

Tow Law Millennium Primary School

Parent/Carer Guidance for Remote Learning



November 2020

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 and basic number work as well as suggestions for other curriculum areas.

Our School Offer

During the current COVID-19 pandemic, Tow Law Millennium Primary School will endeavour to provide all children with:

- immediate remote education
- a curriculum sequence that allows access to high-quality online and offline resources and teaching videos 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:

- All children will be provided with a basic resource pack to support remote learning. The packs are to be stored safely for any future needs. The packs include:
- EYFS
 - Activity grid with literacy and numeracy focused tasks, pencil control sheets
 - Basic stationery items
- KS1/KS2
 - Basic stationery items
 - Two exercise books – maths and literacy (their homework books) that they can use for their daily writing and any other paper-based activities that they do at home
 - A pack of login cards/parent letters for all online learning platforms (as age appropriate) – e.g. *Purple Mash, Times Tables Rockstars, Reading Eggs, My Maths*.
 - 10 days of mental maths sheets to be completed each day of a bubble closure.
- 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.

- School will ensure that parents/carers know the email addresses to contact staff members via: teachers@towlaw.durham.sch.uk or l.jackson@towlaw.durham.sch.uk .
- School have gathered information from all parents/carers relating to electronic devices in the household.

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 (using the daily timetable during a 'bubble closure')
- 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/most (age dependent) of our remote learning through our online provision. We have collected technology information from parents through an online survey and we will endeavour to provide a suitable device for the duration of their child's absence where there is no electronic device available in the home, subject to signature of a loan agreement..

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 paper-based 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 online work through our online learning platform Purple Mash '2Dos'
- provide individual login details for each of the learning platforms (in the home learning packs) and monitor the use of these
- ensure all resources and lessons provided, link to current curriculum objectives within their classroom
- ensure work is set for each day of the self-isolation period
- carry out a welfare call to discuss remote learning, following three consecutive days absence, with subsequent calls as required
- provide an electronic device from school if there is no electronic device in the home (as stated in the technology survey), subject to signature of a loan agreement.
- provide paper-based resources for maths and English 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 emailing/phoning school) as soon as possible
- inform school on the first day of absence, if they do not have any access to Wi-Fi or mobile data and need further paper-based resources
- access remote learning resources immediately, on the first day of absence
- complete online/offline daily learning tasks as appropriate for the age of the child. Offline activities have been provided for a 10-day period. Online activities, listed below, will be set by the teacher daily before 10am and reviewed/marked as appropriate at the end of the school working day.
 - Purple Mash
 - Times Tables Rockstars
 - Reading Eggs
- contact school if they have any concerns relating to the work provided
- hand in the completed work using Purple Mash '2Dos'
- 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
- provide work to match the class timetable for a 'Bubble closure'
- outline expectations at the start of the day for daily home learning tasks through a Purple Mash email or video
- provide timely feedback to all children through email on Purple Mash and marking of work on Purple Mash
- respond to parents' emails as soon as reasonably possible between the hours of 8.30am and 3.30pm
- adapt upcoming lesson provision (on Purple Mash) based on the children's work submitted the previous days
- contact parents/carers who do not have access to the internet (or mobile data) weekly
- contact parents/carers following no work submission on Purple Mash or any use of online platforms after two consecutive days

Parents/Carers are requested to:

- discuss with school on the first day of closure the possibility of providing an electronic device from school if there is no electronic device in the home (as stated in the technology survey), subject to signature of a loan agreement.
- inform school on the first day of closure if they do not have any access to Wi-Fi or mobile data
- access remote learning resources immediately, on the first full day of absence
- endeavour to complete work according to the class bubble closure timetable
- 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 via the email provided at the start of the bubble closure, adhering to the messaging protocol (appendix 2), should they have any queries
- allow children to respond to any feedback, marking or improvement prompts, provided by the lead member of staff on Purple Mash

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 (if the closure exceeds two school weeks)
- operate timely reward systems to celebrate home achievements
- review the remote learning provision for foundation subjects e.g. providing school created videos
- keep parents informed through updates on our school Facebook Page/website.

Further Support Available

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

- Issues in setting work – contact the relevant class lead via email teachers@towlaw.durham.sch.uk / towlaw@durhamlearning.net or call the school office on 01388 730283
- Issues with behaviour – contact the relevant class lead via email teachers@towlaw.durham.sch.uk / towlaw@durhamlearning.net or call the school office on 01388 730283
- Issues with IT – contact the school office 01388 730283
- Issues with their own workload or wellbeing – contact Miss Dobson (Mental Health Lead) via teachers@towlaw.durham.sch.uk who has contact links with NHS Mental Health Practitioners
- Concerns about data protection – talk to the Data Protection Officer (Miss Mawson) via the school office.
- Concerns about safeguarding – talk to the Designated Safeguarding Leads – Mrs Jackson, Miss Mawson and Miss Dobson.

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.

November 2020

Appendix 1 – Letter home to parents/carers outlining home learning provision

Work Packs

Dear Parent/Carer,

In this pack you will find some basic items that you will need to complete home learning should your child be absent from school due to Covid-19 symptoms or isolating.

Please do not use these items for any other purpose as we are unable to replace them.

All learning must be completed every day your child is absent as they will NOT catch up on the work missed when they return.

You can access the majority of your child's class home learning through Purple Mash. They will also be expected to access other online platforms throughout the day (age dependent).

