



Manor Primary School
Remote Learning Offer
2020-2021



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Manor Primary School has implemented research from the Educational Endowment Foundation as a basis for our approach to remote learning

When implementing strategies to support pupils' remote learning, or supporting parents to do this, key things to consider include:

- Teaching quality is more important than how lessons are delivered
- Ensuring access to technology is key, especially for disadvantaged pupils
- Peer interactions can provide motivation and improve learning outcomes
- Supporting pupils to work independently can improve learning outcomes
- Different approaches to remote learning suit different types of content and pupils

The school has adopted a Tiered Approach:

1. Children on transition back into school to support re-integration (blended package)
2. Individual child self-isolating – Stage 1
3. Bubble closure/year group – Stage 2
4. Whole school closure – Stage 3

To prepare and plan for the possibility of closure. It is essential that the school collates the following information from all families. This will be collected as part of our induction processes:

- Email address for school correspondence
- Consent for the delivery of resources and packs
- Team logins created for all children- families provided with guidance on how to access this
- School website/ParentMail recommended to all families as a platform for communication.
- The availability of electronic devices is ascertained for all families.

Curriculum:

Manor Primary School is committed to ensuring that all children receive a quality education in the form that has been designed by the school. Therefore, the school is committed to ensuring that any remote learning is aligned to the school curriculum. This ensures the school community maintains cohesion and children are collectively enthused by their learning. For example, theme days would continue to be celebrated remotely. Our curriculum aims will therefore continue to be delivered by ensuring that teachers take ownership of remote learning packages with children's individual needs being accounted for. However, there might be times when teachers do direct families to some online learning platform to complement their learning such as:

- Oxford Owl
- Oxford Reading Buddy
- Accelerated Reader
- BBC Bitesize



- Oak National Academy
- TT Rockstars & Numbots
- MyMaths
- Education City
- Zing ITT

Manor Primary School recognises the importance of face to face lessons to support engagement and collaborative learning. It also provides accountability to support pupil's motivation while working remotely. Therefore, Microsoft teams is used to support all aspects of remote learning. The school has developed processes for this form of learning through the development of Year Group Timetables. This will continually be revisited as part of staff professional development.

This will also be used as a platform to set tasks, quizzes and assignments in follow up to lessons delivered over Microsoft teams. All staff have received guidance on this and individual user names and passwords have been distributed to families.

Engagement and Accessibility

- The school has developed systems to monitor engagement through pupil attendance online and welfare phone calls. The school will target families with low engagement so that they can support remote learning.
- Children's access to technology is ascertained. The school where possible will loan equipment to children. Where this is not possible, work packs will be delivered.
- The school website will include 'how to guides to support parents'.

Individual pupil self-isolating:

- The parents receive a message via ParentMail that provides them with instructions of how to access their year group Distance Learning Timetable for each week.
- The focus of learning will be in line with the content provided by Oak Academy.
- Completed work to be sent to Year Group email address for class teacher to mark.
- A Welfare phone call from the class teacher.

Process for a child on isolation:

1.	Dates of isolation are recorded.
2.	Isolation letter sent to parents via ParentMail
3.	Parents asked if they have access to the internet. Yes: Learning Timetable available via Class Virtual Classroom on Microsoft Teams No: Learning pack available from school.
4.	Class teacher to be given names of children isolating at the beginning of each week and when a child has started isolating
5.	Parent/Child uploads work at the end of each week and sends to Year Group Email address.
6.	The class teacher will make a phone call across the week to check in with the child regarding their learning and welfare.



Year group 'bubble' closure:

Direct Lessons- accessed via Virtual Classroom Microsoft TEAMS.

Led by a member of the Phase Team if the class teacher could not lead the session remotely.

Examples of Live Lessons Weekly Timetables

Year Nursery Weekly Timetable for Remote Live & Independent Learning

	9.00 – 9.20 or 1.00 – 1.20 Teacher-led 9.20-9.45 or 1.20- 1.45 Independent learning	9.45 – 10.00 or 1.45 – 2.00	10.00 – 10.15 or 2.00 – 2.15 Teacher-led 10.15-11.00 or 2.15-3.00 Independent learning	11.00 – 11.15 Or 3.00 – 3.15	11.15 – 11.30 or 3.15 – 3.30 Teacher-led
Monday	Communication & Language/Literacy Physical Development	B	Topic	B	Story Time
Tuesday	Mathematics Physical Development	R	Topic	R	Story Time
Wednesday	Communication & Language/Literacy Physical Development	E	Independent Learning Session	E	Independent Learning Session
Thursday	Mathematics Physical Development	A	Topic	A	Story Time
Friday	Communication & Language Physical Development	K	Topic	K	Story Time

