



REMOTE WORKING GUIDANCE 2020-21

Purpose

When the School is suspended and Remote Working is implemented, the following guidelines are to be followed. The intended outcome is that, as far as possible, your progress is not impacted negatively.

Pupils

- I agree to follow the online home learning pupil responsible user agreement.

Parents

- Please encourage your child to complete the work set in a timely manner.
- Please ensure that there is an appropriate place for your child to work that is free from distractions.
- Please ensure that your child is contacting their teacher if they are not understanding the work during the scheduled support sessions.
- Please contact the School Office as usual for absence requests or to report illness.

REMOTE WORKING GUIDANCE - LOWER SCHOOL 2020-21

Nursery

Every School day starts with a live morning meeting. All pupils are sent two practical activities linked to a topic to complete with their parents; these will use resources that children should have at home. Full time pupils are also sent home an additional activity for the afternoon. This might include an independent element, for example an online counting game or colouring task. Regular live stories are also shared via Teams for pupils to enjoy. In addition to this, there will be a live phonics session each week with relevant follow-up activities. Individual or paired well-being chats will also take place regularly via a live Teams meeting.

Reception

A daily overview is sent each morning on Teams:

A Typical Day

- 9.15 Good morning and live phonics lesson for 30 minutes followed by an independent (or with adult help) phonics activity delivered via Teams
- 10.15 Live Maths lesson for 30 minutes followed by an independent (or with adult help) Maths activity delivered via Teams
- 11.00 – 11.30 Questions and queries
- 1.00 – 1.30 Questions and queries
- 2.30 Story time/Singing/Show and Tell

Additional Activities

For those unable to join the live lessons, a recorded PowerPoint is uploaded to Teams. Reading, Literacy, Handwriting, PSED, Art, DT and Understanding the World activities are set through Teams and may include recorded PowerPoints, online tasks, Purple Mash activities or challenges.

Subject Specialist Lessons

Music activities are set weekly and the Music teacher is available at the timetabled lesson time. PE activities are set through Teams and can be accessed at times that suit the family. Drama lessons are usually live at the normal timetabled time.

Key Stage 1 (Years 1-2)

Each day begins with a 'Good Morning' slide outlining the structure for the day. Recorded PowerPoints are uploaded to Teams for most lessons alongside a task to complete for each subject. Activities may also be set using Purple Mash or other online resources. The structure is flexible to support working parents. The class teacher is usually available during three live sessions daily to support pupils and answer any questions.

Pupils may bring home resources to support them including an individual whiteboard and pen, squared paper and other resources.

Live Show and Tell sessions or fun class activities also take place.

Subject Specialist Lessons

Music activities are set weekly and the Music teacher is available at the timetabled lesson time. PE activities are set through Teams and can be accessed at times that suit the family. Drama lessons are usually live at the normal timetabled time.

Lower Key Stage 2 (Years 3-4)

Timetables are loosely followed; however, to support working parents, there is flexibility with attendance and task deadlines are extended to the end of the day. Usually there is a daily English and Maths lesson alongside one-two other subjects each day (including those from subject specialist teachers) delivered via Teams. Lessons include recorded PowerPoints alongside other teaching resources, such as Purple Mash 'To-Dos'. Pupils bring home textbooks, individual whiteboards and other resources to help.

Teachers are available during set times each day to support with work and answer questions.

Upper Key Stage 2 (Years 5-6)

Pupils follow a live timetable with live teaching or recorded PowerPoints uploaded to Teams alongside assignments and the teacher being present during lesson time to support pupils and answer any questions.

Lower School Homework

Across the Lower School, during times of full remote working, homework is not set; however, pupils in all year groups are expected to continue to read or share books regularly and to practise mental maths (counting, number facts and times and division tables as appropriate).

REMOTE WORKING GUIDANCE - SENIOR SCHOOL 2020-21

Key Stages 3 & 4 (Years 7-11)

Across the Senior School, a full timetable is followed for every subject, with live lessons delivered through Microsoft Teams. The day begins with registration and regular Form Time discussions as 'normal'. Homework continues to be set and all work is marked and returned to pupils with feedback to help their progress.

PE activities are set for pupils to complete; however, they have the flexibility to do these at a time of their choosing, and 1:1 pastoral meetings are scheduled during these lessons to allow our excellent standards of pastoral care to continue.

Parents Evenings and Information Events (all year groups)

All events continue to run as scheduled. Parents evenings are held through Microsoft Teams with pupils making individual appointments with their teacher(s). Other events, such as the Year 9 Options Evening and Y5 Transfer Information Evening, are held using Zoom.