

Simonside Primary School



Remote education provision: Information for Parents

Please read this document in conjunction with our 'Remote Learning Policy' and 'Remote Learning Guide for Parents/Carers', which are available on our website and can be found in Appendix 1 and 2 at the end of this document.

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 document.

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?

All children have been provided with a Remote Education Resource Pack, containing exercise books, essential stationery items and any other resources deemed essential/necessary for the age & ability of each child.

These resource packs are to be used throughout any period of remote education (additional exercise books can be requested from the school, as/when required).

For the first day or two of remote education, this suggested timetable should be followed, using resources from <https://classroom.thenational.academy/schedule-by-year> (where parents/carers should select their child's year group, or the year group below if they feel they require a little more support):

	Maths Warm Up / x table recall	Maths*	Activity Break	Reading	Phonics / Spelling*	English*	Activity Break	Project / Wider Curriculum*	RE / PSHE
Mon									
Tues	Times Table Rockstars https://p3y.trockstars.com/school/student/	 Oak Academy Schedule https://classroom.thenational.academy/schedule-by-year	 Go Noodle https://family.gonoodle.com/show-user-type-select-tr	 Reading Eggs https://readingeggs.co.uk/signup/	Your child's class teacher will send phonics / spelling work on Seesaw	 Oak Academy Schedule https://classroom.thenational.academy/schedule-by-year	 Go Noodle https://family.gonoodle.com/show-user-type-select-tr	 Oak Academy Schedule https://classroom.thenational.academy/schedule-by-year	 Oak Academy Schedule https://classroom.thenational.academy/schedule-by-year
Wed	Mathletics								
Thurs	Follow up with work from previous Maths lesson on								
Fri	https://login.mathletics.com/								

* Providing staff are well enough to do so, your child's class teacher may send additional work to support learning in these subjects, via Seesaw.

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:

- Adaptations to practical Science / PE / Music / DT / Computing lessons, where resources for this may be difficult to acquire in the home environment

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:

Reception	1 ½ - 2 hours (including play-based activities)
Key Stage 1	3 hours
Key Stage 2	4 hours

Accessing remote education

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

Our Remote Education provision primarily uses the following apps / online platforms, which are all free to download (children are provided with their own, unique logins):

- Seesaw (Class app)
- Google Meet
- Mathletics
- Times Table Rock Stars
- Reading Eggs

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:

Using the results of a recent school survey, all children without access to the internet or a device were identified and provided with the loan of a tablet and/or router, to support remote education. These devices are on loan and will be returned to the school at an agreed date.

To ensure all children have access to the internet and a suitable device for remote education, our school makes regular contact with parents to ensure that circumstances have not changed. Parents/Carers are also actively encouraged to contact school if they are having difficulties with internet supply or device access. We offer additional support via the following:

- Wherever possible, school will loan iPads to all families where they do not have access to a suitable device; once devices have been requested and they are available, school will organise the relevant paperwork and collection
- Where families are struggling to access the internet, school will provide routers / information for accessing additional mobile data, free of charge
- If children are struggling to access online remote education and require paper copies until devices are provided, parents should request these via the class teacher (this can be via Seesaw or by telephoning the main office)
- Completed paper copies of work should be dropped off at school on a weekly basis, to monitor progress and provide personalised feedback; this should be organised directly with the class teacher

To speak to staff about any of the above, parents should contact class teachers via Seesaw, or contact the main office via telephone (0191 489 8315) / email: info@simonsideprimary.org

How will my child be taught remotely?

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

- recorded teaching (e.g. video/audio recordings made by teachers and online videos from Oak Academy / White Rose Maths Hub / other online applications (where appropriate))
- commercially available websites/apps supporting the teaching of specific subjects or areas, including video clips or sequences
- printed paper packs produced by teachers (e.g. workbooks, worksheets), where requested / if appropriate, and will, wherever possible, reflect the curriculum/teaching sequence being followed online

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?

It is expected that all children (unless ill) engage fully with remote education.

We ask that parents support their child with their remote education by:

- Supporting them with logging in to online applications (where necessary / age appropriate)
- Providing them with a suitable space to complete their remote education
- Supporting them to complete work in a timely manner, by setting a routine that allows them to complete tasks with appropriate breaks between activities
- Ensuring that they are available to participate fully in daily registration sessions
- Contacting teachers as soon as possible if there are queries, or if additional support is needed

The recorded lessons should enable children to complete their remote education as independently as possible, although we recognise that children will continue to need an adult to encourage them to follow an established routine and engage with these lessons. We recognise that, despite the recorded lessons and instructions provided by staff, younger children will require further support to complete remote education; further details of support for these families can be found on page 6 of this document.

