



Christ Church CE (c) Primary School **Remote Learning at Christ Church**

Aims

The information below aims to:

- Provide parents/carers with a clear understanding of the learning platform at Christ Church which will be used for remote learning.
- Ensure consistency in our approach to remote learning for pupils who aren't in school for 48 hours or more due to an illness which requires them to isolate (e.g. COVID-19) or for an illness where a child is well enough to access home learning but are not able to attend school e.g. recovering from a broken bone or operation. *(When this is the case, parents/carers need to notify school so that school are able to provide appropriate learning for the child.)*
- Set out clear expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

1. Levels of remote learning

As a school, we are mindful that there will be different levels of remote learning required during the academic year. Some of these include (in no particular order):

1. A child or a small group of children test positive for an illness which requires them to isolate e.g. COVID-19 and are advised by the Government helpline to do this.
2. A child has been on holiday and on return needs to quarantine (Government led).
3. A child has an illness where they are well enough to access home learning but are not able to attend school e.g. recovering from a broken bone or operation.
4. A partial school closure due to a number of children who have an illness which requires them to isolate.
5. A Local Lockdown.
6. A National Lockdown.

2. The Christ Church Online Learning Platform

- We use Microsoft Teams for our online learning platform. **Instructions for how to set up Microsoft Teams for your child up are in Appendix 1 of this document.**
- If your child cannot come into school due to one of the reasons listed above, you will be able to access your child's remote learning via Microsoft Teams.
- The learning platform is also used to set weekly homework for all children (Reception – Year 6). Homework is uploaded onto Microsoft Teams on a Friday and needs to be completed and uploaded by the following Wednesday. *See Appendix 2 of this document to see what homework your child should expect to receive.*
- In the case of a National Lockdown, no homework will be set.
- Your child has an individual email address so that they can access their year group Microsoft Teams pages.

- Your child has an individual password for their email account (you will be asked to change this when you first access Microsoft Teams). **You are the only one who has this password and school will not be able to change this for you.**

3. A summary of what Remote Learning your child will receive

- If your child is absent from school due to one of the reasons listed above in section 1, they will be able to access their remote learning within 48 hours after school has been informed of your child's absence.
- If your child does not access any of the remote learning 2 days after the work has been set, no further work will be set. This is because the work set is sequential and your child will need to have completed the work previously set to gain a full understanding.
- Your child's class teacher will make a well-being phone call to any child who is off for 72 hours or more. As part of this call, they will be able to offer any support needed to access the remote learning.

Scenario	What your child will receive (NB: this will be 48 hours after school has been informed of your child's absence)					
	Daily remote learning set via Microsoft teams after 48 hours of absence (e.g. a timetable, PowerPoints, worksheets, online resource links pre-recorded videos)	Positive feedback from work which has been completed and uploaded to Microsoft teams	Parent/carers access to the year group email for questions about their child's work	A live morning and afternoon 'introduction' on Microsoft Teams led by one of the year group teachers at 9am & 1pm	3 daily pre-recorded lesson introduction from your child's year group teacher: Math, English and 1 other	Well-being call
My child is off school for up to 72 hours as they have an illness e.g. COVID-19 which needs testing for and they are awaiting test results	✓	✓	✓	X	X	X
My child tests positive for an illness where they need to isolate and is off school for 3 or more days	✓	✓	✓	X	X	✓
My child is ill and are too unwell to attend school	X	X	X	X	X	X
My child has been on holiday and needs to quarantine for 48 hours or more (Gov led).	✓	✓	✓	X	X	✓
Selected members of my child's class/year group (incl my child) have been told to isolate due to an illness where they need to isolate and DfE/Public Health have advised the school of this action but it is <u>less than 50%</u> of the year group	✓	✓	✓	X	X	✓
My child's class/year group have been told to isolate due to an illness. DfE/public health have advised the school to take this action. It is <u>50% or more</u> of the year group	✓	✓	✓	✓	✓	✓
There is a National Lockdown: only Key Worker or Vulnerable children can attend school	✓	✓	✓	✓	✓	✓

4. Daily live introductions to the day

If 50% or more of your child's year group are not in school for 48 hours or more due to an illness which requires isolation or there is a National Lockdown, there will be 2 live introductions to the morning and afternoon led by one of your child's year group teachers:

- This will be delivered through Microsoft Teams.
- Your child will log on to this via their individual email address and password.
- A live introduction from your child's class or year group teachers will take place at 9am and 1pm.
- A register will be taken at the start of the live session, allowing your child to say hello to their class teacher.
- During the live introduction, one of the year group teachers will go through the overview of the morning/afternoon and point out key areas of learning.
- Your child's year group teachers will have the ability to control who can be heard speaking throughout this session.
- To ensure that all the children can hear the instructions, there will be times in the live introduction when the children will be placed on mute; when this happens they will be able to hear and see the teacher/s but will not be able to comment.
- There will be an opportunity at the end of the introduction for your child to ask a question/s if they wish to do so.
- If you or your child have any further questions about the information within the live introduction or the learning throughout the day, then please send an email via the year group email address. These email accounts are only activated if/when live lesson introductions are taking place.

Reception: reception@christchurch-lichfield.staffs.sch.uk

Year 1: year1@christchurch-lichfield.staffs.sch.uk

Year 2: year2@christchurch-lichfield.staffs.sch.uk

Year 3: year3@christchurch-lichfield.staffs.sch.uk

Year 4: year4@christchurch-lichfield.staffs.sch.uk

Year 5: year5@christchurch-lichfield.staffs.sch.uk

Year 6: year6@christchurch-lichfield.staffs.sch.uk

- Please note that the live introductions are for the children. We encourage adults to listen to it alongside their child but we ask that adults refrain from commenting or asking questions during the session so that all the children can get the most from this valuable time.
- If adults do have any questions about what has been said in the live introduction, please email these via the year group email address.
- Please read and share the Microsoft Teams: Remote Learning Acceptable Use Policy (Appendix 3) with your child/children and ensure that all parties adhere to it.

5. Pre-recorded lesson introduction led by one of your child's year group teachers

If **50% or more of your child's year group** are not in school due to an illness which requires isolation for 48 hours or more or there is a National Lockdown, one of your child's year group teachers will upload 3 pre-recorded lesson introductions each day:

- This can be accessed via Microsoft Teams.
- Every day there will be: 1 maths introduction, 1 English introduction (KS1 will also provide a short phonics introduction) and 1 afternoon lesson introduction.
- The introductions to the lessons will model the learning to your child and explain what they will need to complete.

6. Pre-recorded lesson introductions led by another teacher

- There are also many high-quality, pre-recorded lesson introductions on the Oak Academy which are delivered by qualified teachers.
- The teachers at Christ Church may direct your child to access specific pre-recorded lesson introductions as part of the remote learning your child has been asked to complete each day.
- If this is the case, there will be a link to click on, which you will find on their assignment page on Microsoft Teams. This will take you directly to the lesson the teacher would like your child to watch and your child will be expected to watch this lesson before completing their work for this subject.

7. Different types of learning

- Your child's year group teachers will use a variety of different resources to support your child's remote learning.
- Some of these will include:
 - PowerPoint presentations
 - Work sheets
 - Links to online activities
 - Videos
 - Directed tasks to complete
 - Reading

8. Marking and Feedback

- Your child's class teacher will be able to see when your child has accessed work that has been set.
- Each day, class teachers will specify which work is expected to be uploaded to be marked

- If your child has completed other piece of work in addition to the specified work, they are welcome to upload it onto Microsoft Teams.
- Your child's class teacher will mark the uploaded work with a positive comment with 48 hours of receiving the work. Maths and English work will also receive a developmental point, if required.
- If your child does not access any of the set work for 72 hours or more, no further work will be set. This is because the work set is sequential and your child will need to have completed the work previously set to gain a full understanding. Class teachers will make phone contact with any child is off for 72 hours or more; as part of this call, they will offer any access support needed.

9. Well-being phone call

- If your child is absent from school due to any of the reasons listed in section 1 or are not attending school due to a National Lockdown, they will receive a well-being phone call from their class teacher once a week.
- If siblings are also absent from school, class teachers *may* make phone calls together.
- Your child will then receive a phone call every further week that they are absent from school.
- For safeguarding reasons, the phone call may come from an unknown number if the teacher is not in school (due to isolation).
- The aim of the well-being phone call is for the child to have individual contact from their class teacher. It is not an opportunity for parents/carers to voice concerns.
- When a teacher makes a call, they will log that the call has been made along with any key information for school records.
- If the class teacher makes a call and there is no answer, a message will be left if this facility is available.
- Class teachers will make 2 attempts to ring a child between the hours of 8.30am and 6pm, Monday to Friday. All attempts will be logged.
- If there is a National Lockdown, parents/carer will be informed which day a phone call will be made each week.
- If you become aware that you've missed both attempts of contact from your child's class teacher, please email them via the year group email to arrange a further attempt.

