



Stratford – Sub – Castle Church of England VC Primary School

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*Life in all its fullness*

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Friday 8<sup>th</sup> January 2021

Dear All,

**This letter gives you the broad details of how we are intending to organise and facilitate remote learning.**

**Remote learning is for any child who is currently not in school for what- ever reason. If your child has to self-isolate, then they can access this provision along with the children who are staying at home during this period of Lockdown.**

The broad plan is this...

Between Friday and Sunday, you will receive an email from your class teacher for Monday's learning. The email will contain the timetable for the day with any resources such as worksheets or links to websites and/or videos. It will also have a link to the daily *Teams* video call with your class teacher and other children learning at home.

Every day there will be learning activities for English, Maths and a Foundation subject (i.e. Science, History, Music etc.). From then on, class teachers will email daily with the plans for the following day.

Every day the class teacher will hold a 'Daily Meeting' with all the children learning at home together. During this meeting, the class teacher will go through the learning for the day and the expectations for that day.

Twice a week, the class teacher will hold small group or 1-1 'Check-up meetings'. During this time, children can share their work, talk about any problems and teachers can give feedback on their learning.

Details that are more specific will be shared with you as we go along and we 'tweak and refine'.  
**Your class teacher will send you an e-mail before Monday 11<sup>th</sup> January.**

**This process will undoubtedly have teething problems. The teachers may encounter problems and so may you at your end. We are anticipating that the whole thing will take quite a few days to become a well-oiled machine! Please do not get upset if things don't go to plan immediately – we will work together to make it the best we can.**

## Safeguarding and well-being...

We do not want children glued to computers for hours every day, so the teachers are building in breaks and practical activities into the timetable.

Respond to the individual circumstances of your child.

Ensure you build times for fresh air and exercise into your daily routine.

Ensure your child understands on-line safety.



**TEACHERS ARE WORKING FROM SCHOOL, SO ARE CONTACTING GROUPS AND INDIVIDUALS FROM SCHOOL (A PUBLIC ENVIRONMENT). HOWEVER, TO ENSURE YOUR CHILD AND THE TEACHER IS SAFEGUARDED PLEASE READ THE STATEMENT BELOW.**

### Remote Learning Agreement:

I agree to follow all the procedures and conditions, which apply when online face-to-face sessions and remote learning takes place.

I agree to implement the *Code of Conduct for Remote Learning*.

I have talked to my child/ children about the *Code of Conduct for Remote Learning* and will

- provide my child/ children with a workspace that is quiet, safe and free from distractions with an adult nearby if necessary
- making sure my child / children is/are dressed appropriately (school uniform is not necessary but they can wear it if they so wish)
- ensure that face-to-face communication is only between teachers and students and that any parent to teacher communication will be in the usual manner via email.

I will not record, share or comment on public forums about individual teachers.

I will contact the Headteacher or Deputy Headteacher if I have any concerns regarding remote learning.

**By allowing your child to log on, you are:**

- **accepting this agreement and the Code of Conduct for Remote Learning**
- **acknowledging that you have shared this agreement and the Code of Conduct for Remote Learning with your child/ children and that you will supervise\* their on-line work .**

supervise\* = be around to support as much or as little as required but ensuring his/her on-line safety

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## Code of Conduct for Remote Learning

This code of conduct outlines what we expect of pupils and parents/carers during remote learning. Much of this echoes our expectations of pupils in lessons when in school. It is designed to help pupils gain the most benefit from online learning.

The school is not responsible for any incidents that occur, if the code of conduct has not been followed.

- Myself and my parents/carers, will check my teacher's messages regularly to keep track of online sessions and learning.
- I understand that my teacher will only be available between 09:00 and 17:00 and may not reply immediately as they are also teaching a class in school.
- I will only use *Teams* as directed by the teacher and will only upload material that is related to my learning.
- I understand that **my parent/carer** is responsible for my *Teams* email and login details.
- I will not use my *Teams* login details to communicate with anyone other than my class teacher and ONLY when directed to do so by my teacher during live sessions.
- I will not use my *Teams* email to create groups, initiate calls or initiate meetings and will end *Teams* sessions when the teacher tells me to do so.
- During any live sessions, my parent/carer must be present in the room or in the next room with the door open so they can see and hear everything that is happening during the live session.
- I will not take photos of my screen or record online interactions in any way.
- I will make sure that my communication in the online learning environment is always supportive of my learning and the learning and wellbeing of others.
- If taking part in a live sessions I will make sure that...
  - my environment is quiet and free from distractions
  - the background (and foreground) is appropriate and as neutral as possible (please be mindful of what is visible behind you/in front of you)
  - I am appropriately dressed
  - I remain attentive
  - I communicate in a courteous way at all times to both teachers and fellow pupils

Remember what we always say about social media, when you type something, 'it's always there and you can't take it back'. So be careful of what you say and write on any online platform.