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

Where children are accessing remote education online, staff will monitor children's engagement daily. If children are accessing paper copies of remote education, staff will monitor children's engagement on a weekly basis (parents will be required to deliver children's work from the previous week when they collect the following week's work, so that staff can provide feedback for the work completed).

Where there are concerns regarding children's engagement with their remote education, staff will contact parents directly via Seesaw, text message and/or phone calls. Additional support for these children will be offered, which may include technical support for parents, video/audio messages (if accessing online remote education) or phone calls to speak to the children concerned.

Our Attendance & Inclusion Coordinators also make regular contact with families to discuss any concerns/difficulties that children or parents may be having regarding remote education; appropriate support is offered as a result of these discussions.

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:

For those children accessing online remote education, regular feedback will be provided on all work submitted; this will take the form of written or audio comments via the Seesaw learning platform. Further whole class feedback may be shared during virtual class registration sessions (during periods of national lockdown).

For any children completing remote education using paper packs, feedback will be weekly and will be communicated via Seesaw or telephone to the parents/children (where appropriate).

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:

Work provided for remote education will be differentiated to suit the needs and abilities of individuals, including – but not limited to - those children with SEND.

Additional support may also be provided where teachers feel this is necessary, or where parents/children have indicated that this would be helpful; this may take the form of:

- The provision of additional resources (in paper or online forms, where appropriate), including visual timetables and 'Now & Then' boards
- A range of equipment loaned to continue support (e.g. grips, fiddle toys)
- Additional instruction/scaffolding via audio/video recordings
- Staff available daily for regular contact with children and families via Seesaw
- Additional phone calls home to support individuals/families
- Advice for parents/carers on issues such as behaviour, rewards, routines etc.
- Socially Distanced visits to the home by members of staff (where needed)
- Continued online interventions (where appropriate)
- Continued contact with agencies to support ongoing interventions and assessments (e.g. Hearing Impaired Service, CYPS)
- Continued counselling sessions (offered remotely) with Healthy Minds

- Continued communication between school and other agencies/professionals to seek advice where necessary (e.g. Healthy Minds / Educational Psychologist)
- Continuation of the referral and review process for individuals and families

For younger children, particularly those in Reception and Year 1, teachers will ensure that activities are age-appropriate in terms of content and length and that they include a range of different types, that do not rely solely on the use of technology (this will include play-based activities, particularly for those in Reception).

To further support children and families, staff will provide recorded teaching (using video/audio), as well as pre-recorded videos/audio instructions for parents, to provide advice/support as to how play-based activities can be used effectively to support remote education. Staff are also available daily via Seesaw to respond to any queries and will

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?

If children are self-isolating, the timetable mentioned on page 2 should be implemented for the first full school day of isolation; from the second school day, staff will provide remote education that will – as far as possible – reflect the broad and balanced curriculum delivered in school.

Staff will provide work for all subjects covered in school, and will follow the planned teaching sequence, although there may be some adaptations to certain subjects (particularly where resources may be difficult to acquire in the home environment).

Whilst staff will provide sufficient explanation for tasks, they may not be able to provide recorded lessons, and feedback is likely to be provided at the end of each school day, as opposed to regularly throughout the day.

Staff will continue to be available online to respond to any queries, although the length of time to reply may be longer than usual due to teaching commitments in school.

Daily registration meetings will not take place in the event that a child is self-isolating.

Appendix 1: Remote Education Policy (pages 8 – 11)

Appendix 2: Remote Education Guide for Parents/Carers (pages 12 – 17)

APPENDIX 1 – Remote Education Policy



REMOTE EDUCATION POLICY

INTRODUCTION

This policy aims to ensure consistency in our approach to remote education (during the Covid-19 outbreak in particular) and sets out our expectations and obligations with regards to remote education, and provision of suitable education in general. The policy aims to provide appropriate guidelines for the use of hard copy and electronic means of remote education.

This policy outlines our approach in managing the demands of remote education, maintaining continuity of suitable education, whilst ensuring that all members of our school communities remain safe during the Covid-19 pandemic.

This policy does not apply to individual students who are unwell and are unable to attend school for short periods, or to pupils who take holidays during term time.

SUITABLE PROVISION

In general circumstances, it is the job of school staff to determine what suitable educational provision is for the children in our school, based upon age, ability and any special educational needs the child may have. Where education is being provided remotely, we will curate a curriculum which meets the needs of our children, and takes account of the requirement for remote education on a large scale.

