

Tuesday 5th January 2021

Dear Parents/Carers,

Although the new National Lockdown states that children must remain at home, the welfare and education of our children remains a key priority. We recognise that stability and routine are critical for children's wellbeing and we will do everything we can to support you. Children are already familiar with the technology ahead of implementing our full '**Distance-Learning Model**' which is outlined below. It is important to emphasise to the children that this enforced school closure is not an extended holiday and the class teachers will support you on communicating that with the children. Please can we ask for your full support in encouraging and enabling your child to maintain a strong focus on learning, attend the live teaching sessions and complete the learning tasks set. We will do all we can to support you.

St James' School Learning Platforms

At St James' CE Primary School, we will be using Google Classroom.



Over the past few months pupils, parents and staff have become very familiar with Google Classroom, using our Remote Learning Policy to keep safe and interacting with peers and staff appropriately. For this reason, we have made the decision to continue with this platform. *Please see attached Remote Learning Policy.*

Daily Timetable

Your child should log in to the Google Classroom at 9.15am and 1.15pm. Your child's class teacher will outline that day's activities through the Google Classroom.

Below is an **example** of a timetable that shows what a day's learning could look like.

9.15	Log into Google Classroom registration session with the class teachers. Children will have a live direct Maths or English session with the whole class and their teacher will explain the task set in the assignment on Google Classroom.
10:15 – 10:30	BREAK
10.30 – 11:45	Log into Google Classroom, Complete the topic task set. Post evidence of tasks completed to the assignment as a document or photo on Google Classroom. Respond to any teacher feedback.
11:45 – 13:15	LUNCH
13:15	Log into Google Classroom registration session with the class teacher. This will begin with registration followed by live Maths or English session. This will provide the opportunity for the teacher to: <ul style="list-style-type: none"> - address any errors / misconceptions - set any further tasks for the afternoon session
14:15 – 15:30	Spend the remainder of the school day practising the basics: <i>Reading Times Tables Spellings Handwriting</i> This will be outlined in detail in individual class timetables.

Does my child have to attend the Google Classroom sessions?

Yes. It is compulsory for children to attend the Google Classroom sessions as these will be marked as a child's registration for the session. Any child not attending will be treated as an absence and school will follow usual procedures. If your child is unwell, please contact school as you would do normally.

Does my child have to complete the tasks set and post on Google Classroom?

Yes. It is compulsory for your child to engage with all the teaching and complete the tasks set. They must post their learning on Google Classroom (either as a document or as a photo) and respond to any feedback provided by the teacher. Again, any child not engaging with the learning will be treated as an absence and school will contact you to offer support.

Will there be two live Google Classroom each day?

No, on a Wednesday or Thursday afternoon children will be set a PE activity (for example, a yoga session or a link to Joe Wicks) and an open-ended task that they will complete independently.

What should I do if I have a difficulty accessing Google Classroom or have any other technical problems or queries?

You must contact school immediately and we will discuss the situation with you and work out a way to best support you and your child. We are here to help. This situation is challenging but together we can solve every problem.

Why are there two registration sessions a day?

As a school we have a statutory duty to take a register at the start of the morning and afternoon session. Even though we are having to implement a Distance Learning Model the school expectations remain the same.

How do I or my child contact their teacher if they need some help?

If your child is finding something difficult they will be able to ask their teacher during one of the live sessions that are taking place every day. If they have a question outside of this time they can contact the teacher through the Google Classroom app or the class email address. Please remember, though, that our staff will be working to support children in school and at home and won't always be able to respond to questions immediately. Any questions sent after 4pm will be answered the following day as staff need that time to prepare for the following day's learning. If the class teacher is not available to answer your question for any reason, then another member of the staff team will do their best to answer you. This is new to all of us so please have patience with us!

To accompany this letter, we have attached Remote Learning Policy help you and your child and we ask you to also read these carefully. This clarifies the expectations for everyone with our Distanced Learning Model.

We fully appreciate that these are challenging times and therefore please can we stress that the above distance learning model is here to support your child in continuing to learn NOT to add pressure. Our key request would be to continue to remain in contact with us so that we know you and your children are ok, happy and safe.

Stay safe, keep smiling, look after one another and we hope to see you soon.

Kinds regards,

The St James Team

Remote Learning Policy

St James will be providing online, interactive learning for all children who are not in school as a result of a local lockdown or the school having to close one or more Pods. In these situations, we expect children to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact Miss Westhead (Deputy Headteacher/Early Help Lead) or Mrs Gore (SENCO/Early Help Lead) if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them with their learning.

We expect that, where appropriate, children will:

- Be contactable during required times – although take into account that pupils may not always be in front of a device the entire time- **see Individual Class Timetable for exact timings on Google Classroom**
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages
- Find a quiet, safe spot to complete online learning at a desk or table if available
- Dress appropriately. While school uniforms aren't required for virtual schooling children should ensure they are properly dressed for their learning session
- Children need to mute themselves and stay on mute until directed to unmute themselves by a teacher
- Children need to use the chat function appropriately e.g. only to ask the teacher a question
- If a teacher feels a child's behaviour is inappropriate they will be removed from the session and parents will be contacted when the session ends
- Parents will contact school if their child is unable to attend a live session
- Teachers will be contactable during the hours 9-11.45am and 1.15-4.00 pm.

In certain situations adjustments will need to be made. This could depend on the age and/or ability of the child, internet access, access to electronic devices, support available from parents and other potential factors. Reasonable adjustments will be discussed with the family, class teacher and a member of the Senior Leadership team in an effort to support each child effectively.

Please note that remote learning applies only in situations where full/partial lockdown is in place or school pods have had to close. The remote learning principles above are not expected for children who are unwell and not in school while the rest of their Pod are still attending.

Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will contact the family to discuss how these problems can be resolved and the child/children access the remote learning effectively.