



## Remote education provision at Castlecroft Primary School : 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 or a positive Covid test result require entire 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.*

### **The remote curriculum: what is taught to pupils at home**

As bubbles close quickly, 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?**

Children will have their reading book and usual homework to complete. There will be an explanation of where to find the new work on Teams as soon as possible. Work will be uploaded onto Teams or on Studyladder, MyMaths or Purplemash,

### **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 with any necessary adaptations. For example, if a topic in Maths is new, the children will need practical activities that are not always possible to set remotely. The order of topics may therefore be changed to allow for more difficult concepts to be covered when the children return to school.

### **Remote teaching and study time each day**

#### **How long can I expect work set by the school to take my child each day?**

The government has set the minimum number of hours that they expect children in Primary school to work at 3 hours a day on average across the school. The table below outlines the work that will be set and the time we suggest it should take. We acknowledge however that it is not always possible for families (who may be working from home or have more than one child) to complete all the work. We also realise that

you may not be able to do the work on the day it is set if children are sharing the family laptop for example and so expect that families will timetable their own work and do what they are able to.

|                        |   |
|------------------------|---|
| NURSERY                | As the children are not of statutory school age we will set: One Maths, one phonics and one other activity linked to “understanding the world” a week, where we will prepare and provide any resources needed on TEAMS or suggest household items that you could use. This will be supported by video messages on face-book from the teaching team. We suggest that these should take three hours a week. On top of this we will suggest other activities which you could do with your child at home. |
| RECEPTION              | We will set a Maths and phonics activity four days a week and a writing/mark making activity on a Friday plus one other “understanding the world” activity linked to the current topic for the week. We suggest that this should take two hours a day.  |
| KS1 and KS2 up to Yr 5 | A Maths and English lesson plus one other Foundation lesson (History, Geography, RE etc) will be set each day. This should take approximately 3 hours a day   |
| Year 6                 | As year 6 still have their SATs this year we will set A Maths, Reading and Grammar activity each day plus one other Foundation lesson (History, Geography, RE etc) This should take 3-4 hours a day.  |

**Reading:** All children are encouraged to read daily and at least three times a week. This is more difficult to do when remote learning once they have finished their school reading book but the children should also have a library book and may have books at home that they can read. Once you run out of books, some free online libraries can be found at

<https://home.oxfordowl.co.uk/>

<https://www.teachyourmonstertoread.com/>

<https://storiestogrowby.org/> (Great for traditional tales)

<https://www.storylineonline.net/> (Books to listen to –then discuss)

Finally, If you own a kindle Just click into the “free eBooks” section on Amazon and take a browse of over 3,000 free e-books for children

## Accessing remote education

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

Teachers will explain the work on TEAMS and the day's work will be uploaded by 9am at the latest. (It may be uploaded the night before and some teachers may upload a few days or a whole week at a time.) Work will be on TEAMS, Studyladder, MyMaths, and Purple mash.

### If my child does not have digital or online access at home, how will you support them to access remote education?

Parents were made aware in September that Castlecroft were moving towards remote learning for homework which would support the children in regularly using the online sites in case of a bubble closure. We recognise however that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- In some circumstances it is possible to loan a laptop or i-pad to pupils. Please contact school if you would like to enquire about this. Please bear in mind that this takes time to set up with Conzero and you will need an internet connection.
- For pupils who cannot access the work online we will do our best to provide paper copies of the work. We are unable to do this for everyone unfortunately. Work will be provided weekly and will have to be collected from school. Please contact school to discuss this further. However, it is impossible for teachers to support this in the same detail as the online work offered.
- Completed work can be dropped off at school and we will forward these to the teacher for marking or held onto until the pupils return to school. (If there has been a positive test in the house then work should remain at home until after the isolation period or it could be uploaded online.) However, if school is closed except to children of key worker and vulnerable children then paper copies of work will have to be returned after school re-opens.

**WHOLE SCHOOL LOCKDOWN –SCHOOL OPEN FOR KEY WORKER AND VULNERABLE CHILDREN ONLY.** In this eventuality, we will do our best to keep lines of communication open in the following ways:

- In school hours there will always be a member of SLT available in the building and the office phone will be manned so that if you are having any issues with your child's learning, ICT support needs or concerns about your child's well-being you can still contact school on 01902 556606
- You can keep in touch with school on TEAMS by messaging the teacher.

- You can keep in touch with school by messaging the school Facebook page- search for Castlecroft Primary School and send a request to join but make sure that you answer all three security questions.