Reception Weekly Timetable for Remote Live & Independent Learning

	9.00 – 9.30	9.30 – 9.45	9.45 – 10.45	10.45 – 11.00	11.00 – 12.00	12.00 – 13.00	13.00 – 15.00	15.00 – 15.15
Monday	Phonics	B	Maths	B	Literacy	L	Understanding the World	Story Time
Tuesday	Phonics	R	Maths	R	Literacy	U	Expressive Arts & Design	Story Time
Wednesday	Phonics	E	Maths	E	Literacy	N	Independent Learning Session	
Thursday	Phonics	A	Maths	A	Literacy	C	Understanding the World	Story Time
Friday	Phonics	K	Maths	K	Literacy	H	Expressive Arts & Design	Story Time



Key Stage 1 Weekly Timetable for Remote Live & Independent Learning

	9.00 – 9.30	9.30 – 9.45	9.45 – 10.45	10.45 – 11.00	11.00 – 12.00	12.00 – 13.00	13.00 – 15.00	15.00 – 15.15
Monday	Phonics/SPAG	B	Maths	B	English	L	Foundation Subject	Story Time
Tuesday	Phonics/SPAG	R	Maths	R	English	U	Foundation Subject	Independent Reading
Wednesday	Phonics/SPAG	E	Maths	E	English	N	Independent Learning Session	Independent Learning Session
Thursday	Phonics/SPAG	A	Maths	A	English	C	Foundation Subject	Story Time
Friday	Maths	K	English	K	Extended Writing	H	Foundation Subject	Independent Reading

Key Stage 2 Weekly Timetable for Remote Live & Independent Learning

	9.00 – 10.00	10.00- 10.15	10.15 – 11.15	11.15 – 11.30	11.30 – 12.00	12.00 – 1.00	13.00 – 15.00	15.00 – 15.15
Monday	English	B	Maths	B	SPAG	L	Foundation Subject	Story Time
Tuesday	English	R	Maths	R	Maths (Times Tables)	U	Foundation Subject	Independent Reading
Wednesday	English	E	Maths	E	Spelling	N	Independent Learning Session	
Thursday	English	A	Maths	A	Maths (Times Tables)	C	Foundation Subject	Story Time
Friday	Maths	K	Extended Writing	K	Extended Writing	H	Foundation Subject	Independent Reading

SEND:

- Children subject to an EHCP- twice weekly input with one to one focused on targets and needs
- Small group targeted intervention
- Weekly phone call with SENCO for children subject to EHCP.



Vulnerable children:

- Family welfare checks- daily/weekly/fortnightly dependent on need.

Accessibility:

- Loan system for the use of electronics to families
- Hard copies of planning can be delivered on request

Roles and responsibilities of staff:

During remote learning, all staff have a responsibility to uphold the teacher standards and expectations of the school. These responsibilities will be outlined below. If any member of staff is unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure set in school.

Any staff attending virtual meetings with staff, parents and pupils should ensure:

- Dress code is to be in line with the School Staff Handbook. Appropriate, professional attire to be worn at all times.
- The background of your screen is blurred or kept to a neutral wall where possible.

Class teachers:

When providing remote learning, class teachers must be available between 8.45am and 3.15pm. Teachers are responsible for setting learning by:

- Providing clear learning intentions and modelling of skills for each subject
- Providing differentiated, appropriate learning opportunities for all children in their class
- Setting an appropriate amount of learning per subject
- Setting learning opportunities in time for the school day (by 8am ready for the start of the school day)
- Sharing where learning should be uploaded to with parents/ carers/guardians

Providing feedback on learning by:

- Accessing completed learning to assess during the school day
- Sharing feedback with children on successes and ways to improve

Keeping in touch with pupils who aren't in school and their parents by:

- Being aware of parent/child consent situations.



- Sharing any complaints, concerns or safeguarding incidents immediately with a member of SLT or the DSL.
- Recording attendance of sessions to keep a track of online engagement.
- Making contact with parents/ carers/ guardians on a weekly/fortnightly basis via phone calls unless directed by the DSL to contact families more regularly.
- Ensuring all other contact with parents/ carers/ guardians goes through the school's office first.
- Pre-recording live lessons.

