



Oaklands Junior School

Parents' Guide to Remote Learning

Introduction:

In the event that individual children, a year group 'bubble' or the whole school, are required to work from home and access their learning remotely, we have produced this quick guide to help explain what you can expect from the school and what we expect from our pupils and their families.

This guide is based on information within the Oakland's Junior School Remote Learning Policy, which is available on the school website and should be read in conjunction with this guide.

Provision and Access to Work

Scenario 1 (Individual Children Isolating)

Setting Work:

Work for 10 days (10 sessions of English, 10 sessions of maths and 10 sessions of foundation subjects), will be available on the Year group's page of Oaklands World of Learning (OWL).

Completing Work:

Completed work should be uploaded to OWL or if the pupil finds this difficult, via an email to admin@oaklands-jun.wokingham.sch.uk which will be forwarded on to the relevant teacher. If this is not possible, it should be returned to school in paper form after the child has finished self-isolating.

Providing Feedback:

Teachers will access completed work from pupils (via OWL or the email) and will give short feedback on OWL or by email, sent via admin. Teachers will endeavour to give feedback to pupils within 3 working days of receiving work.

Scenario 2 (Year Group Bubble Isolating)

Setting Work

- Teaching staff per year group will provide 3 Assignments: Maths, English and a Foundation Subject each day. They will aim to publish them on Microsoft Teams in Assignments by 9am;
- Maths and English Assignments (not the Foundation Subject) will consist of a video where a teacher will introduce the task. Other resources needed will also be placed there. The video/assignment may include links to online interactive learning such as BBC Bitesize or Oak Academy;
- There will be a chat box via MS Teams for all assignments, where pupils can ask questions about the work. This will be monitored by the Year group teachers during the core teaching hours of 09.00-12.00 and 13.00-15.30. In addition, there will be a 15-minute slot between 11.00 and 12.00, when a teacher and Teaching Assistant from each Year group will be online to answer questions about that day's work.

Completing Work:

Completed work should be submitted via Microsoft Teams in Assignments.

Providing Feedback:

- Teachers will provide feedback in Assignments within 3 working days.
- If a pupil has not viewed or handed in an assignment for 3 days, the household will be phoned by a teacher in the year group.

Scenario 3 (Whole School Lockdown)

Setting Work:

- Teaching staff per Year Group will be responsible for setting the three daily Assignments as detailed in Scenario 2. However, if a teacher is working with a Key Worker group in school, other teacher/ teachers in the Year group will set both English and Maths Assignments;

- Pupils in Key Worker groups will be expected to do their Year Group Assignments using the school iPads to support them.

Completing Work:

Completed work should be submitted via Microsoft Teams in Assignments.

Providing Feedback:

- Teachers will provide feedback in Assignments within 3 working days.
- If a pupil has not viewed or handed in an assignment for 3 days, the household will be phoned by a teacher in the year group.

Keeping in Touch with Pupils who are not in School via their Parents

Scenario 1 (Individual Children Isolating)

- Teachers will phone the pupil’s household at least once during the period of self-isolation. This will be done on the School phone;
- Teachers will monitor work returned by pupils and will reply to emails sent to the office (via the office admin email) about the isolation work within 2 working days.

Scenario 2 (Year Group Bubble Isolating) and Scenario 3 (Whole School Lockdown)

- As described above, Teachers will record either a daily Maths or English input session;
- One teacher within each year group will host a daily 15-minute live questions Teams meeting with pupils to answer any questions or problems with the day’s work. This is optional for pupils to attend. Teachers will monitor Assignment chat box during core teaching hours (09.00-12.00,13.00-15.30) and respond as required;
- Teachers will hold a weekly social meeting for their class on Microsoft Teams. This is optional for pupils to attend. However, if a pupil has not been seen on a Class chat or Teams live questions sessions for 2 weeks, the teacher will phone the pupil’s household to check on the pupil using the School phone;
- Teachers will endeavour to answer emails promptly and within 3 working days, within the core teaching hours (09.00-12.00,13.00-15.30);
- If work is not viewed or completed for 3 days in a row, teachers will phone the pupil’s household to see if there are any problems and to offer support;
- Any concerns or issues shared by parents and pupils will be shared with the Upper or Lower School Team Leader or SENCo as appropriate. Any safeguarding concerns will be shared with the Designated Safeguarding Lead;
- If during Scenario 3, a teacher is working in school with the key worker group, the other year group teacher will carry out the daily video and live question session responsibilities during this time. Pupils attending school will access the same lessons as those who are being educated remotely.

Expectations

Staff can expect pupils learning remotely to:

- Access OWL (if Scenario 1) or Assignments in Microsoft Teams (Scenario 2 and 3) and access English, Maths and Foundation Tasks each day. Year 3 will access OWL for Scenario 2 and 3 until they have been trained to use Assignments;
- Read daily, and practise times tables and spellings. Complete work to the deadlines set by teachers;
- Seek help from Teachers and Teaching Assistants, if they need it, by using the chat box in the Assignment to ask questions about the work and/or the 15 minute daily live questions on Teams;
- Alert teachers if they are not able to complete work;
- Dress and act appropriately and make sure they have a suitable background when taking part in live meetings;
- Observe the behaviour and conduct defined by the member of staff in that meeting. For example, but not limited to, observing the rules around muting, unmuting and raising of hands.

- Understand that questions can be seen by everyone in Teams and to be respectful when posting questions or making comments;
- Take part in weekly live social chats (this is optional).

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work;
- Seek help from the school if they need it – encourage their child to ask questions in the Assignment chat box or attend the 15 minute daily live question slot on Teams. If more confidential help is needed, by emailing questions to admin@oaklands-jun.wokingham.sch.uk;
- Be respectful when making any concerns known to staff or raising an issue.

Parents can expect staff to:

- Provide the learning and feedback opportunities as described above, and in line with the Remote Learning Policy;
- Ensure that when conducting video meetings, teachers, pupils and parents must be appropriately fully dressed and endeavour to avoid areas with background noise. Teachers should check that there is nothing inappropriate in the background;

In addition:

- Parents can contact the school office on 01344 773496 if required.
- There is a link, if pupils or parents need to speak to the Parent Support Advisor on the front page of OWL.
- The SENCo will be available during the core teaching hours of 09.00-12.00 and 13.00-15.30 on school days in term time only.