and Spelling
- access remote learning resources immediately, on the first full day of absence
- ensure work is completed / endeavour to complete work according to the class timetable
- ensure work is submitted / endeavour to submit completed work by the end of every school day
- submit children's work according to the class timetable using agreed methods
- send messages to teachers, adhering to the messaging protocol, should they have any queries
- allow children to respond to any feedback, marking or improvement prompts, provided by the teacher

## **Stage 3 – If the whole school closes or goes into local/national lockdown**

### **Fulfil all of the above criteria and in addition:**

The school will endeavour to:

- provide weekly welfare calls/ contact via Tapestry (if the closure exceeds two school weeks)
- operate timely reward systems to celebrate home achievements i.e. reward messages sent on Tapestry/ certificates uploaded to Tapestry.
- review the remote learning provision for foundation subjects e.g. providing activities and links related to class planning via Tapestry
- provide weekly online, storytime sessions, through the Tapestry App.

### **Further Support Available:**

We would like to remind parents that Tapestry is a means of communication and feedback regarding children's work and progress. If parents have a query, comment or concern it should be reported via the school office 01207 502938 or via [enquiries@thegroveprimaryschool.co.uk](mailto:enquiries@thegroveprimaryschool.co.uk)

Communicate information regarding SEN child- Contact Carly Grundy or via [SEND@thegroveprimaryschool.co.uk](mailto:SEND@thegroveprimaryschool.co.uk)

If parents have any questions or concerns about remote learning, they should contact the following:

Issues in setting work – contact the relevant class teacher via email to the school office:

[enquiries@thegroveprimaryschool.co.uk](mailto:enquiries@thegroveprimaryschool.co.uk)

Issues with behaviour – contact the relevant class teacher / Parent Support Advisor (Rachel Crowe) via email to the school office: [enquiries@thegroveprimaryschool.co.uk](mailto:enquiries@thegroveprimaryschool.co.uk)

Issues with IT – contact the school office: [enquiries@thegroveprimaryschool.co.uk](mailto:enquiries@thegroveprimaryschool.co.uk)

Issues with their own workload or wellbeing – contact the Parent Support Advisor by calling school 01207 502938 or via the school mobile

Concerns about data protection – talk to the Data Protection Officer, Charlotte Walton

Concerns about safeguarding – talk to the Designated Safeguarding Lead, Bernadette Atkinson, Carly Grundy or Rachel Crowe.

**While we will endeavour to implement the steps outlined above, there may be circumstances beyond the control of the school that could impact on provision. For example, levels of staff absence or temporary technical difficulties.**

## Remote Learning Through Tapestry

Dear Parents/Carers,

As you are aware we have been working hard to provide children with a remote learning package, **should they need to self-isolate or remain at home as a result of the current pandemic.**

The work has been and will continue to be uploaded to our school website in the class pages and to Tapestry. If you are having trouble logging onto the Tapestry Journal page, please contact the school office. If your child needs to be absent due to COVID-19, they MUST access this work for the duration of their absence.

We are now preparing for parents/carers to communicate with teachers and send photographs of completed work to us via the Tapestry App.

We are pleased to announce that we will be using a simple app based resource called Tapestry Journal. Through this app, you will be able to submit your child's work by simply taking a photo on a mobile phone and adding it to your child's portfolio. Staff will then be able to view this work and provide feedback on your child's work and progress.

You or your child can also message your teachers. With regards to messaging, we would like to clarify how this can be used:

### DO

- Do message if you want to share something positive from home
- Do message if you have a small query or would like to find out something simple
- Do message if your child has any minor worries, for example: *'Jack didn't quite understand fractions today, could you please point me in the direction of where I can get some further practise work for him'*

### DON'T

- Please do not use Tapestry app to raise an issue, please contact the school office in the usual way: [enquiries@thegroveprimaryschool.co.uk](mailto:enquiries@thegroveprimaryschool.co.uk)
- Please do not message via Tapestry to notify school of absences or illnesses – this should be done via the school office as normal
- Please do not use Tapestry to message about any urgent or serious issues; please use the school office and normal school procedures for this. Remember in most cases your child's class teacher will have responsibility for the whole class while your child is isolating so will only be able to access the app before or after the school teaching day.

### REMEMBER

Teachers will always endeavour to reply as quickly as possible. However, please bear in mind that school life can be incredibly busy and whilst every effort will be made to reply or acknowledge messages, there may be a slight delay on occasion. Additionally, please do not expect a reply to any messages sent after 4pm or on a weekend as teachers will not be able to reply.

**It is extremely important that ALL parents/carers sign up to this platform and download the app as soon as possible.** That way, should the unfortunate happen and a bubble or whole school needed to close, we would be able to turn on the messaging and portfolio areas straight away to ensure children can continue to work from home, without any gaps in their education. Visit <https://tapestryjournal.com/> or download the app from the app store.

Yours sincerely

Bernadette Atkinson  
Head Teacher