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Headteacher: Mr D. Sticher

Tuesday 5th January 2021



Remote Learning Guidance

As the Government has instructed school to close to all except vulnerable and key worker children, pupils are unable to attend school as normal. Therefore live lessons will be available for you to access from home. These lessons will be available over Microsoft Teams. There is an app to download or it can be accessed through the website:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

Your child's teacher will have given you an email address and password to log in.

When accessing the live lessons, we ask parents and pupils to adhere to the following protocol:

Microsoft Teams Parent and Pupil Protocol

- When using live communication, a parent/carer must be available.
- Please ensure you keep passwords and usernames safe. Do not share with other people.
- Please ensure you log in 5 minutes prior to the start time.
- Please ensure you have a space available to work during the lesson.
- A daily timetable will be made available detailing times that Live lessons will be available. Please see below.
- A register will be taken during each Live Lesson to monitor attendance. We must have received some form of communication from your child each day. Please be aware that teachers are required to contact parents of children who have not posted any evidence of work over the day.
- Pupils to only respond using the chat box function or microphone if the teacher has enabled this feature.
- All pupils will have the video and audio function disabled unless the teacher has requested these to be enabled.
- Any communication through the chat box function must be related to the learning taking place. We ask that you do not use emojis or 'slang' language and use language that would be suitable in the classroom.
- The normal behaviour expectations will be in place. Inappropriate messages will not be acceptable.
- If pupils require further support they must inform the teacher during the lesson through the chat box or 'Hand up' button.
- Homework and daily spellings, reading tasks and basic maths skills will continue to be available.
- Your child will need access to a pen, pencil and paper.

- You must not record, store, or distribute video material without permission.
- The teacher may ask for completed work to be sent back through Teams. Only pictures that show children's work should be posted. The child can be in the photograph but be mindful of other family members and surroundings.
- Pupils must not change the profile picture.
- For safeguarding purposes, children will be kept in a waiting 'lobby' where the teacher will give the pupil access to the lesson once the lesson has commenced. Please allow time (up to 15 minutes) for this to happen before contacting the school for support.

Daily Timetable:

Reception Timetable

Start Time	Subject	Length of lesson (approximately)
8:50am	Registration Time	10 minutes
9:00am	Worship	15 minutes
10:00am	Maths	20 minutes
11:00am	English/ Phonics	20 minutes/ 20 minutes
2:15pm	Daily Learning Review (optional)	15 minutes

KS1 Timetable

Start Time	Subject	Length of lesson (approximately)
8:50am	Registration Time	10 minutes
9:00am	Worship	15 minutes
9:15am	Maths	45 minutes
10:15am	Phonics	30 minutes
11:00am	English	45 minutes
1:00pm	Non-Core Subject (e.g. Geography)	45 minutes
2:15pm	Daily Learning Review (optional)	15 minutes

KS2 Timetable

Start Time	Subject	Length of lesson (approximately)
8:50am	Registration Time	10 minutes
9:00am	Worship	15 minutes
9:15am	Maths	45 minutes
10:15am	Guided Reading	30 minutes
11:00am	English	45 minutes

1:00pm	Non-Core Subject (e.g. Geography)	45 minutes
2:15pm	Daily Learning Review (optional)	15 minutes

If you continue to have any issues logging in, please contact the school office.

Yours sincerely,

Mr D Stitcher
Headteacher