

Shenfield St Mary's Protocol for Learning from Home due to COVID-19 Isolation Spring Term 2021

Dear Parents/Carers,

The following is a protocol for how we hope to manage home learning in the event of closure due to an enforced isolation period.

The ethos for learning at our school is enabling learning and positive mental health by engaging and interesting the children, taking into account different skills, interests and learning strengths. We will endeavour to follow a weekly timetable that would take place in school and continue with learning, avoiding gaps widening further.

1. A daily timetable will be shared on each Google Classroom. This will include the typical curriculum breadth, daily physical activity and break-times.
2. Activities will be set via Google Classroom. Where a family does not have access to a tablet, computer or laptop, they should inform the school and we will endeavour to assist by providing a resource temporarily from school.
3. Each school day, 2 or 3 live lessons will take place via Zoom. In them, the teacher will teach the learning focus for the following lesson. In the afternoon session, this may be a time for socialising and talking to each other, led by the teacher.
4. Live Zoom lessons are for teaching only. If parents have a concern or question, this should be via the class email. Children's queries should be via the 'Private comment' through Google Classroom.
5. During Zoom lessons, pupils need to listen carefully without any distractions, including eating food! They must not use the chat facility or put up pictures/ backgrounds/ click on icons like hand claps or put pictures around them (e.g. leaves) instead of teachers seeing their face. This is a school lesson and must be taken seriously and with respect, this includes being dressed and not wearing pyjamas.
6. Work will also be posted the day before at approximately 5pm where possible. This will allow parents/carers to look at the work and consider if anything requires preparation. This work must not be completed prior to the Zoom teaching session.
7. Children's independent work will be shared via Google Classroom. From EYFS, Year 1 and Year 2, the work should be recorded on paper and then a photo of the work 'handed in' via the Google Classroom assignment. 'Help sheets' are in place on the 'stream' page of each Google Classroom. From Year 3 to year 6, pupils will also be supported to use Google Docs and Google Slides as well as posting photographs of the work.
8. My Maths will continue to support mathematical learning.
9. Marking and feedback will be via Google Classroom and will follow the school's policy. Not every piece of work will receive feedback which the child should follow up, some work will receive celebration and recognition marking only. If work shows as 'returned', unless the teacher specifically asks for it to be resubmitted, there is no need to send it back again. It remains saved in the teacher's Google Classroom folder.

10. Children are more distracted at home and do not have their peers as role models to exemplify the quantity and quality that can be achieved. Therefore, please set up your own reward jar, like the ones that we have in school. Every time your child completes the activities, give him or her tokens to fill the jar (button, bottle tops, corks, pen lids etc). The jar will hopefully be full by Friday and then your son/daughter can choose a special reward of your choice.
11. As explained in point 4, parents/carers can contact the teachers via the class email [already shared] but teachers will only respond to them within the working school day (8.40 am to 4.30pm). Teachers will check the email regularly but an immediate response will neither be possible nor sustainable. In the event that a teacher is unwell, they will not be able to respond to contact via this email. Parents/carers will be informed of this by the usual communication route.

For parents/carers, this email is to support them with any questions they have regarding the specific learning set for the week. In addition, we recognise that this is a difficult time for everyone involved and we would like to provide emotional support.

All other email correspondence should continue via the clerk@shenfield-st-marys.essex.sch.uk email address.
12. The Head Teacher will continue to write a weekly newsletter to maintain contact and share any news.
13. If a child is unwell and unable to complete any work set, parents/carers should notify the office via email as Study Bugs will be prepopulated to show there is an enforced period of isolation.

Video Conference

Please log on to 'Zoom.us' and/or the Zoom App with the email address that you have already specified. The meeting ID and password will be posted on the 'stream' page of the Google Classroom for the child. There will also be a link but this can be temperamental.

All video conferences must take place with an adult supervising them and never in a bedroom.

All adults and children must be dressed in day clothes, not pyjamas.

Online safety

Inevitably, your child is going to use the internet to contact other people. This can be extremely healthy, giving them contact with their friends and relatives. However, it can also be dangerous if your child is unsupervised as there are some dangerous people in our world and with children feeling isolated, bored or even lonely, they are more vulnerable. Be safe everyone; check, check and check again!

Top tips for online safety are available on <https://www.internetmatters.org/advice/6-10/> . Here is a summary:

- Agree boundaries (where, when, how much, what they can visit, what information they can share)
- Explore together (ask them to tell you about what they do and what they visit, ask them to show you, talk about being a good friend online)
- Put yourself in control (install parental controls)
- Use airplane mode (this avoids unapproved purchases or inappropriate interaction)
- Stay involved (keep tech devices in a communal area to keep an eye and share enjoyment)
- Talk to siblings (talk to older children about what they're doing online and what they show younger children, encourage joint responsibility to keep younger siblings safe)
- Search safely (use safe search engines such as 'Swiggle' or 'Kids-search' saving them to your 'favourites', activate safe search settings on 'Google' and 'YouTube').
- Check if it's suitable (age ratings on games, apps, films and social networks)

Please do not hesitate to contact me to ask any questions, for advice and/or support.

Many thanks,

Mrs Taggart

Head Teacher