ROLES & RESPONSIBILITIES

Teaching Staff Responsibilities:

- Teachers will be available between 8.30am and 4.30pm daily. If they are unable to work for any reason during this time, an alternative school contact will be identified to maintain communication between home and school during periods of remote education
- Whilst every effort will be made to ensure class teachers set work for the children in their class, we recognise that this may not always be possible (i.e. due to staff illness) and in these circumstances, our school will encourage parents to make use of the resources outlined in appendix 1
- Teachers will create a weekly timetable for their class, which covers a broad range of curriculum subjects and, as far as possible, reflects the usual classroom timetable
- Teachers will provide regular feedback on work submitted via Seesaw, where it is appropriate to do so (this may be written or via a video/audio message)
- Teachers will respond to any Seesaw messages from parents/carers as soon as possible, during the hours of 8.30am and 4.30pm, Monday to Friday
- Teachers will keep in regular contact with parents/carers via Seesaw; where messages from teachers require a reply and this is not received or, if teachers are unable to make contact with a particular family, they will – wherever possible – follow

this up with a phone call. If phone calls are unsuccessful, teachers will refer this to an available member of SMT / the Attendance & Inclusion Coordinators

- Any safeguarding concerns will be recorded and reported to the Designated Safeguarding Leads immediately, following school procedures
- Teachers will ensure that all online safety/safeguarding procedures are followed during all online communication during the remote education period
- Teachers will attend virtual meetings with teachers, parents/carers and other agencies, where requested by the SENDCo
- There is no expectation that teachers deliver live/streamed lessons online

Teaching Assistant Responsibilities:

- Teaching Assistants will be available between 8.30am and 4pm, Monday to Friday
- Wherever possible, Teaching Assistants will support children with remote education, particularly those with whom they work closely alongside in school
- Teaching Assistants will attend virtual meetings with teachers, parents/carers and other agencies, where requested by the SENDCo

Subject Leader Responsibilities:

Alongside their teaching responsibilities, as outlined above, Subject Leaders are responsible for:

- Monitoring and reviewing the work set by teachers in their subject
- Review their subject in light of home learning during a remote education period
- Evaluate any changes that may be necessary and use this to inform action planning

Senior Leader Responsibilities:

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote education approach across the school
- Monitoring the effectiveness of remote education & review the work set by class teachers on a weekly basis
- Monitoring the security of remote education systems, including data protection and safeguarding considerations

Designated Safeguarding Lead Responsibilities:

- Maintain contact with vulnerable families
- Collate and share information where necessary
- Respond to any concerns, in line with school safeguarding procedures

Parent/Carer Responsibilities:

- Make every effort to ensure remote education is completed on a regular basis
- Be contactable / maintain communication between home and school
- Seek help from the school if needed
- Take responsible for online safety & ensure regular checks are made on devices that children are using

Governors' Responsibilities:

- Monitor the school's approach to providing remote education, to ensure the quality of education remains as high as possible
- Ensure that staff are confident that systems are appropriate and secure, for both data protection and safeguarding

ADDITIONAL INFORMATION

Remote Learning Resources:

Appendix 1 outlines the resources that should be used in the event that a class teacher is ill and unable to provide weekly remote education activities.

In addition to the remote education activities provided by school, our school website outlines a range of online learning resources that families may wish to engage with:

<http://www.simonsideprimary.org/learning-home-school-closure-resources/>

Support for Parents/Carers:

Where children do not have access to online resources, and this is communicated with us, we will offer a 'no or low-tech' solution; this will mirror – as far as possible – the online tasks and activities which have been provided by the school. Paper-based remote learning packs will contain sufficient work for at least 1 week, and will be ready for parents/carers to collect from school as soon as possible during the first week of remote education. Where families are isolating and cannot leave home due to illness, or where they are shielding, school will endeavor to deliver the packs to the child's home address.

Where children have no, or limited, access to online learning resources, and they are eligible for the Government scheme for digital devices, school will liaise with the Local Authority to ensure devices are ordered promptly and delivered to children as soon as possible during any periods of remote education.

If future national/local lockdowns are enforced, resulting in prolonged periods of remote education, the school will endeavor to support any children with limited access to a device via support from the Local Authority device loaning facility.

DURATION & REVIEW

This policy will remain in place for the period of the COVID-19 outbreak, and will be reviewed as part of the school's ongoing response to the pandemic. The policy may be amended in light of further changes to Government policy and/or legislation in respect of continuing education provision for children during periods of remote learning.

