

Oaklands Junior School

Headteacher - Mrs H West

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5th January 2021

Dear Parents/Carers,

Remote Learning

Following my letter yesterday regarding Remote Learning, I have copied the relevant part from our Parents' Guide to Remote Learning for our current Scenario 3, Whole School Lockdown, so that you know what to expect (with the full version on our website). As you know, we planned this to run for two weeks but in accordance with the government's announcement last night, this will now unfortunately be until February half term or until further notice.

Provision and Access to Work

Scenario 3 (Whole School Lockdown)

Setting Work:

- Teaching staff per Year Group will be responsible for setting the three daily Assignments: Maths, English and a Foundation Subject each day. They will aim to publish them on Microsoft Teams in Assignments by 9am. If a teacher is working with a Key Worker group in school, the 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 Daily Assignments in school, sometimes using the school iPads or the ICT Suite 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 or teaching assistant in the year group.

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

Scenario 3 (Whole School Lockdown)

- 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, a teacher or teaching assistant will phone the pupil's household to check on the pupil using the school phone;
- Teachers and teaching assistants 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 the children have not viewed or completed a piece of work for 3 days in a row, a teacher or teaching assistant 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 Assignments in Microsoft Teams and access English, Maths and Foundation Tasks each day.
- 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.

Yours faithfully,



Mrs. H. West
Headteacher