You will need access to an electronic device in order to complete this such as a laptop, computer, iPad, tablet or mobile phone. We will contact you about arrangements if you have informed us (via the online technology survey) that you do not have an electronic device in your home and this will be subject to signature of a loan agreement.

Yours sincerely,

Mrs Jackson
Head Teacher

Appendix 2 – Letter home to parents/carers outlining parent/carer messaging service

Years 1-6 Remote Learning Through Purple Mash

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 set on Purple Mash. If you are having trouble logging onto the 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. **This will only be used if a class bubble or whole school is closed and not for individual children who are self-isolating.**

We will be providing you on the first working day of the bubble closure with the email address of the class lead. You will be able to contact your child's class lead for the reasons stated below:

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 don't use email to raise an issue, please contact the school office in the usual way
- Please do not message via the email address to notify school of absences or illnesses – this should be done via the school office as normal
- Please do not use email to message about any urgent or serious issues; please use the school office and normal school procedures for this

REMEMBER

Staff 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 3.30pm or on a weekend as staff may not be able to reply.

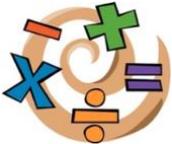
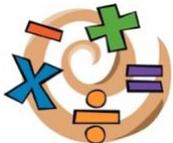
Yours sincerely

Mrs Lisa Jackson
Head Teacher

Appendix 3 – Class home learning timetables for bubble closures – November 2020



Miss Mawson's Class 1 Daily Home Learning Timetable
in the event of a 'Bubble Closure'
November 2020

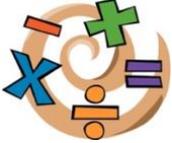
10 minutes	45 minutes	1 hour	1 hour
<p>Good morning email on purple mash.</p> 	<p>Mental maths sheets in work pack and mark sheet through Purple Mash email.</p> 	<p>Numeracy (MyMaths or Purple Mash)</p> 	<p>Literacy (Email on Purple Mash with an activity to complete in literacy book)</p> 

60 minutes	30 minutes	30 minutes	1 hour	10 minutes
<p>Lunch and physical activity (of your choice)</p> 	<p>Reading (Reading eggs)</p> 	<p>Wellbeing (Choose a fun activity in your house - e.g. colouring, jigsaw, board game, physical activity)</p> 	<p>Topic (Purple Mash)</p> 	<p>Goodbye email on Purple Mash.</p> 



Miss Dobson's Class 2 Daily Home Learning Timetable in the event of a 'Bubble Closure' November 2020



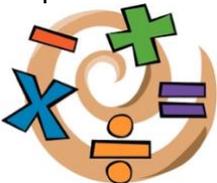
10 minutes	45 minutes	45 minutes	50 minutes
<p>Good morning video (or good morning email on purple mash)</p> 	<p>Mental maths (Sheet in home learning file and video/marksheet with answers to mark via Purple Mash)</p> 	<p>Numeracy (MyMaths, Times Tables Rockstars or Purple Mash)</p> 	<p>Literacy (Video/email on Purple Mash with an activity to complete in literacy book)</p> 

60 minutes	30 minutes	30 minutes	50 minutes	10 minutes
<p>Lunch and physical activity (of your choice)</p> 	<p>Reading (Reading eggs)</p> 	<p>Wellbeing (Choose a fun activity in your house - e.g. colouring, jigsaw, board game, physical activity)</p> 	<p>Topic (Purple Mash)</p> 	<p>Goodbye email (on Purple Mash)</p> 



Miss Marr's Class 3 Daily Home Learning Timetable in the event of a 'Bubble Closure' November 2020



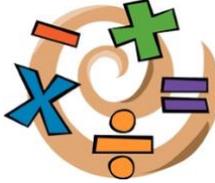
10 minutes	35 minutes	20 minutes	20 minutes	40 minutes
<p>Good morning video (or good morning email on purple mash)</p> 	<p>Mental maths (Sheet in home learning file and video with answers to mark via Purple Mash)</p> 	<p>Numeracy (Times Tables Rockstars or Purple Mash maths)</p> 	<p>Phonics (Fast phonics on Reading Eggs or phonics play)</p> 	<p>Literacy (Video with an activity to complete in literacy book or a literacy/phonics sheet out of your pack)</p> 

60 minutes	30 minutes	30 minutes	40 minutes	10 minutes
<p>Lunch and Physical activity (of your choice)</p> 	<p>Reading (Reading eggs)</p> 	<p>Wellbeing (Choose a fun activity in your house - e.g. colouring, jigsaw, board game, physical activity)</p> 	<p>Topic (Purple Mash)</p> 	<p>Goodbye email (on Purple Mash)</p> 



Mrs Boulton's Class 4 Daily Home Learning Timetable
in the event of a 'Bubble Closure'
 November 2020



10 minutes	20 minutes	15 minutes	5 minutes	15 minutes
<p>Singing days of the week song (your child will know this song as we sing this daily) Talk about what day, date, month and season it is. Look outside and see what the weather is today.</p>	<p>Phonics - please see attached sheet for information.</p> 	<p>Maths - please see attached sheet for information.</p> 	<p>Number formation - please see attached sheet for rhymes.</p> 	<p>Story time</p> 

30 minutes	5 minutes	15 minutes
<p>Reading eggs Complete 1 level per day.</p> 	<p>Practise writing your name.</p> 	<p>Play a turn taking game.</p> 