Teaching assistants:

When assisting with remote learning, teaching assistants must be available between 8.45am and 3.15pm.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting children who they would support in school by creating appropriate learning opportunities additional to the main class teacher's learning
- Providing support to class teachers in delivering and assessing learning

Subject leaders:

Alongside their teaching responsibilities, subject leaders are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Monitoring the remote work set by teachers in their subject.
- Monitoring the use and online distribution of materials and copyrighted content.
- Alerting teachers to resources they can use to teach their subject remotely.

Senior leaders:

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders.
- Reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Safeguarding:

Safeguarding is at the forefront of all our practice at Manor Primary School. Any safeguarding issues are to be immediately relayed to the DSL as stated in the school's Safeguarding and Child Protection Policy 2020



as well as the school's E-safety Policy 2020. During remote learning, safeguarding and child protection will continue to be a priority for all staff.

IT technicians:

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Providing technical support to staff where necessary.
- Helping staff with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils with accessing the internet or devices.

Pupils and parents:

Staff can expect pupils who are learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete learning to the deadline set by teachers.
- Seek help - if they need it - from teachers or teaching assistants.
- Contact teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school.
- Be respectful when making any complaints or concerns known to staff

Governing Board:

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.



Accessing Virtual Learning Using Microsoft TEAMS Classroom

Please find below with the information you will need, should you need it, to download Microsoft Teams onto your device at home. Where possible, could we suggest that this be added to a computer/laptop rather than an iPad/tablet/phone in order to access all function areas.



Using Microsoft Teams Classroom



Step 1

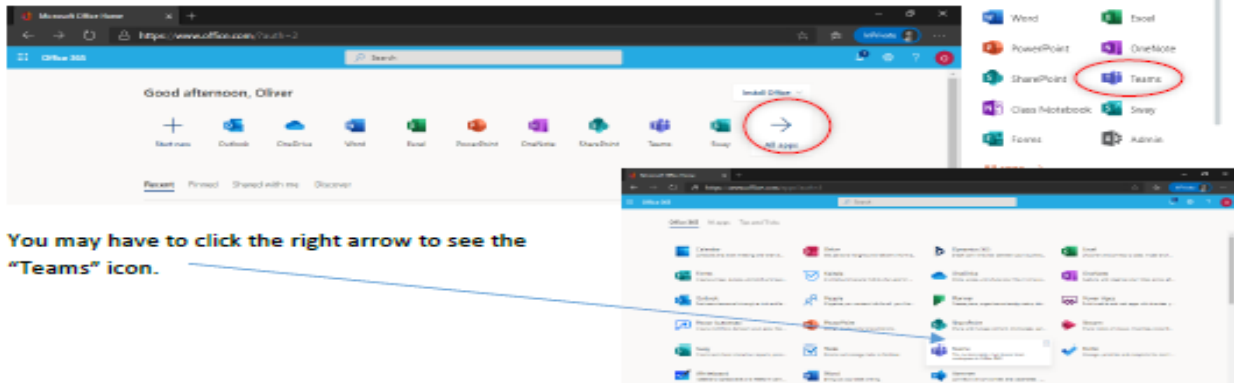
Installing the client software / APP

To download Microsoft Teams on to a Windows device you will need to download and install the application from here <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

If you intend to use Microsoft Teams on a Google / android device you can download from the Playstore here: https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB

If you have an Apple device you can download the APP from the APP Store here: <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

You can access Microsoft Teams using a web browser such as Microsoft Edge or Google Chrome. Web address www.office.com you can sign in. We advise against using the older Internet Explorer web browser as function will be more limited.



You may have to click the right arrow to see the "Teams" icon.

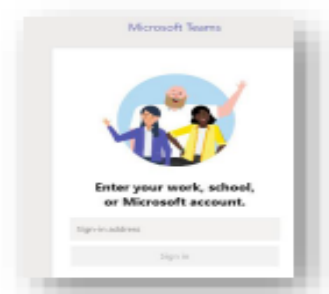
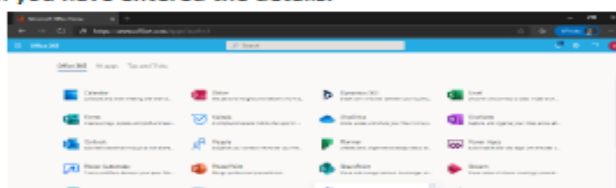
Step 2

Logging on to Teams

You will require your child username / email address and password to access the Classroom for your child. The password is case sensitive.

These details will have been sent from School.