Policy Implemented: September 2020

Review Date: Ongoing

APPENDIX 1

Resources to support Home Learning

If your child is not attending school due to isolation, or you have chosen to keep them at home (and they are not ill), please use the following resources to continue their learning at home.

Please remember, that - providing children are not ill - it is an expectation that they complete home learning regularly, and upload any completed work to Seesaw.

To upload work to Seesaw, please take a photograph, video or screen recording, which can then be posted using the Seesaw app (we recommend using the child's home learning QR code to do this, rather than the family app):

<https://classroom.thenationalacademy/schedule-by-year>

(Please select your child's year group, or the year group below if you feel that your child needs a little more support)

Below is a suggested timetable that you may like to follow:

	Maths Warm Up / x table recall	Maths*	Activity Break	Reading	Phonics / Spelling*	English*	Activity Break	Project / Wider Curriculum*	RE / PSHE
Mon									
Tues	Times Table Rockstars https://play.trackstars.com/au/thischool/student	 Oak Academy Schedule https://classroom.thenationalacademy/schedule-by-year or	 Go Noodle https://family.gonoodle.com/?show_user_type=select=true	 Reading Eggs https://readingeggs.co.uk/signup/	Your child's class teacher will send phonics / spelling work on Seesaw	 Oak Academy Schedule https://classroom.thenationalacademy/schedule-by-year	 Go Noodle https://family.gonoodle.com/?show_user_type=select=true	 Oak Academy Schedule https://classroom.thenationalacademy/schedule-by-year	FRIDAY ONLY:  Oak Academy Schedule https://classroom.thenationalacademy/schedule-by-year
Wed	Mathletics	https://classroom.thenationalacademy/schedule-by-year or	https://family.gonoodle.com/?show_user_type=select=true	https://readingeggs.co.uk/signup/	Your child's class teacher will send phonics / spelling work on Seesaw	https://classroom.thenationalacademy/schedule-by-year	https://family.gonoodle.com/?show_user_type=select=true	https://classroom.thenationalacademy/schedule-by-year	https://classroom.thenationalacademy/schedule-by-year
Thurs	Follow up with work from previous Maths lesson on								
Fri	https://login.mathletics.com/								

* Providing staff are well enough to do so, your child's class teacher may send additional work to support learning in these subjects, via Seesaw.



Seesaw / Google Meet Quick reference Guide

To access **Seesaw**:



The **FAMILY** app is for Parents/ Carers to join to send & receive messages from school staff

You can also access Seesaw via:
www.app.seesaw.me



The **CLASS** app is for children to access their home learning, using their 'Home Learning Code'

Children can also access Seesaw via:
www.app.seesaw.me

To access **Google Meet**:



Download the Google Meet app OR go to
www.simonsideprimary.org

and enter your child's login details

Remote Education Guide for Parents/Carers

In this guide, you will find websites, app information and other handy hints and tips for supporting your child with their online education from home. The children are very familiar with most of these apps, but you may find these points helpful if you encounter any difficulties.

To complete home learning, the **children will need access to:**



Seesaw CLASS app - children need their 'Home Learning Code' to access this (all of their remote education will be sent on here) OR login via: www.app.seesaw.me



Google Meet app - this is where registration will take place and where children will be able to join their STAR assembly each Friday (please follow the login details on the next page) OR login via www.simonsideprimary.org



Reading Eggs app - this is where children will complete their daily Guided Reading activities (most children in KS1 will use 'Reading Eggs'; most children in KS2 use 'Reading Eggspress' when they login). Children have their own login details - use the app OR login via www.readingeggs.co.uk



Mathletics app - children have their own login details and will be able to use this app when directed by their teacher OR as an optional 'extra' to practise their maths skills. You can also login via www.login.mathletics.com



Times Table Rockstars app - children have their own login details and will be able to use this app when directed by their teacher OR as an optional 'extra' to practise their times table skills. You can also login via www.ttrockstars.com



This is where **ALL** remote education activities are shared and where staff will share important messages with parents / carers.

Seesaw Quick Reference Guide for CHILDREN on the CLASS app:



Children will read messages from their teachers here.



Children access their remote education lessons and activities via the **ACTIVITIES** button.