## How will my child be taught remotely?

### **EARLY YEARS FOUNDATION STAGE:**

**NURSERY:** The teaching team will upload input videos onto the Nursery Facebook page and resources to go alongside this on the TEAMS page.

Parents can ask questions about the work on TEAMS or the Facebook group and can upload work onto TEAMS. Parents are encouraged to make observations on “Evidence me”.

**RECEPTION:** Work will be uploaded onto TEAMS with links to resources for example Ruth Miskin Phonics lessons. Parents can ask questions about work on TEAMS and are encouraged to make observations on “Evidence me”

### **THE REST OF THE SCHOOL:**

Work will be explained on TEAMS.

Work will be set in TEAMS sites, Studyladder, Purple Mash and My Maths.

Questions about work can be asked in TEAMS. PLEASE SEE PARENT GUIDE TO TEAMS BELOW

### **Support with work/Keeping in touch with the teacher:**

All teachers (EYFS, KS1 and KS2) will be available on TEAMS to answer any questions the children have about their work. This time will be different for each teacher depending on their timetable and commitment to their keyworker bubble so each teacher will make children aware of the time on their work TEAM. When it is possible to do so Live meetings with the class and teacher will be scheduled for the same time each day and details of this will be shared with you.

If you are experiencing technical difficulties with TEAMS or any of the other sites then please contact school on the designated email address

[passwordresets@catlecroftprimaryschool.co.uk](mailto:passwordresets@catlecroftprimaryschool.co.uk)

and we will do our best to get this rectified quickly. Please bear in mind that this may take some time as we will have to liaise with Concero or the other websites on your behalf.

## **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?**

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

We are very lucky, as a school, as we know how much our parents value the education that we provide and we know that parents will do their utmost to support their child(ren) in accessing their work. We also know however, that it can be difficult to support different children at the same time especially when sharing laptops/i-pads and trickier still balancing this with working from home. We will check in with families who are not engaging with the online work set to see if there is any way that we can help and also to check on the wellbeing of our Castlecroft Community. Please do not take offence if you receive a call; we have a duty of care to our children and a statutory obligation to provide remote learning.

On the rare occasion that we do not manage to keep in touch with a family then we would seek support from the Local Authority in line with the guidance provided to us.

**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 may be given where appropriate or quizzes /activities may be marked automatically via digital platforms.

Work online will be marked regularly and feedback will be given. If you are unsure how to access the feedback on a particular online site please contact school. There is also a post explaining this on the Facebook page.

Work that is uploaded onto TEAMS often downloads differently for different pupils and is also uploaded in various ways depending on the computer system of the pupil. This can therefore take longer to find and give feedback on, as teachers have to check the various formats. If you are concerned that your child's work has not had feedback then please contact school to discuss this.

**Work uploaded on TEAMS conversation boxes is open for anyone in the class to read. Teachers will give the same types of positive and constructive feedback that pupils will hear friends receiving in class. Teachers will contact parents directly to discuss if the standard of the work is not acceptable and this will not be done on TEAMS due to this open nature of the page. Attaching the work to assignments makes the feedback more personal as no-one else can read it.**

Paper copies of work can be handed into school when you collect your next pack and feedback will be returned to you the following week.

## **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?**

If the school closes due to a local or national lockdown. The SENDco Mr Dimmock will contact all parents of pupils with an EHCP and a member of SLT will contact all known vulnerable children. We will discuss the best way to support your child. It may be that this is by being in school and we will then offer them a school place.

Some children with an EHCP or special need do not need to be in school to meet the needs outlined by their EHCP and we will discuss how we can best do this remotely. 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 by finding what works best. This may be a combination of...

- Individualised paper workbooks
- Online sites such as Night-zookeeper and Dyslexia gold
- Differentiated work on the existing platform
- Sharing precision teaching probes with parents
- Regular one to one phonecalls or Teams meetings with a member of the SEND team or the class TA.
- A regular drop in session to work at a social distance with a member of staff 1 to 1 in school.

**The arrangements for each child with an EHCP or a SEND need will depend upon the child's individual needs.**

## **Remote education for self-isolating pupils**

**If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?**

Where individual pupils need to self-isolate but the majority of their peer group remains in school, the class teacher will face the challenge of teaching pupils both at home and in school. Where possible the key pieces of work being covered in class will be uploaded onto TEAMS. However, where this is not possible (for example where the work is impossible to complete without being present for the discussion and preparation lessons) a similar activity or piece of work on the same topic will be set on one of the online platforms (Studyladder, MyMaths, Purplemash). Some teachers will set this work daily-others will prefer to set a few days or a week at a time; as is normal practice this will all be explained on TEAMS.