10. How parents/carers can contact class teachers about remote learning

- All queries about your child whether or not they are in school, should be made using the office@ address as usual.

11. Homework

- The learning platform is used to set weekly homework for all children (Reception – Year 6).

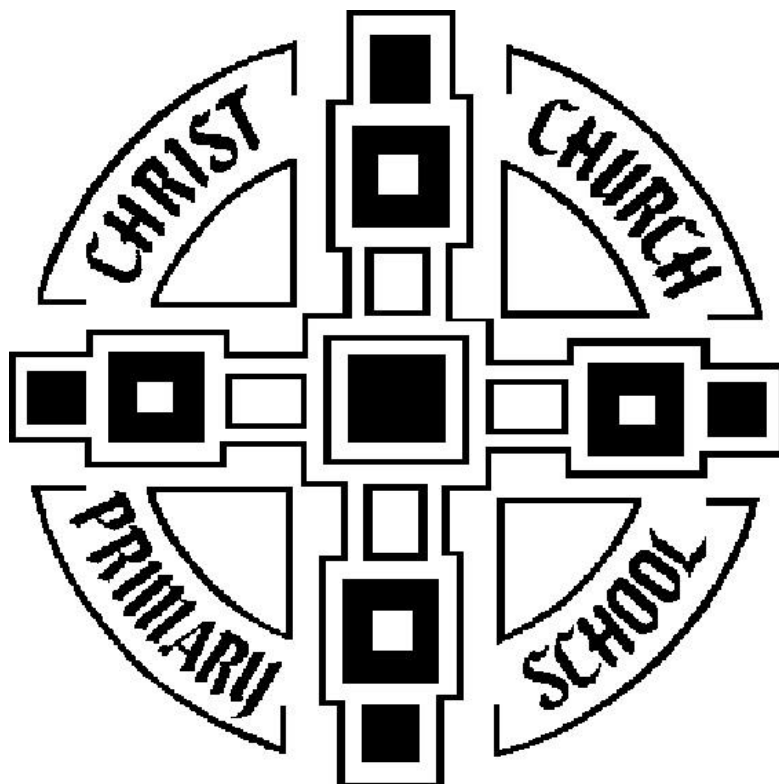
- Homework is posted onto Microsoft Teams on a Friday and needs to be completed by the following Wednesday. *See Appendix 2 of this document to see what homework your child should expect to receive.*
- If you have any questions about the homework your child has been asked to complete, please email the year group email address. Teachers will endeavour to respond to any queries within 48 hours of receipt and within the hours of 8.30am – 6pm.
- Please note that if there is a National Lockdown, no homework will be set.

12. Data protection

- Each child has an individual email address and log in to access the remote learning/learning platform.
- Only the child and their parents/carers have access to this.
- Any uploaded work, communication and feedback will be via each child's individual email and only the year group teachers are able to view this.
- If your child is not attending school due to COVID-19, class teachers will only communicate to your child via the child's individual school email account and through their weekly well-being call.
- Any other form of communication is to be done via the school phone or office@ email.
- The 'chat' facility on Microsoft Teams has been disabled. This is to safeguard the children and to stop them from being able to communicate to each other via Microsoft Teams.
- Due to GDPR, we ask that neither adults nor children post comments on Microsoft Teams. This is because every person in the year group is able to see these comments (see Microsoft Teams: Remote Learning Acceptable Use Policy, Appendix 3).
- Your child's year group teachers will have the ability to control who can be heard speaking throughout a live session.
- To ensure that all the children can hear the instructions, there will be times in the live introduction when the children will be placed on mute; when this happens they will be able to hear and see the teacher/s but will not be able to comment.
- The year group emails have been set up specifically for questions and queries about homework or remote learning. If you wish to communicate any other information to your child's class teachers, please do this via the office email address.