This is where children can view their completed work, read and reply to comments from their teachers and edit work if they have had it sent back to them



www.app.seesaw.me

Ask your child's teacher if you need another home learning QR code or a QR code to join the family journal

To upload photos/videos/add comments to uploaded work:

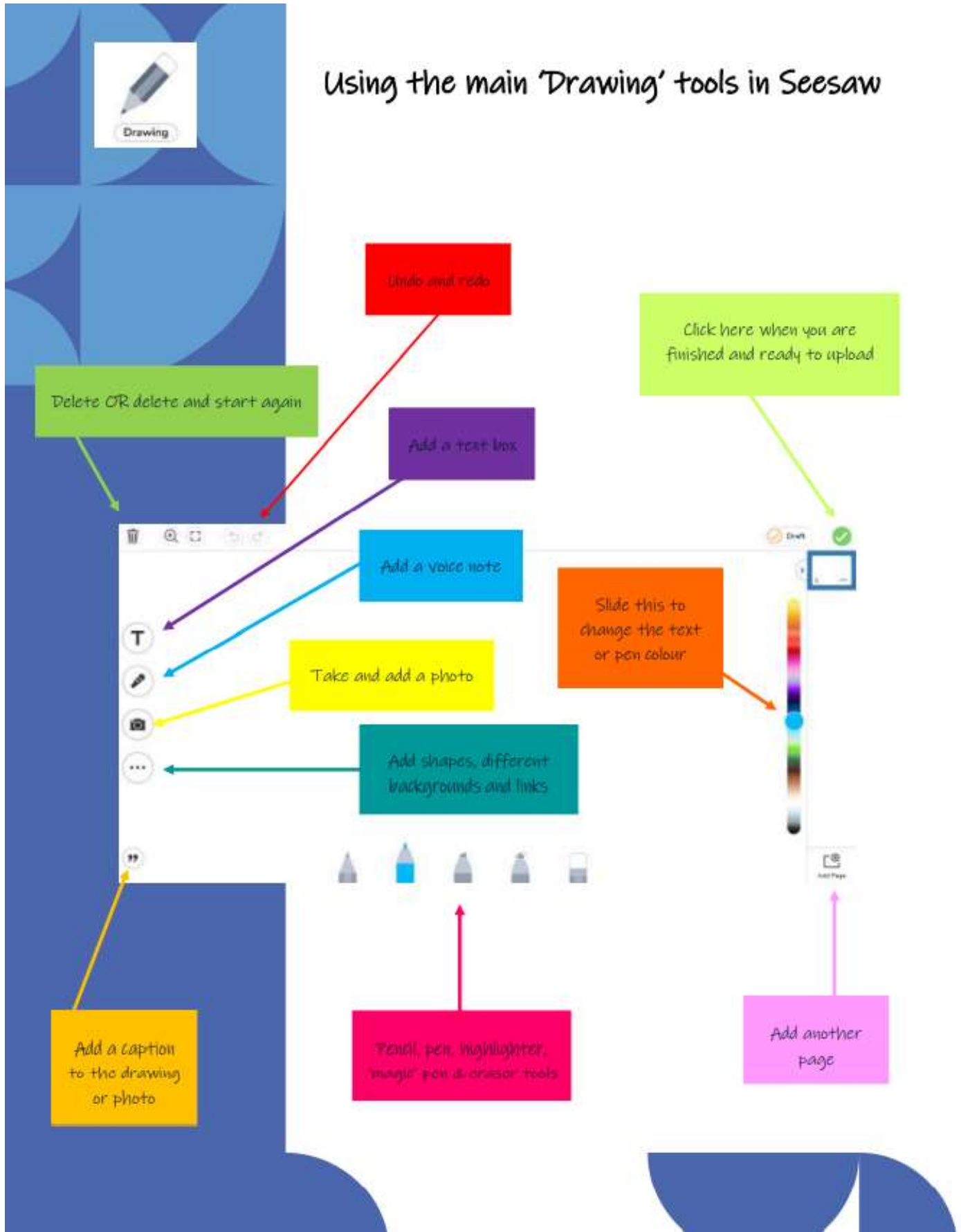


To complete an activity directly onto Seesaw, click on the **green + response button**. To upload your own post (this might be a photo, video or drawing), click on the **green + button**, then choose the appropriate icon:

Choose 'upload' if the video / photo is already saved on the device - you can add up to 10 photos in each upload.

