



Downham Preparatory School and Montessori Nursery

The Old Rectory, Stow Bardolph, Nr Kings
Lynn, Norfolk, PE34 3HT
(01366) 388066 office@downhamprep.co.uk
www.downhamprep.co.uk

REMOTE LEARNING POLICY JAN 2023

Written by. Mrs E Laffeaty-Sharpe and the Senior
Management Team.

DATE OF REVIEW: Ongoing

Review Date: January 2024

Policy:

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic. **(WE WOULD APAPT THIS IF OTHER SITUATIONS OCCOUIR MEANING PRO LONGEG PERIOD OF HOME LEARNING)**

It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

Our Approach:

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge.

Due to this we will offer a variety of daily remote-learning activities as per government guidelines but be understanding that pupils may not always be able to complete them all. We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills. Please support your child as best you are able. *(Please read the attached letter sent home to all of our parents)*

Remote Educational Provision For Whole Classes

For use during the current lockdown we have sent out timetables to each class for their on-line lessons via Teams. (*example attached*) This will outline a range of daily learning activities which link to our current curriculum plans for English and Maths and the learning children would normally be doing in school. Other subjects may be adapted to suit remote learning and make use of a range of high-quality online materials.

The government minimum expectation for remote learning is for schools to provide

- Key stage 1 children: 3 hours a day, on average, across the school cohort, with less for younger children
- Key stage 2 children: 4 hours a day

Our live, teacher-led lessons, will be delivered through Microsoft Teams, at the times sent home to each class. These lessons will also be recorded to enable a child who has missed the live lesson to watch it at a time that is more convenient. Links will be provided to other website content and on and offline tasks, which can be completed at any time during the day when the children are not taking part in a live lesson. (*example attached*)

Other optional events and enrichment activity ideas will be sent home via e mail to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

One hour each day is timetabled for Form Teachers to speak to individual parents or children who may be experiencing problems. In addition to this each Form Teacher has a one hour, on-line, form meeting via Teams to discuss well-being and give the class an opportunity for a 'chat'.

Staff will monitor children's engagement with activities and Senior Leaders will contact parents of those children not engaging to discuss how we can help.

If you have any questions or any concerns regarding live lessons then please get in touch.

Additional support for pupils with additional needs

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 with differentiated tasks, lessons from other year-group materials, alternative methods of recording, additional resources and advice and support. We encourage parents to get in touch if their children are finding things too difficult or easy and we will do what we can to make personalised adaptations.

Safeguarding & Remote Learning:

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel

Remote Learning Policy

uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

The following websites offer useful support:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact us on 01366 388066 and one of our Safeguarding Leads will reply. Mrs Lillie, Key Stage 2, Miss Tighe, Key Stage 1 and Early Years.

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

Remote Educational Provision For Individuals Who Are Self-Isolating or Shielding

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class Teachers will provide access to a weekly timetable of remote learning activities shared through Microsoft Teams.

This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of ready-prepared high quality online materials (drawing heavily on units from the national Oak Academy that fit with our school curriculum) and supplement these with our existing subscription packages which children are familiar with.

Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school. Students at home should receive feedback at least twice a week.


Support for families to access remote-learning:

We encourage families to get in touch if they are struggling to access our remote-learning

Remote Learning Policy

offer. We may be able to support with advice or technical support, adaptations to tasks, help with internet access etc. Please contact the school office on 01366 388066, or e mail office@downhamprep.co.uk, to discuss this further.


APPENDIX: National Online Safety Agency Top Tips For Parents:




10 TOP TIPS

REMOTE LEARNING FOR PARENTS


Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning 


As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.

2) Monitor your child's communication and online activity 


It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.

3) Establish a daily schedule and routine 


Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.

4) Encourage screen breaks away from devices 


Remote learning will inevitably require more interaction with computers, laptops and tablets. Teacher's will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.

5) Ensure your learning device is in a public space in the home 


It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.

6) Implement safety controls and privacy restrictions on apps and software 


Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.

7) Ensure your child only uses official school communication channels 


It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.

8) Familiarise yourself with relevant school policies 


Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.

9) Maintain feedback with teachers 

Engage in communication with teachers where possible and try to feed-back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.