Christ Church C of E (c) Primary School

An introduction to Microsoft Teams
for Parents and Children



Supporting Remote Learning

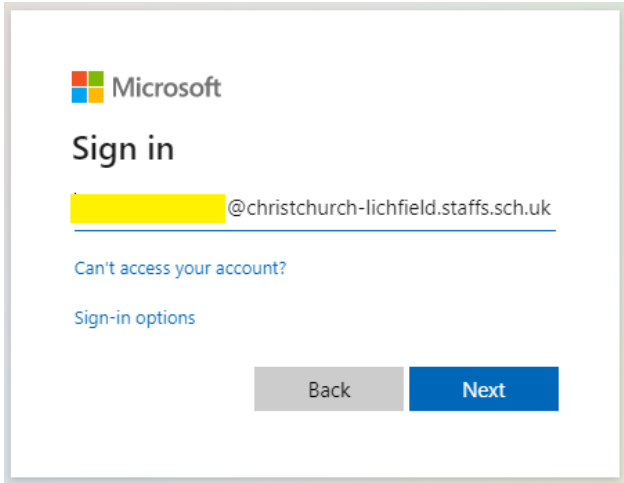
How to access Microsoft teams

Teams can be accessed from the web browser, a desktop application or a mobile app.
<https://teams.microsoft.com>

Download Microsoft Teams for your desktop or mobile:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

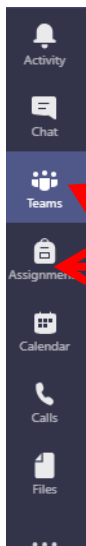
Signing In



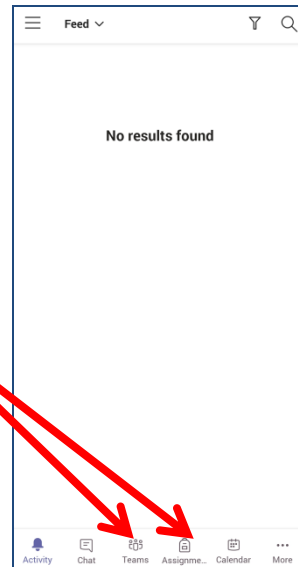
Children will log into Microsoft teams with their username and password (provided by their teacher once the platform is launched).

Navigating Microsoft Teams (desktop & Mobile)

Primary navigation appears on the left hand side of the screen (bottom on iPad and mobile devices) and includes the following icons: Activity, Chat, Teams, Assignments, Calendar, Calls and Files



Desktop website/app

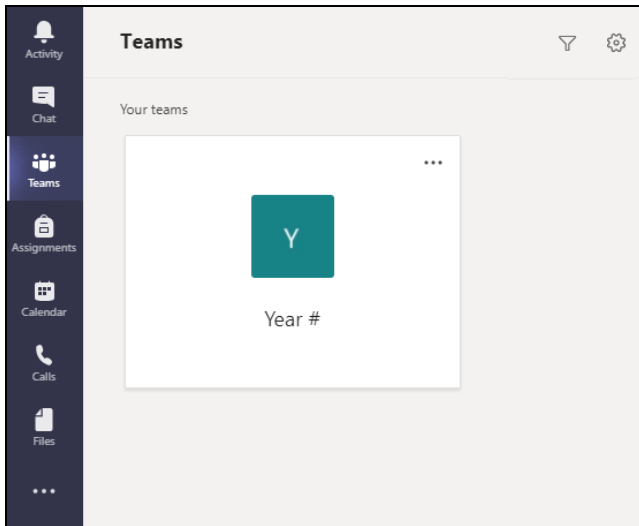


Mobile/iPad app (may vary on different devices)

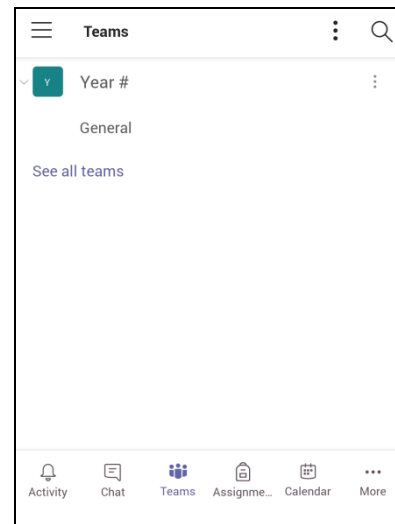
Children will mainly use the teams and assignments options

Teams

Children will be part of a (Year group) team. To see which teams they are part of the children should click on the 'teams' icon.