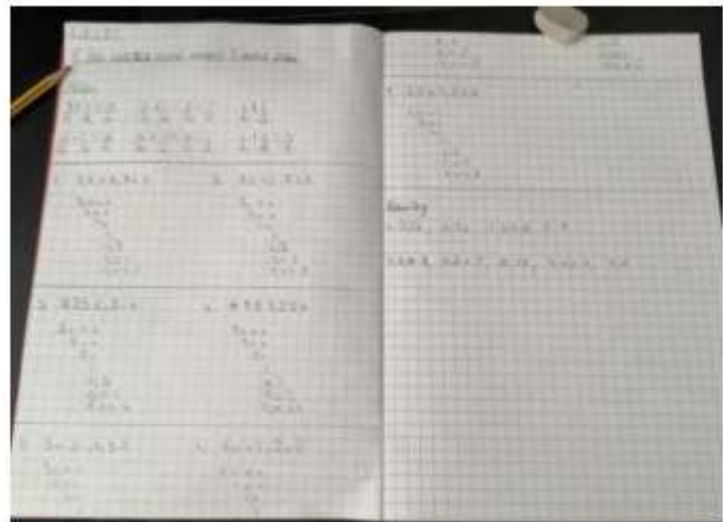


Using the main 'Drawing' tools in Seesaw



Taking & Uploading a photo of your written work




To make sure we can read the children's work clearly, please make sure they take a clear image of their work from above. Please try to avoid any other items in the photo so that their work is clear and easy to read. For example, uploaded photos of work should look like this:



Alternatively, if you have an iPad, iPhone or iPod Touch, you could use the **scanning tool**, which does the hard work for you. To use this tool, follow these instructions:

Scan a document



1. Open Notes and select a note or create a new one.
2. Tap the Camera button , then tap Scan Documents .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
5. Tap Save or add additional scans to the document.

Accessing Google Meet



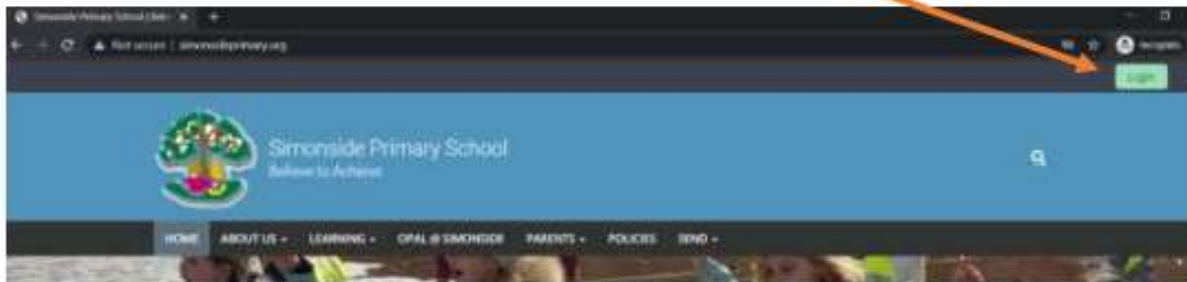
To access the virtual meetings using an iPad:

Please download the 'Google Meet' and 'Google Drive' app from the app store. If your child is part of the 1:1 scheme in Years 2, 3 or 4, these will already be on their iPad for them

- To log in, please use the details that your child's teacher has sent you on Seesaw (this will be a username and password)
- Your child's full email address is their username, followed by @simonsideprimary.org (for example, if their username is superman, their email address is superman@simonsideprimary.org)
- When prompted, you will need to select 'Simonside' from the dropdown menu to select our school
- You can view a 'How to' guide here:
<https://drive.google.com/file/d/1f4lklwYs5Xrp1vSxMgW0DoFJTWuVhRy6/view>

To access the virtual meetings using chrome (on a laptop or computer):

- Go to the school website: <http://www.simonsideprimary.org/>
- In the top right-hand corner, click on the green 'login' button



- Select 'Simonside' from the drop-down menu
- Enter your child's username and password (using the details sent by your child's teacher on Seesaw)



Google Meet Code of Conduct

To help keep our virtual sessions on Google Meet safe for everyone, please make sure your child:

- is **fully dressed** (they do not need to wear school uniform, but they should be fully dressed and not in pyjamas)
- is in a **communal area** of the house (they should not be in their bedroom)
- is **supervised** throughout the meeting (this can be from a distance, but they should be in the same room as you)
- turns their **microphone to mute** whilst the teacher is talking so everyone can hear them (your child can use the 'hand up' button if they'd like to say something, and the teacher will ask them to 'unmute' as soon as it's appropriate to do so)
- **will not screen record / capture images** during the online meeting, as this is a safeguarding and GDPR issue
- **leaves the meeting** as soon as they are instructed to do so by their teacher (teachers will not leave the meeting until all children have left)

Thank you, as always, for your ongoing support