10) Monitor your child's wellbeing and mental health 

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.



www.nationalonlinesafety.com
Twitter - @natonlinesafety
Facebook - /NationalOnlineSafety
Instagram - @nationalonlinesafety

Users of this guide do so at their own discretion. No liability is entered into. Current as of the date of release: 20.03.2020



Appendix: Optional Learning Grid

Optional Homelearning	
Classes 1 and 2	
Music	Spanish
<p>This years Summer show production, be it live or recorded will be the musical Oliver. We would like children to practise the songs during their time at home, this will help when it comes to rehearsals.</p> <p>This link takes you to all of the songs on you tube, which also play a video of the lyrics on screen.</p> <p>https://www.google.co.uk/search?client=safari&hl=en-gb&tbm=vid&q=music+and+lyrics+for+oliver&sa=X&ved=2ahUKewjgncvX1IzuAhWQyoUKHTw2CU0Q8ccDKAR6BAGOEBI&biw=1366&bih=985&dpr=2</p> <p>Classes 1 and 2 to learn Food Glorious Food and Oliver!</p> <p>The children could also watch a musical production of Oliver should they wish.</p> <p>Oliver! - The Musical (Full Version) - YouTube</p>	<ul style="list-style-type: none"> <p>Class 1</p> <p>Twinkl.co.uk/share</p> <p>Enter the code JA9506</p> <p>This will take you to lesson packs 1-5. They say year 3, this is because in many schools they do not begin Spanish until that year, however the children will be familiar with the meet and greet phrases.</p> <p>Please work through the lessons 1-5 in order. The children will need to view the powerpoints (these have spoken language so the children can hear pronunciation). Then open the Resources file and complete the activity sheet, only complete sheet 1, which is indicated by a star in the op corner-1st page. The children can look at the answers sheets after completing to check their answers.</p> <p>Class 2</p> <p>Twinkl.co.uk/share</p> <p>Enter the code JX1865</p> <p>This will take you to lesson packs 1-5. They say year 3, this is because in many schools they do not begin Spanish until that year, however the children will be familiar with the topic.</p> <p>Please work through the lessons 1-5 in order. The children will need to view the powerpoints (these have spoken language so the children can hear pronunciation). Then open the Resources file and complete</p>

	<p>the activity sheet, only complete sheet 1, which is indicated by a star in the top corner-1st page. The children can look at the answers sheets after completing to check their answers.</p>
Art	Additional Resources
<p>Week 1- Tube animal (use the inner tube from a toilet roll or kitchen roll and turn it into a real or imaginary creature).</p> <p>Week 2- Junk model ship. (use any unwanted items to make your ship. Don't forget to see if it floats).</p> <p>Week 3- Rubbings-(fold a sheet of paper into quarters and then see if you can find 4 different textures to take a rubbing of. These could be indoors or outdoors).</p> <p>Week 4- Decorate a pebble (find a pebble make sure it's clean and dry then decorate it with paint or felt tip pens, if you use paint adding a little PVA glue can help it stick).</p> <p>Week 5 -Make a puppet (you could make a sock puppet or a spoon puppet or you can use some paper or card to make some finger puppets. Don't forget to put on a puppet show for your family to enjoy).</p>	<p>Oxford Owl https://www.oxfordowl.co.uk/for-home/ Includes phonic, reading, spelling and maths activities</p> <p>Education City https://www.educationcity.com/free-resources/?age=&month= Includes free resources for English, Maths, Science, Computing, French and Spanish</p> <p>Topmarks https://www.topmarks.co.uk/ Includes resources for all subjects across all ages.</p> <p>ICTgames http://ictgames.com/ Free English and Maths games</p> <p>Prodigy Maths Game https://play.prodigygame.com/ Maths game-will need to create a free account</p> <p>White Rose Maths https://whiterosemaths.com/</p> <p>Classroom Secrets https://classroomsecrets.co.uk/kids/ Free resources for English and Math</p> <p>Times Tables https://www.timestables.com/</p> <p>Times table games</p> <p>Cool Maths Games https://www.coolmathgames.com/</p> <p>My Mini Maths https://myminimaths.co.uk/</p> <p>Various Maths activities to print</p> <p>Khan Academy https://www.khanacademy.org/</p> <p>Sumdog https://www.sumdog.com/user/sign_in</p> <p>Children should have their own logins. In the event that they are unable to remember their logins, they can play as a guest.</p> <p>Mr P ICT online https://www.mrpict.com/home-learning-support.html?fbclid=IwAR3BqEqsRg0Yt4GLGFRW8zd9fjAmJFEqXh72kn-bk6DlloUQ8xycs2KdQfA</p> <p>Bbc Bitesize https://www.bbc.co.uk/bitesize</p> <p>Phonics Play https://www.phonicsplay.co.uk/#</p> <p>https://chatterpack.net/blogs/blog/resources-list-for-home-learning</p>

