

Remote Learning Provision & Contingency 2021-22

In the event that children need to access learning remotely due to Covid-19, the outlined provision below will be put in place.

Access

All children have access to learning through Microsoft Teams and have been issued with logins and passwords allowing them to access lessons taking place in school remotely as well as additional learning resources.

In the event that children are unable to attend school for face to face provision due to Covid-19, staff will set up a meeting in Teams in which face to face provision will be shared with those learning from home. This will allow children at home to experience identical teacher input for tasks & activities; listen to and (where possible) participate in class discussions around learning. Alternatively, where appropriate, some activities and materials will be uploaded to Teams where children will be able to access learning independently.

All live sessions will be recorded so that if a child is unable to access learning at the time they will be able to access the same input at a more convenient time.

Work Books

If work books were not sent home on the child's last day in school prior to the requirement of isolation they will be made available for collection by advance arrangement with the admin team.

Schedule	Provision Type
Daily	<ul style="list-style-type: none"> ➤ Maths (Up to 1hr) – <i>Teacher/Staff led via Teams or recording</i> ➤ Writing (Up to 1hr) – <i>Teacher/Staff led via Teams or recording</i> ➤ Reading (Approximately 30 minutes) – <i>Teacher/Staff led via Teams or recording</i>
Weekly	<ul style="list-style-type: none"> ➤ Learning Journey which may include history, geography, science, art & DT (2 sessions up to 1hr each) – <i>Teacher/Staff led via Teams or recording</i> ➤ RE (up to 30 minutes) – <i>Teacher/Staff led via Teams or recording</i> ➤ PSHE (up to 30 minutes) – <i>Teacher/Staff led via Teams or recording</i> ➤ Whole school assemblies – twice weekly (approximately 20 minutes each) ➤ British Sign Language – <i>uploaded to Teams for independent access</i> ➤ Spelling – <i>uploaded to Teams for independent access</i>

Additional Independent Learning

Activity	Duration	Details
Daily Reading	For at least five times a week for a minimum of ten minutes	If you do not have a school reading book at home, read a book from home.
Regular Times Table Practice - PLUS regular use of Times Tables Rock Stars	At least 3 x a week	If you do not know your child's TTRS username or password, please email the class teacher via admin@emmbrook-jun.wokingham.sch.uk

Regular spelling practice from your child's personalised word list	At least 3 x a week	Your child will only have one of these if they have been in school since the start of this term.)
One set of themed Grammar, Punctuation or Spelling questions a week from your child's CGP book	Once a week, 10-20 mins	You have to option to arrange for you or someone else to collect your child's CGP book from the school office if your child has not got their book at home so long as you can do so safely. It is important that your child only does the questions we set each week. Please do not allow them to work through other units. We will work through the book steadily throughout the year.
Learning Journey – Knowledge Organiser	At least 2 x a week	A copy of your child's Knowledge Organiser has been sent home to each parent with ideas of how you can use this at home will be available on the home learning section of the school website.

Contacts

Whilst your child is self-isolating, you can contact your child's teacher on their year group email address:

year3@emmbrook-jun.wokingham.sch.uk

year4@emmbrook-jun.wokingham.sch.uk

year5@emmbrook-jun.wokingham.sch.uk

year6@emmbrook-jun.wokingham.sch.uk

Any children accessing learning remotely will be expected to follow our **remote learning & safeguarding guidelines** which includes not sharing recordings of lessons or resources in any forum.

Contingency

This above provision will be reviewed as required depending on the number of children having to access learning remotely over an extended period of time and the capacity of staff to meet needs.

Remote Learning Safeguarding Guidelines

At Emmbrook Junior School, the safeguarding of the children in our care is our highest priority and responsibility.

We have created the following safeguarding guidelines to protect both the children and the staff:

- Emmbrook Junior School will record all live sessions and these will be stored securely within Teams. This is so that should any issues were to arise, the video can be reviewed. If parents of

children at home do not consent to this, they have the right to decline the session invitation or limit their child's participation to 'audio only' (so the video option is turned off).

- Teaching staff will share their screen during lessons to allow children at home to access the lesson remotely. No child in school will be visible on screen although their voices may be heard.
- Any 1:1 sessions will only take place with the parents' permission and an adult at home is encouraged to be within earshot.
- All children participating in remote learning from home must be appropriately dressed, as should anyone else in the household.
- Any electronic devices used to access remote learning should be positioned in view of an appropriate backdrop, and where possible be against a neutral or blurred background.
- No contact between other members of the household and children in the session (other than the child in their household) is permitted.
- Live sessions will be started promptly according to the scheduled time and kept to a reasonable length of time.
- Language used in live sessions must be appropriate, including any family members in the background.
- Should you feel concerned about the content of the session or a situation that has occurred during it, contact the class teacher or Deputy Head Teacher immediately to report it.

We ask that you share the following rules around remote learning/contact with your child/ren and others in the house:

- Please make sure that your child is seated somewhere quiet where they can hear the audio and see the screen.
- Children should log in promptly to each learning session so that they do not miss key information.
- If your child is unable to attend a session, they can access the recording in Teams at a later point.
- Ensure your child is dressed appropriately as they will potentially be seen by a number of other children and school staff.
- If you do not want your child's image to be seen on screen, please turn your web cam off or cover the camera for the duration of the meeting. (We respect your decision on this.)
- If the member of staff hosting the meeting raises their hand with a flat palm, all children in the meeting must be quiet - this is a learning opportunity and therefore we will follow the school procedures as best we can during this time. It is within the rights of the teacher to 'mute' the session should noise be distracting to the session.
- Adults at home – we ask that you do not participate in any school-based meetings unless you have been specifically invited to. If you have any questions about the session, please email the teacher using the Year group email address.
- Apart from the school, no child or adult is permitted to record, capture or photograph the screen during a school-based meeting. This is to ensure that we adhere to confidentiality and safeguarding procedures.
- Any recordings of sessions accessed for the purpose of remote learning are not to be shared in any forum and remain the property of Emmbrook Junior School.
- Do not share the meeting links with anyone else.
- Children are not to 'share their screen' unless instructed to do so by the teacher in charge of the session.
- Teachers have a right to end sessions/individual participants if they do not follow the code of conduct.