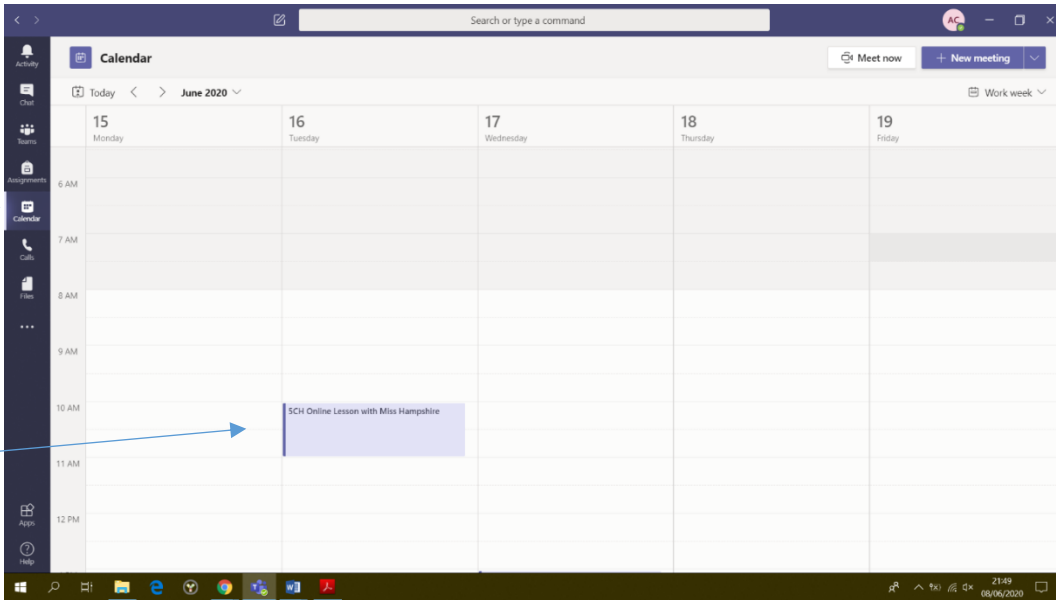
Click "Sign In" when you have entered the details.





Joining Lessons

Once you have logged into Microsoft TEAMS, you will see “calendar” on the left hand side. This is where your child’s invitations can be found for each lesson, each day, across the week.



Select the calendar icon and at the designated time/lesson, a “Join Now” button will be available for the children to join.

As agreed in the Parent and Pupil Agreements, the lessons must be conducted in a safe environment that is quiet and free from distractions.

Should you have any questions or queries regarding Microsoft TEAMS Classroom please do not hesitate to contact school at info@manorprimary.com and we will be happy to contact you.



Parent Agreement for Remote Learning using Microsoft Teams Classroom

At Manor, we fully recognise our responsibility for safeguarding children and young people. The action we take at our school to promote the welfare of children and protect them from harm is everyone's responsibility. As we extend our classrooms online, it is essential that we obtain and secure the full support of parents/carers to ensure all of our children remain safe at all times whilst online. It is for this reason we ask that you read and accept the Terms and Conditions of this Parent Agreement for Remote Learning.

When participating in a video conference on Microsoft Teams Classroom, I understand that:

- It is an extension of the classroom and my child should conduct themselves as they would within the classroom.
- I/We do NOT share my child's School Email address or reveal their passwords to anyone. I understand their school Email is for internal use only and not for sending or receiving emails from outside the school.
- My child's use will be monitored and logged and can be made available to the Leadership Team of Manor Primary School.
- Lessons are recorded by the teacher only in order for this to be forwarded to any pupil who missed the live conferencing.
- My child will only take part in 'live' lessons when an adult is present in the room and supervising them.
- They will be on time and prepared for their interactive lesson.
- They will be dressed appropriately for learning.
- The lesson is conducted from a safe environment that is quiet and free from distractions with a neutral background.
- I/We will be responsible for their and others within the room, behaviour and actions when online, including the resources they access and the language they use.
- My child will interact patiently and respectfully with their teachers and peers
- We/they will NOT record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- We/they will end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.
- We/they will NOT share resources or videos created by teachers with anyone who is not a pupil or member of staff at Manor Primary School.
- We/they will NOT record or take photos of classmates or teachers during a face-to-face session.
- I/We understand that this is not a social messaging facility and I will ensure my child does not post messages to other class members or staff. We/they will NOT share any school content on social media platforms.



Pupil Responsible User Agreement for Remote Learning using Microsoft Teams Classroom

At Manor, we fully recognise our responsibility for safeguarding children and young people. The action we take at our school to promote the welfare of children and protect them from harm is everyone's responsibility. As we extend our classrooms online, it is essential that we obtain and secure the full support of parents/carers to ensure all of our children remain safe at all times whilst online. It is for this reason we ask that you read and accept the Terms and Conditions of this Parent Agreement for Remote Learning.

