

**Parent Guide to Remote Teaching - Reception to Year 6**  
**January 2021 Update**

This procedure is a guide for parents in the event that the Stephen Perse Foundation is required to remotely teach their students. Please note that these remote teaching procedures apply in the event of students or staff having to remain at home because they are self isolating. They do not apply if the pupil or staff member is unwell.

**Facilitating Remote Teaching**

The Stephen Perse Foundation will continue, to the best of its ability, to provide an educational experience for its students. We will use the digital technologies and communication network that the school already has to enable us to deliver remote teaching and learning. This is primarily focused around the use of Google Education Suite, including Google Meet, Google Classroom and Tapestry.

Our peripatetic music teachers will be following this guidance and will aim to continue teaching music via Google Meet where possible. Parents or students will be contacted via email to establish suitable teaching times.

Scenario A: In the event of full school, class or year group closure:

**Reception (EYFS)**

Teachers will run morning live sessions for English/phonics and maths. Each day there will also be a further two live sessions run or facilitated by the class teacher in the afternoon; this will cover other areas of the curriculum. (See example timetables below.) The morning sessions will be compulsory for all pupils whereas the afternoon live teaching slots will be optional. There will also be a planned activity each week from the Specialist teachers in French, Spanish, Music and PE. All resources and relevant links for Reception pupils will be posted in Tapestry. Teaching staff will respond to any pupil queries in live lessons and will respond to written queries from parents via Tapestry.

Reception Example Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09:30-10:00	English	ReadWriteInc	ReadWriteInc	ReadWriteInc	ReadWriteInc
10:30-11:00	Maths	Maths	Maths	Maths	Maths
13:00-13:30	Understanding the world	Digital learning	Outdoor learning	Personal Social and Emotional	Expressive Arts and Design

2:00-2:30	Music	Plan learn do review	French	Spanish	Star Assembly
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### **Years 1 - 6**

All Years 1-6 pupils have their own Google login and password which will enable them to access Google Classroom, Google Drive and Google Meet in the event of a pupil requiring remote teaching. Each pupil has a Google Classroom for each specialist subject or form class.

Pupils will be expected to continue to follow their normal in-school timetable. The majority of lessons will be taught live, including PE. For some classes this will involve holding the entire lesson through Google Meet as a whole class, though in some cases the live element may consist only of an introductory teaching input and a final lesson close. For the duration of each lesson the teacher of that lesson will be available to comment and rejoin the Google Meet to support pupils as required. Pupil work will then be monitored live through Google Classroom, and pupils can pose any questions as individual private comments or in the "class comments". Teachers may also supplement Google Classroom and Meet with video content from Notability, Explain Everything or similar to support teaching. In these Google Classrooms, for each lesson on the timetable there will be a link to the Google Meet, lesson input guidance and pupil activity. For Forest School there will normally be no live teaching, but pupils can access activities in their relevant Google Classroom. In library and form time there will normally also be no live teaching, and this time is for pupils to access any other content they choose to, or use time flexibly as they wish.

Owing to the intensity of remote teaching for pupils, parents, and staff, all homework in this scenario will be suspended.

The expectation during any live Google Meet is that pupils will mute their own microphones unless told otherwise, and that expectations around punctuality and codes of conduct will be the same as when in school. Pupil cameras should normally be kept on.

All task posts and Meet codes for each day will be posted between 08:00am and 08:15am so that pupils and/or parents can access them easily throughout the day. These posts will be clearly dated and named to support pupils and parents at home to locate them easily in Google Classrooms e.g. *Thursday 28.03 - English poetry focus*. Pupils will be asked to submit all work at the end of each lesson unless the task goes over more than one lesson as advised by the teacher.

Year 6 pupils will be able take their individual iPad home should we have ample notice ahead of school closure to facilitate this.

Scenario B: In the case of individual students being unable to attend school due to isolation following government guidance but are fully well (e.g. self isolating due to a member of their household having symptoms), they will still have access to their class resources and activities.

### **Kindergarten and Reception**

The weekly plan of activities for Kindergarten and Reception is shared on Tapestry at the beginning of each week. Your child's key person or Class teacher will be in contact with you during the week via Tapestry to check if you are able to access the plan and to see if your child is engaging with some of the activities. There will not be any live teaching as the majority of pupils will be in school. For specialist teaching of PE, French, Spanish and Music there will be activities posted to you on Tapestry in the event of isolation.

### **Years 1-6**

Pupils will not receive live teaching, as the majority of pupils will be in school, but they will have access to tasks in Google Classroom. In order to facilitate this staff will ensure that their lessons' content is posted online in the relevant Google Classrooms. All Google Classroom posts for each day will be posted between 8:00am and 8:15am so that pupils and parents can access them throughout the day. These posts will be clearly dated and named to support pupils and parents at home to locate them easily in Google Classrooms.

For Music, Forest School, PE, Drama and CDE, where activities are practically based, a series of tasks will be set in each pupil's relevant Google Classroom that can be accessed and used in the event of a child not being in school.

For all other lessons teaching slides and activities will be posted to Google Classroom for every lesson each day with the exception of form and library. Remote pupils can then access these resources at home according to their usual teaching timetable. Pupils will be able to submit work for feedback via Google Classroom. In this scenario pupils can still access live assemblies from home via the Head of School's Google Classroom.

### **Safeguarding arrangements**

The addendum to the Foundation's Safeguarding and Child Protection Policy details the Foundation's safeguarding arrangements during this extraordinary time and is applicable to remote teaching.

Parents are ultimately responsible for the immediate safety of their child during remote teaching. However, staff will act on any concerns that they have and ensure that they adhere to all of the same principles we usually apply when students are physically in school. Please be particularly aware of this when children are taking part in live PE lessons, especially for those pupils with medical conditions. Where regular contact is not occurring during live teaching, class teachers will seek to set up regular Google Meetings with pupils to ensure all is well.

### **Parental Role**

For remote teaching to be most effective for pupils who are not in school it is expected that an adult will support pupils during any 'live teaching' time, by being on hand to give support if they require it.

In the event that a pupil becomes unwell or distressed during a live teaching session, teaching staff will act accordingly but will not be responsible for the safety of the child.

Parents are advised to consider where pupils are and what they are wearing. Although uniform isn't required, we do expect children who are not in school to be suitably dressed and ready to access learning. Parents are also asked to consider the immediate environment and what information may be on show at home (photographs, personal information etc).

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