November 2020

Dear Parent/Guardian,

As you may be aware, schools are required to have a remote learning plan in place so that any child who cannot attend school because of COVID-19 does not miss out on their learning.

This letter explains our plans for remote learning for children who have to self-isolate, or where local or national restrictions mean that children need to stay at home.

As you will be aware we have already attempted to gain your views and position in terms of ability to access remote learning. We are very aware, as a school, that digital remote learning may not be accessible by all and we would ask that you contact the school should this be the case if remote learning is required and we have not already been in direct contact with you to make alternative arrangements.

Our class emails continue to be a forum in which you can make direct contact with your child’s class teacher. All addresses take the format of [classname@russell-lower.co.uk](mailto:classname@russell-lower.co.uk) for example [robinclass@russell-lower.co.uk](mailto:robinclass@russell-lower.co.uk)

In order to support you we have put together a parent and pupil guide on Google Classroom. This can be found on the website under the section to do with remote learning.

**What you’ll need at home**

In order for your child/ren to access remote learning and learn effectively at home they will require:

* Access to a device that can connect to the internet such as a laptop, desktop computer, tablet or smartphone
* A notebook, workbook, linked or blank paper or similar in order to complete their work if this is not done online
* Access to a quiet space where they can work without interruption

If your child does not have any of the above, please let us know as soon as possible so that we can help support you.

If you would prefer to be provided with printed resources please contact your class teacher or the school office.

**What we expect from your child**

It’s important that your child/ren engages with home learning. Please see the parent and pupil code of conduct for more information on this.

As a school we will be monitoring engagement. If your child/ren aren’t engaging with the learning, we’ll use the following strategies to provide additional support:

* Emails/phone calls home
* Increased feedback
* Inclusion Lead and/or Pastoral Support Team involvement
* Support from the senior leadership team including phase leaders and the Deputy Headteacher.

**Our remote learning plan**

Our remote learning plan has been made with our pupils and their families in mind. We believe that this staged strategy will work best for the children at our school.

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| --- | --- | --- | --- | --- |
| **Stage** | **Reason for remote learning** | **Time period** | **What we will offer as a school** | **What we ask of home** |
| **1** | Individual child or family member awaiting CV-19 test results | Roughly 1-3 days | Emailed or printed home learning pack taken directly from the curriculum teaching within the class with a guide to what needs doing each day  Communication with class teacher via class email address  Feedback on the work produced once the child returns to school or it is emailed in | 10 minutes daily reading or quizzing via accelerated reader. The children can logon to quiz using their pupil login details (they should know these)  <https://ukhosted12.renlearn.co.uk/2232304/>  15 minutes daily maths fluency such as counting in groups, number bonds, hit the button, Timetables Rockstars, <https://play.ttrockstars.com/auth/school/student/61644>  30 minutes daily physical activity such as YouTube session or activity in the garden  Some spelling practice  Children to complete work daily and either bring back to school on return or email in to class teacher |
| **2** | Individual child needing to self-isolate due to positive test or having been in close contact with a positive case | 10 to 14 days | As stage 1 with addition of  An example of a remote learning timetable  Weekly pre-record Loom video for maths, English and one other lesson emailed out  Check in call from the class teacher | As stage 1 |
| **3** | Class bubble self-isolating where the teacher is also isolating | 14 days | An example of a remote learning timetable  Either daily pre-recorded Loom lesson or live teaching using Google Meet for one maths, English and theme lesson via Google classroom or email  Daily work set via Google Classroom, Tapestry or printed for those without access to online work  Feedback on the work handed in either via Google Classroom or the class email | As stage 1 with the addition of  Children to complete set work via Google Classroom or home learning pack.  Work to be handed in via Google Classroom or complete a written version and email to class email or hand in to teacher on return to school |
| **4** | Local or national lockdown | As decide by the Government | As stage 3 with the addition of  Three weekly phone calls with class teacher | As stage 3 |

**What you can do to help**

We appreciate that if this situation arises, it may present some challenges for you. We kindly ask for your support so that we can continue to provide high-quality education for your child during this time.

Younger children in particular may need support in accessing online materials and staying focused with their remote learning. We ask that you help them as much as you can.

At the same time, we don’t expect you to watch your child all day, and we wouldn’t expect parents/carers to get involved in remote lessons in place of our teachers. But, it would be really helpful if you can take an active role in your child’s learning by asking them about their day and what they’ve learned.

Our top tips:

* Try to encourage your child to be ready and dressed for the start of the school day
* Put a clear routine in place or use the school timetable to provide structure
* Plan breaks and exercise into the day to help keep your child active
* Ensure that there is time in the day for your child to relax and enjoy areas of their interests
* Distinguish between weekdays and weekends, and make it clear when the school day is over, to separate home and school life

**Stage 3 or 4 Remote Learning**

Please note, should you require Stage 3 or Stage 4 remote learning, we will send home a log-on and password for Google Classroom, and a parent user guide to support you. Let’s hope that neither are needed!

Please keep in touch with us and do let us know if you’re having any difficulties with remote learning, or if you have any questions.

Thank you for your continued support.

Yours faithfully,

Mrs Louise Bunney

Deputy Headteacher