When participating in a video conference on Microsoft Teams Classroom, I understand that:

- I will only use technology for school purposes as directed by my teacher.
- I will only use technology when there is an adult in the house and they know I am using it.
- I will not share my email address or password to anyone.
- I will be responsible for my behaviour and actions when using technology, including the resources I access and the language I use.
- I will make sure that all my communication with my teachers using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent.
- I will not record or take photos/screenshots of my classmates or teachers during video sessions.
- I understand that when using applications provided by the school that I use can be monitored and logged and be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school consequences will be applied and my parent may be contacted.
- I understand that Microsoft Teams is an extension of my classroom and that I should conduct myself as I would in a classroom environment. This includes:

- ✚ Taking part in my learning in an environment that is safe, quiet and free from distractions.
- ✚ Being on time for any timetabled lessons.
- ✚ Being dressed appropriately for learning.
- ✚ Listen carefully and contribute ideas during lessons.
- ✚ Interacting patiently and respectfully with my teachers and peers.
- ✚ Not recording each other's online interactions.
- ✚ Understanding that my virtual classroom is not a social messaging facility and I will not post messages to other class members or staff.
- ✚ Finishing the session when my teacher instructs me to do so.

Name: _____

Class: _____

Dated: _____



Live Lesson Behaviour Expectations:



On-Line Classroom Behaviours and Expectations.



Please remember this is an On-Line Classroom, you are in a lesson, so we behave sensibly and responsibly.



Just like in our classroom, we listen carefully to our teacher.



Keep your microphone on mute unless you are asked to turn it on to ask or answer a question.



If you are asked to speak, turn your microphone on to speak, but remember to turn it off again once you have finished.



Remember to be respectful to others during live lessons.



Loaning of School Technology Device Agreement

Dear Parents and Carers,

We understand that during these difficult times accessing online learning is a growing part of home learning for many children and their families. As a school we would like to offer you the opportunity to loan a school device whilst we are away from school as you have informed us that you are unable to access online home learning. Through the loaning of a device, from us, there will no longer be a barrier for your child to access our new approach.

This is an agreement between you and Manor Primary and sets out the terms on which the school will permit your child to loan the device. Please indicate your acceptance of the terms by signing where indicated below.

- The device must be kept safe and only be used by your child who attends Manor Primary
- Where possible the device should be added to your home insurance policy
- Only online learning recommended or provided by the school must be accessed on the device
- You will ensure that your child follows any instructions issued by Manor Primary regarding use of the device.
- You will not, and will ensure that your child does not, use the device for any form of financial transaction or dealing, including (without limitation) online shopping or banking or gaming
- School will continue to track the device, its usage and whereabouts. Should misuse be identified appropriate action will be taken.
- You will not, and will ensure that no one else, downloads or installs software or media files to the device from external sources without authorisation from Manor Primary
- No personal accounts will be signed into the device, this includes iTunes accounts for downloading APPS.
- You agree that Manor Primary may monitor use of the device in the same way that Manor Primary monitors use of its other computer systems in accordance with the Policies, including (without limitation) viewing any data stored on or accessed via the device.
- Manor Primary may remotely make changes to the device and any software installed on the device at any time, including (without limitation) making the device inoperable.
- You agree that any data stored on the device shall be the property of Manor Primary and that Manor Primary may copy, store, modify, delete, or otherwise use that data in any way it reasonably considers appropriate.
- If a material defect occurs in the device during the term of this agreement as a result of a negligent act by you or your child or a third party or if the device is lost or stolen as a result of your negligence or the negligence of your child, you will pay Manor Primary reasonable costs of repairing or replacing the device (as the case maybe).
- Your device will be issued with a sticker including your name. This sticker must not be removed.
- You must not damage the casing of the device by engraving or permanently personalising the device
- You must not sell, loan or pass on this device to others.
- Any school device must be returned to school when your child returns to school however Manor Primary may give you written notice to return the device to the school sooner.
- The device remains the property of Manor Primary at all times
- This agreement will terminate, unless terminated earlier, when you or your child returns to school after the government imposed lockdown during the Coronavirus Pandemic.
- If you do not return, or ensure that your child returns, the device to the school, in accordance with this agreement you will pay the school reasonable costs of procuring a replacement.
- Manor Primary will not be liable to you for any loss, injury or damage that arises out of or in connection with any defect in the device.

By signing this agreement you agree to adhere to the terms above.

Child's Name: _____

Class: _____

Full Name: _____

Signed: _____

Date: _____