Desktop website/app



Mobile/iPad app (may vary on different devices)

Clicking on the Team will allow the following options to be selected.

Posts	This is where your child's teacher can post general information
Files	A place where previous files that have been shared can be seen.
Class Notebook	A class notebook where children can collaborate (not used)
Assignments	Lessons, homework and activities set by class teachers
Grades	Points/Grades for assignments which will be displayed here. (not used)

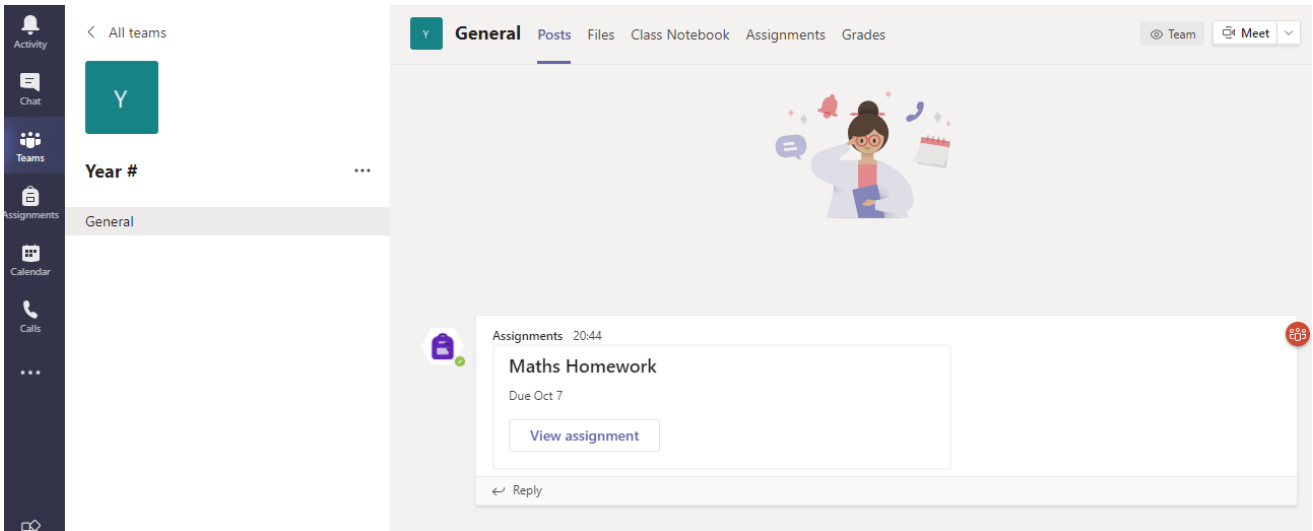
At Christ Church we will mainly use the **Posts**, **Files** and **Assignments** options

If no teams are available, please let your child's teacher know.

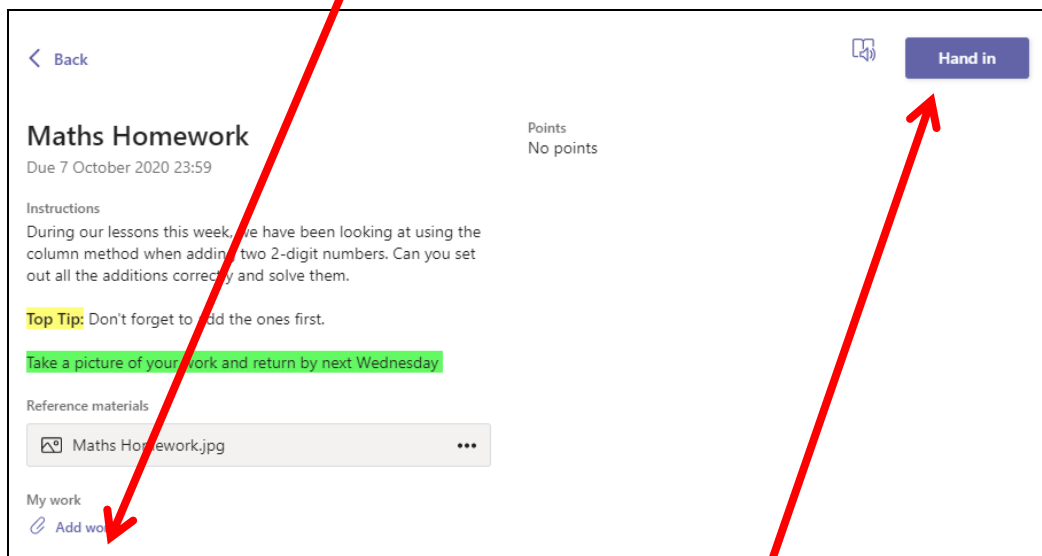
Assignments

Assignments will initially be used to set homework for children but will eventually be used to deliver remote learning if required.