There will be a minimum of one activity a day for EYFS and two or three hours a day for the rest of the school dependent on what is being taught.

**TEAMS:** As TEAMS is being used to set Homework and Isolation work now, to make things clearer all Homework will be highlighted Purple and all Self Isolation work will be highlighted Orange to try to make it easier to find.

**SAFEGUARDING:** If you are concerned about any comments that you see on the school Teams site please contact school immediately. If you were worried about a child's safety outside of school hours you could reach the Senior leadership team by sending a Facebook messenger to Sharon Birbeck (Mrs Birbeck-Simpson)

If you think a child is at risk of harm or abuse please contact City of Wolverhampton Council (Adult MASH) on 01902 551199 during open hours (8.30 - 5.00 Monday - Thursday and 8.30 - 4.30 Friday) or 01902 552999 for emergency out of hours or if immediate action is needed dial 999.

THANK YOU FOR YOUR UNDERSTANDING AND SUPPORT IN THESE DIFFICULT TIMES.

**PLEASE SEE ATTACHED PARENT GUIDE TO TEAMS**



## **PARENTS' GUIDE TO CASTLECROFT TEAMS LEARNING PLATFORM**

### **How to access TEAMS:**

- ✓ Either download the Teams app or use Teams online-both are free and can be used on a phone, i-pad, or lap top/chrome book etc.
- ✓ Login by entering the email we have sent which should follow the format [FirstnameSecondname@castlecroftprimaryschool.com](mailto:FirstnameSecondname@castlecroftprimaryschool.com)  
(Please include capitals where the example does for both names but not for the school)
- ✓ Enter the password Welcome20 You will now be asked to set your own password. Please make this something memorable.  
The password must be of at least 12 characters. contain a combination of at least three (3) of the following type of characters: uppercase letters, lowercase letters, numbers, symbols (punctuation marks) must not contain the user's user name. the new **password** cannot be the same as previous **passwords**.
- ✓ Once in you should see a work team and a chat team for your child's class

### **Technical difficulties:**

- ✓ Please email all technical difficulties including passwords for any of our sites or issues with teams to [passwordresets@castlecroftprimaryschool.co.uk](mailto:passwordresets@castlecroftprimaryschool.co.uk)  
(all lowercase)  
Please include your child's name and class

### **What is the chat team for?:**

- ✓ The chat team has been set up to allow the children to talk to each other as younger children do not always have access to their friends during time away from school and this can be a lonely time.
- ✓ The children can upload suitable videos and memes
- ✓ Please monitor your child's chat and notify school immediately if you are concerned about any comments or things shared there.
- ✓ Staff will remove any comments that don't follow the rule, "If you wouldn't say it in school then don't say it on the chat team" and parents will be contacted to inform them of our concerns.
- ✓ Staff will monitor the chat thread once a day.

### **Where is the work set in the work team?:**

- ✓ Each day the teacher will write a message on Teams in the Work Team conversation boxes. The conversation on Teams moves order so that the most recent comment appears at the bottom. This can make it hard to find work and we appreciate that. To try to help you we will do the following:  
Teachers will write the work conversation starting with the date and will highlight the box orange, They will Explain the Maths, The English and the other activity for that day.  
The Work conversation box will then tell you where the work is either Studyladder, MyMaths, Purple Mash or Teams
- ✓ Work on Teams will usually be set in the assignments. The assignments button is on the tool bar at the top. To make it easier to find, the teacher will start with the date and Subject e.g. 12/1/21 MATHS Any resources will be attached to the assignment and the instructions will explain how to do the work.
- ✓ Occasionally, (you've got to love technology) work will not load to assignments and in this case will have to be loaded in the files area –this will be explained in the teachers work conversation.
- ✓ Sometimes there will be a powerpoint or a weblink added to the conversation box and if you click it, you will be taken directly to the website or it will open the powerpoint.
- ✓ Video links are always worth watching before starting as the teacher will link in high quality videos of "Leading teachers" teaching the subject or will upload a video themselves to help explain the work to the children.

### **How do I open and run a powerpoint on Teams?:**

- ✓ Click on the link. It will ask you if you want to open it in powerpoint say yes. It will then ask you for your email address and password –this is your child's teams email (FirstnameLastname@castlecroftprimaryschool.com) and their password for Teams.  
If it asks you to save a copy just click the x in the right corner.

Click on animations on the tool bar then slideshow and then from the beginning and it will run.

- ✓ Please note that it appears some devices will only open powerpoints as a link whilst others will only open them if they are attached to the assignment. If you have any issues please let the teacher know.