Remote Learning Policy

	Reading https://collins.co.uk/pages/big-cat-ebooks
--	---

Appendix: Example of Home Learning Timetable

Downham Preparatory School						
		Monday	Tuesday	Wednesday	Thursday	Friday
1	SUBJECT	MATHS	ENGLISH BOOK STUDY	MATHS	MATHS	MATHS
9.15 / 10.15	TEACHER	5 MRS LILLIE	5 MRS COVELL	5 MRS LILLIE	5 MRS LILLIE	5 MRS LILLIE
2	SUBJECT	SCIENCE	ENGLISH GRAMMAR & PUNCTUATION	ENGLISH CREATIVE WRITING	ENGLISH COMPREHENSION	RE
11.00-12.00	TEACHER	5 MR COCHRANE	5 MRS COVELL	5 MRS COVELL	5 MRS COVELL	5,6,7 MR COCHRANE
LUNCH BREAK 12.00-1.00						
3	SUBJECT	HISTORY		GEOGRAPHY	FORM TEACHER TIME	
1.00-2.00	TEACHER	5 MR COCHRANE		5,6,7 MRS LILLIE	5 MRS COVELL	
4		SPELLING	TEACHERS AVAILABLE FOR QUESTIONS/QUESTIONS	SPELLING	TEACHERS AVAILABLE FOR QUESTIONS/QUESTIONS	MATHS
2.30-3.30		MRS LILLIE		MRS COVELL		MRS LILLIE 5
AFTERNOON BREAK 2.15 - 2.30						
		TERM:-				
		FORM TEACHER:	MISS COVELL		YEAR 5	

Appendix: Home Learning letter to parents

7th January 2021

Home Learning

Dear Parents,

Thank you for attending the calls with your child's form teacher and the many positive comments that the teachers received. We realise, however, that for some parents who were working, it was not possible to take part in the calls.

There were one or two points that were raised during these calls and we are writing today to clarify the arrangements for online and offline learning with you all.

We have deliberately left a gap between lessons in the morning so that your child can have a short break and then complete the set work before the next lesson begins. We have also allowed for another break later in the day for lunch and a chance to get some outside exercise and some fresh air.

The government recommendation is that Primary children should spend no more than 3 hours online. When they are not taking part in an online lesson, they will need time to complete the set work, as they do when we are in school e.g. In the comprehension lesson in class, the teacher reads through the text with the children and discusses the questions. The children would then normally take the exercise home to complete the questions. They will not have time to complete the exercise during the online lesson and will need to complete their written answers when they are offline. The next time comprehension is taught, they will read through and discuss the answers that they have written in their own time, with their teacher, and then they will discuss the new text for the week. During spelling online the previous lesson will be tested and the next week's rule will be taught. The children will then practise their list in their own time offline; we recommend 10-15 minutes a day.

In addition to this the older children have set pages to read from the class book study book; we ask that younger pupils read for 15 minutes a day and older pupils for 30 minutes. Pupils are also asked to practise times-tables in their own time. As previously advised, when we sent home the new timetables for this term before we were told to lockdown, we were teaching study skills instead of Spanish (for this term only). These memory games and study skills will be included in the online form teachers' meetings.

To complete all the set work and attend the online lessons will give the children a very full school day. We also know that many of you work from home and it will not always be possible for you to follow the online schedule. For this reason we are recording all the lessons so that you will be able to watch them later, with your child, at a time that is convenient to you.

Please follow the guidelines for home learning for one full week to gain a true picture of how it is working for you and your child.

If you have any questions or queries after that, please contact us.