In the example below you can see that a Maths Assignment has been set. It has appeared in the **Posts** section but can also be accessed through the **assignments** tab.



Clicking on **View assignment** will allow you to view the instructions, resources (including any video links) and also allow you to **add your work** for marking. You can **add work** from your device in most file formats.



Desktop version (mobile/iPad app shows the same details)

Once Completed, hand in your work by pressing the **Hand in** button.

Receiving Feedback

After the work has been handed in, your child's work will be sent to the teacher for marking. They will receive a positive comment on their work and it will be **returned** to them for viewing.

In the example below, the child has attached a picture of their written calculations for review. The teacher has then looked at the work and given a positive comment.

Maths Homework

Due 7 October 2020 23:59


Instructions

During our lessons this week, we have been looking at using the column method when adding two 2-digit numbers. Can you set out all the additions correctly and solve them.


Top Tip: Don't forget to add the ones first.


Take a picture of your work and return by next Wednesday

Reference materials

 Maths Homework.jpg ⋮

My work

 My Answers.JPG ⋮

 [Add work](#)

Feedback

Brilliant work. All correct! You have shown a good understanding of column addition.

Points

No points



Appendix 2:

Christ Church CE (c) Primary School Homework Policy

Rationale

At Christ Church, we believe homework plays an important role in consolidation, revision and practise of skills learnt in school. It helps keep parents informed about their child's learning and progress. Through homework, children learn independence as well as organisation skills.

Government Guidelines

Government guidelines suggest children spend the following time periods on homework:

- Years 1 and 2: 1 hour per week
- Years 3 and 4: 1.5 hours per week
- Years 5 and 6: 30 minutes per day

This progression helps to prepare our children for secondary school where in Years 7 and 8 they can expect to receive between 45 and 90 minutes of homework per day.

How homework will be set

- Homework is set on a weekly basis, via our school learning platform
- Children take books home to read
- Other work set is downloaded from the school learning platform

Marking of homework

- Completed homework is uploaded to the learning platform
- Any work uploaded is marked digitally with a positive comment prior to the next piece of homework being set
- Reading records are monitored on a weekly basis and recorded in using a stamp once a week by the class teacher during your child's guided reading lesson
- Parents/carers record in a child's reading record when reading has taken place at home. Ideally this is on a daily basis.

Homework set across school

Reception

- Reading books are sent home on a weekly basis. There is an expectation for parents/carers to read with their child every day. Reading at home is recorded in a child's reading record.
- A phonics activity based on the learning in school is sent home on a weekly basis **via the learning platform.**
- A handwriting activity or a maths activity is sent home on alternate weeks **via the learning platform.**

**** Please note that until October half term, Reception children will only receive a reading book and a maths activity. After half term, they will receive all of the above. This is to aid transition into Reception****

Year 1

- Reading books are sent home on a weekly basis. There is an expectation for parents/carers to read with their child every day. Reading at home is recorded in a child's reading record.
- A phonics or spelling activity, based on the learning in school, is sent home on a weekly basis **via the learning platform**.
- A handwriting activity is sent home on a weekly basis **via the learning platform**.
- A maths activity, based on learning in school, is sent home on a weekly basis **via the learning platform**.

**** Please note that until October half term, Year 1 children will only receive a reading book and a maths activity. After half term, they will receive all of the above. This is to aid transition into Year 1****

Year 2

- Reading books are sent home on a regular basis. There is an expectation for parents/carers to read with their child every day. Reading at home is recorded in a child's reading record.
- Children are set 6 spellings to learn for a spelling test each week. Spellings are based on the learning taking place in school. This may include phonic activities. Spellings are sent home on a weekly basis and **uploaded to the learning platform**.
- A handwriting activity is sent home on a weekly basis **via the learning platform**.
- A maths activity, based on learning in school, is sent home on a weekly basis **via the learning platform**.