### **Video input:**

#### **We have introduced video lessons to help the children to engage with and understand their learning.**

- ✓ The teacher will upload a video at the start of a topic or when they need to model or explain a task. This may be a video of them teaching and modelling or it may be a video lesson from a quality lead teacher. Occasionally this may be a You-tube link if this is the best model of what they are trying to show. If children seem to be struggling with a task or topic the teacher may upload more videos as the topic progresses. Look out for these-they will either be attached to the assignments or the conversation box where the work is explained. They will also be stored in Files in case parents want to watch them on a different day.



### **Live Meetings:**

**We are hoping to start regular live meetings after the holiday and will trial one this THURSDAY 11/2/21**

**If there are issues with this meeting we may try again on Friday at the same time:**

*We appreciate that not all children will be able to attend these live meetings and we are really sorry that this may cause them frustration but after carefully weighing it up, we feel that we must offer this to those who can attend. We have done our best to allow all children to come even if they have siblings in other classes by holding the meetings at different times. (See below for these times)*

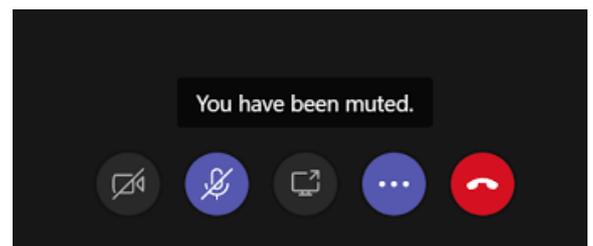
*We will video any teaching/modelling elements of the meetings and they will be available in the chat for 7 days afterwards. WE WILL NOT RECORD ANY PART OF THE SESSION WHERE THE CHILDREN ARE TALKING and will ask you to turn off the video cameras whilst we are recording.*

The teacher will schedule a class team meeting at the same time each day. This will appear in the work team chat area as a long blue bar saying Year... meeting.

- ✓ At the time of the meeting children should click on this meeting bar in the conversation box. Children/parents **SHOULD NOT click on the video icon in the tool bar at the top right of the work page as this will open a different meeting and cause conflicts and this may cause the meeting to have to end early.** If you can't find the blue bar in the conversation box then click on the calendar icon at the left side of TEAMS and you will see the meeting in the calendar and click to join it there
- ✓ The teacher will use this meeting for different opportunities for the children to interact with their class and their learning for example they will take the opportunity to go over any difficulties the children have had, they may play a speaking game or read a class novel and ask questions etc. They will also use it to model learning the children have struggled with and/or set expectations for that day or the next day's learning depending on the time of the meeting.

### **The following school Live meeting rules need to be followed:**

- **To join the meeting click on the blue bar in the conversation box in your work team that says Year...meeting or go to the calendar. DO NOT click the meet now video icon at the top right of the team or this will start conflicting meetings and the class meeting may have to be ended**
- **When children come onto the meeting they should mute their microphone. Click on the picture of the microphone in the toolbar to turn it off. If they don't then the teacher will mute it for them as the meeting will not work if we can hear background noise.**



- **When you join the meeting there may be a screen reminding you of the meeting rules.**
- **Please do not go onto the meeting too early. Join the meeting at the scheduled time. If children join the meeting before the teacher this can cause technical issues and the meeting may have to be ended early.**
- **We will aim to have one part of the lesson at least where all children are given the opportunity to speak.** Children can pass if they feel uncomfortable at first.
- **Children should be supervised by an adult while they are on live meetings** but please note the adult does not need to actually sit and support during the lesson. We know you will have plenty of other things to keep you busy and teachers may feel extra nervous if we have all parents as well as pupils watching. We appreciate with younger children you may need to help practise the technical aspects.
- **If the children wish to speak or answer a question or join in with a discussion they should “Raise their hand”** at the top tool bar there is a little icon of a hand if you click it the teacher will know that you want to speak. Some children won't want to talk at first and that is fine. Remember to click it again once you have spoken as this will put your hand down or the teacher will think you still want to speak again.
- **When the teacher has finished they will ask if anyone needs extra help with anything ...this is an opportunity to speak to the teacher in a smaller group or to request a phone call form the teacher or class TA.** Please be aware that this may not always be possible immediately however depending on whether the teacher needs to be in class with the pupils straight after the meeting.
- **When the meeting is over the teacher will end the meeting** so no-one can stay on to chat after the teacher is not present.



## MEETING TIMES

**NURSERY-**

**RECEPTION-**

**YEAR 1-**

**YEAR 2-**

**YEAR 3-**

**YEAR 4-**

**YEAR 5-**

**YEAR 6- 12 noon**