



## HEATH HOUSE PREPARATORY SCHOOL

### REMOTE EDUCATION PROVISION: INFORMATION FOR PARENTS

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions, due to Covid-19, require entire class groups (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

#### **The remote curriculum: what is taught to pupils at home**

##### What should my child expect from immediate remote education in the few days of pupils being sent home?

Teachers will outline to children the expectations of remote learning. This will include ensuring that the high standard of work each child produces in the classroom is maintained whilst learning from home. Teachers will remind children that they are always welcome to call or message their teacher through Microsoft Teams (the school's online learning platform) during the remote learning period for support. In addition to teachers explaining the format of remote learning, children should expect to participate in the lessons outlined to their parents in the Remote Learning Timetable which is sent in advance of any remote learning period. Children will also engage in group 'Form Time' calls as well as individual and small group calls to support their learning.

##### Following the first few days of remote education, what can my child expect?

We will broadly teach the same curriculum remotely as we do in school wherever possible and appropriate. Below and overleaf are examples of a typical remote learning timetable for Kindergarten and Reception as well as for Year 1 through to Year 6.

#### **Kindergarten and Reception Example Timetable:**

<b>08:00 – 08:30</b> Morning reading	<b>11:00 – 11:25</b> Maths
<b>08:30 – 08:55</b> Morning starter/provision	<b>11:25 – 12:00</b> Provision/extension work
<b>08:55 - 09:00</b> Live morning session/ Registration	<b>12:00 – 12:05</b> Tidy up time
<b>09:00 – 09:20</b> Phonics	<b>12:05 – 12:20</b> Story time (teacher reading)
<b>09:20 – 10:00</b> Provision	<b>12:20 – 13:20</b> Lunch
<b>10:00 – 10:05</b> Tidy up time	<b>13:20 – 13:30</b> Yoga
<b>10:05 – 10:30</b> Literacy	<b>13:30 – 14:45</b> Creative/provision/PE/ Language
<b>10:30 – 11:00</b> Break/snack	<b>14:45 – 15:00</b> Live story time (teacher reading)

## **Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6 Example Timetable:**

**08:00 – 08:30** Morning reading

**11:00 – 12.30** Maths

**08:30 – 09.00** Live form time session/  
Registration Morning starter

**12:30 – 13:30** Lunch

**09:00 – 10.30** English

**13:30 – 15:00** Creative/ PE/ Language/  
Science/History/Geography

**10:30 – 11:00** Break/snack

**15:00 – 15:15** Live form time session

### How will my child be taught remotely?

All lessons will be pre-recorded by the class teacher and uploaded to Teams one day in advance to allow parents time to print and download any necessary resources. By pre-recording lessons, children will be able to access the lesson when they are ready, pause the lesson, rewind it and learn at their own pace. Each morning and afternoon, children will have the opportunity to engage in live form-time sessions with their teacher and their peers. These live sessions will enable children to remain socially connected with each other and feel part of the class despite being physically distanced from each other.

The morning session, which will go live at 8.55am, will take the form of an informal conversation between all children who are available and their teacher. The conversation will last for approximately 5 minutes. The afternoon session will go live at 3pm and will assume a similar format to the morning call.

The afternoon lessons will vary over the week. Children will have language lessons, participate in physical exercise challenges and engage in a range of creative activities which will be cross-curricular in order to encompass subjects such as PSHE, RE, Geography and History.

### **Remote teaching and study time each day**

#### How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils approximately the following number of hours each day:

Lower School	4 hours
Upper School	5 hours

Children are encouraged to complete work for core lessons, such as English and Maths, within the timeframe outlined in their remote learning timetable. Timings for afternoon activities are flexible to allow children to participate in each activity and ensure that they do not have prolonged periods in front of their screen.

### **Accessing remote education**

#### How will my child access any online remote education you are providing?

Heath House uses Microsoft Teams to provide remote education to all pupils. All children are issued a unique username and password which allows them access to Microsoft Teams as well as other Microsoft packages including Word and Excel which they are able to use to support their remote learning.

### If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approach to support those pupils to access remote education:

- Pupils who are not able to access the digital resources will be provided with printed materials, such as PowerPoints that their teachers have created. Lesson resources which cannot be printed, such as videos, will be substituted with printed resources, following the same scheme of work.
- Teachers will arrange suitably frequent times to call pupils who are not learning online in order to discuss completed work and provide support and feedback.

Parents of pupils who are not able to access digital resources should contact the School Office at their earliest convenience to arrange for an alternative provision of work.

### **Engagement and feedback**

#### What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

Children are expected to engage to the best of their ability in all lessons that are shared with them throughout remote learning. We understand that learning at home is very different to learning in the classroom and therefore we ask that all parents support the routine set out by the class teacher and support children with their work where appropriate. Teachers will ensure that all lessons and topics are explained clearly and will be available for further help and support between 8am-4pm.

When setting work, teachers design lessons to ensure that children require minimal input from their parents. Children in Lower School will require more support with their work than children in Upper School however all children should be encouraged to work as independently as they can.

If children are unable to participate in any lessons, they or their parents should communicate this with the class teacher.

#### How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

In addition to the group form time calls each morning and afternoon, class teachers will call all children in their class individually at least once per day. Children are encouraged to call and send messages to their teacher if they need support with their work. Children will also have frequent calls with the Teaching Assistant for their class.

When providing feedback on children's work, teachers will have the opportunity to identify any areas that children require further support and will then arrange small group or one-to-one intervention calls with themselves or the teaching assistant.

If a pupil is not engaging in remote learning sufficiently or effectively, the teacher will arrange an appropriate time to speak with the child's parents to see if there are any ways that further support can be offered to help the child succeed with remote learning.

#### How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. Teachers will ask for photographs of the work that each child has completed at the end of each lesson

and will review the work that has been completed and provide written feedback in the form of a chat message on teams or a video call.

Teachers will also celebrate the work that the children are producing by sharing it on the class 'Achievement' page on Microsoft Teams. By sharing work, children benefit from encouraging messages from their peers and other teachers across the school. Teachers will regularly share excellent pieces of work on this page and encourage children to share praise with each other in the same way that they would do at school.

### **Additional support for pupils with particular needs**

#### How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils by adapting lessons to suit the individual's needs. In addition to this, to support all children to learn at their own pace, all lessons are pre-recorded so that children and their parents may pause, rewind and re-watch lessons to consolidate their understanding.

### **Remote education for self-isolating pupils**

Where individual pupils need to self-isolate but the majority of their class remains in school, how remote education is provided will differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

In this instance, the child that is self-isolating will be provided with (either by post or email) work that is paper based to complete. This will be the same work that their peers in the classroom are completing in order to insure that their learning is as uninterrupted as possible. Feedback will be given in an appropriate manner according to the child's age.

Parents are encouraged to contact the School Office at the earliest opportunity so that this work can be arranged for their child.

Internal use only

<b>Last reviewed</b>	24 February 2021
<b>Date for review</b>	24 February 2022