Year 3

- Reading books are sent home on a regular basis. There is an expectation for parents/carers to read with their child every day. Reading at home is recorded in a child's reading record.
- Children are set 8 spellings to learn for a spelling test each week. Spellings are based on the learning taking place in school. This may include phonic activities. Spellings are sent home on a weekly basis and **uploaded to the learning platform**.
- A handwriting or grammar activity is sent home on a weekly basis **via the learning platform**.
- A maths activity, based on learning in school, is sent home on a weekly basis **via the learning platform**.

Year 4

- Reading books are sent home on a regular basis. There is an expectation for parents/carers to read with their child every day. Reading at home is recorded in a child's reading record.
- Children are set 8 spellings to learn for a spelling test each week. Spellings are based on the learning taking place in school. This may include phonic activities. Spellings are sent home on a weekly basis and **uploaded to the learning platform**.
- A handwriting or grammar activity is sent home on a weekly basis **via the learning platform**.
- A maths activity, based on learning in school, is sent home on a weekly basis **via the learning platform**.

Year 5

- Reading books are sent home on a regular basis. There is an expectation for parents/carers to read with their child every day. Reading at home is recorded in a child's reading record.
- Children are set 10 spellings to learn for a spelling test each week. Spellings are based on the learning taking place in school. This may include phonic activities. Spellings are sent home on a weekly basis and **uploaded to the learning platform**.
- A grammar activity or reading task is sent home on alternate weeks **via the learning platform**.
- A maths activity, based on learning in school, is sent home on a weekly basis **via the learning platform**.

Year 6

- Reading books are sent home on a regular basis. There is an expectation for parents/carers to read with their child every day. Reading at home is recorded in a child's reading record.
- Children are set 10 spellings to learn for a spelling test each week. Spellings are based on the learning taking place in school. This may include phonic activities. Spellings are sent home on a weekly basis and **uploaded to the learning platform**.
- A grammar activity or reading task is sent home on alternate weeks **via the learning platform**.
- A maths activity, based on learning in school, is sent home on a weekly basis **via the learning platform**.

Appendix 3:

Christ Church CE (C) Primary School Microsoft Teams: Remote Learning Acceptable Use Policy

Parental Acceptable Use Policy:

I understand that:

- Teams activity is monitored by staff and any inappropriate content or concerning or disruptive behaviour is reported to ensure all students are following the expectations for accessing Teams;
- Students who do not adhere to the expectations below may be removed from any online live lesson or activity and will be referred to a senior leader, Deputy Head Teacher or Head Teacher as appropriate;
- Parents will be contacted if their child is not adhering to the expectations set out below.

Pupil Acceptable Use Policy:

In addition to any Acceptable Use Policy at the school, I understand that when using Microsoft Teams:

- There is an expectation that I will engage in online collaborative work when requested by my teacher.
- I will work in a respectful and helpful manner, following instructions carefully.
- The recording of still images, filmed images or audio of teacher/teaching assistants or other pupils without permission, and the distribution of such images, is **strictly forbidden**.
- The use of pre-recorded videos for other purposes such as TikTok videos is strictly forbidden as above.
- Making inappropriate, offensive or unkind comments, including through emojis and/or images, is not to be tolerated.
- The chat function **is not** used at our school.
- I will be polite and friendly in all interactions online.
- I will not interfere with another student's work without their permission, whether it is work submitted on a platform or shared work in a collaboration space.
- When submitting work, I must adhere to the usual standards of honesty and be careful not to plagiarise work, avoiding copying off the internet and submitting as my own work, or submitting work as my own without reference to others if the work was generated collaboratively.

I understand that when using Microsoft Teams for online live lessons:

- My teacher will start and end all online live lessons. I **will not** set up my own meetings.
- My teacher will be in control of the webcam and discussion function at all times:

- there will be times when microphones should be muted and times when they should be on;
 - there will be times when cameras should be on and times when my teachers may ask me to turn my camera off.
- Live online lessons will be monitored closely at all times but will not be recorded due to GDPR.
- Behaviour when working as part of any online live lesson should be the same as when we are at school. We show:
- respect for other students and staff;
 - that we are listening;
 - prepared to ask and answer questions;
 - attempt the learning activities to the best standard that we can;
 - talk and act respectfully and enthusiastically with others.