

# Montgomery Infant School and Nursery



## Remote Teaching and Learning Information in response to families/pupils/staff being unwell or isolating due to COVID 19 or partial school closure due to COVID 19

### **Introduction**

The main aims of remote learning at Montgomery Infant School and Nursery are to:

- Keep the minds of our children active and happy, ready to return to school and engage with learning when the time comes.
- Ensure regular contact with all children and families.
- Ensure consistency in the approach to remote learning for pupils, who aren't in school

This policy will tell you what to expect from us, should your child/family be isolating due to Covid 19.

We have tried to put together a plan for all eventualities. It is vital that parents access their child's **Tapestry Account**

All learning will be conducted using Tapestry, Purple Mash (Reception and Key Stage One) Oak Tree Academy and Bug Club. We are looking into Microsoft Teams.

### **Child or a family member has Covid Symptoms and are awaiting test results**

1. If a child or family members are unwell, home learning may be the last thing on your minds. Health should always be put first. Some pupils may only be off for 1-3 days awaiting results.
2. If the child/family are well enough for home learning and are off for more than 2 days, work will be shared via Tapestry. Teachers will upload where possible work that has been taught in the class during the child's absence.

### **Child or a member of the family has tested positive for Covid 19**

1. If a family/child has Covid 19, then the family will need to look after themselves. Teachers will keep in touch via Tapestry and where possible, a phone call once per week.
2. When the child feels well enough for home learning, this will be published on Tapestry and will contain a weekly overview of home learning ideas. The priority will be on Maths, Phonics, Reading and some writing.

### **Child's bubble at school are isolating for 14 days.**

### **Please be advised School will only isolate class bubbles under the direction of the local Public Health Authority.**

Half termly revision packs have been created, which will be available for children to take home with them if their class bubble is shut. The class teacher will keep in touch via Tapestry and if appropriate by Microsoft teams (weekly). See below for additional guidance.

*Taking care of our own physical and mental health as teachers is absolutely crucial at this time as it is for our children and their parents/carers. Teachers are having to teach in the class and plan for home learning for children who may not be in school. This plan supports the workload of our teaching staff so it is manageable for all parties.*

### **Where can home learning be found?**

#### **Class Bubble self-isolating Individual self-isolating and/or class bubble**

A weekly plan will be uploaded to Tapestry for parents with links to online learning.

Many children need a lot of guidance when working and cannot be left for long periods of time to complete complex tasks. Purple Mash has been noted as meeting both the needs of children and parents, so is a good learning tool, which has been included in our home learning planning.

We will try and accommodate all students, including children with SEN or those who are more vulnerable, and take into account different levels of learning. Teachers are not expected to provide bespoke individual lessons for pupils.

For those families at home and completing learning who may need support, teachers will be teaching during the school day but will contact you as soon as they can. If there is anything urgent families are encouraged to contact the school office for support in the first instance.

**Feedback** via Tapestry will be provided by the class teacher and/or LSA in response to learning shown.

Teachers will build in time to respond to at home learners and will review Tapestry regularly. Communication by teachers to pupils and parents will only be made through official outlets such as Tapestry. Personal emails or numbers will not be used and teachers are advised to refrain from communicating outside of school hours unless totally necessary. Teachers should respond to any work put on Tapestry by pupils but at a time that is convenient and manageable.

**At present teaching staff are not engaging in live stream lessons. Currently we cannot match these with the needs of our infant children as the teacher-pupil interaction is not easily replicated.**

If teachers upload a video onto Tapestry or the website to support home learning they will undertake these videos in an appropriate room having considered their surroundings.

When a teacher is off ill the parallel class teacher or member of the leadership team will keep in touch and upload home learning to Tapestry. If a teacher is at home self-isolating and is well, they will continue to upload home learning and respond to Tapestry. Teaching Assistants who are self-isolating at home will also support with this.

### **What if a bubble is sent home to self-isolate?**

A two week revision pack will be available for children to take with them if their bubble is asked to self-isolate for 2 weeks. These packs cannot be collected at a later date due to self-isolation restrictions but will be available from our website. Assemblies will be uploaded on to Tapestry.

Should a bubble be off for a longer period, comprehensive home learning will be uploaded to Tapestry and will focus on Maths, Reading, Writing and Phonics. The Oak Tree Academy will be used to support this. Class teachers will regularly be in contact to support home learning. This will be a minimum of once a week via Teams or phone call and maybe more depending on needs of the child. The leadership team will support this if a member of staff is absent and too ill to work.

Staff are currently being trained in using Teams. When this is up and running we will (if the teacher is well)

- Use Teams to register and welcome the children to the learning for the day at 9am
- Use One Note/Oak Tree Academy/Tapestry to distribute learning
- Respond to two pieces of learning per child per day
- Read a story via Teams at the end of the day

### Vulnerable Families and Pupils

The Headteacher who is also the designated safeguarding lead will contact vulnerable pupils weekly when those children are not at school. Should they not be able to communicate with the vulnerable family then a risk assessment and a home visit will be completed within a 48 hour period. Our Thrive LSA will make phone calls to children weekly who access Thrive provision if they are absent.

Staff will continue to use CPOMS to record any safeguarding incidents or concerns. Staff will consider the online safety policy at all times.

Staff can access secure systems from home, Tapestry and Microsoft teams and if not this should be reported to ICT lead Karen Clarke at the earliest convenience.

This policy will be reviewed half termly by SLT. It will be approved annually by the Governing Body.

### Remote Learning Summary

EYFS	Access to Learning	Reading	Writing	Maths	Wider Curriculum
Nursery Bubble isolating/whole school closure	Support and Communication on Tapestry	Teacher/Nursery Nurse/LSA daily story session	Mark making	Maths Activity	Topic activity Daily Assembly
Reception Child self- isolating for more than 2 days or bubble isolating	Support and communication on Tapestry Revision packs available for bubble isolating Access to Purple Mash Oak Tree Academy	Bug Club Phonics Play Teacher/LSA daily story session (bubble isolating)	Phonics and literacy activity	Maths activity	Topic activity BBC bite size Go Noodle Oak Academy PHSE activity Daily assembly (bubble isolating)

KS1	Access to Learning	Reading	Writing	Maths	Wider Curriculum
Child self-isolating for more than 2 days	Work uploaded on to Tapestry  Access to Purple Mash  Oak Tree Academy	Bug Club  Deric Activity  Phonics Play	Phonics and literacy activity	Maths Activity	Topic activity Purple Mash
Bubble Isolating/whole school closure	As above and revision packs created per term to be taken with children when collected.	Teacher/LSA daily story session	Stimulus shared model writing x3 a week	White rose videos and maths activities x 3 a week	Topic activity BBC bite size Go Noodle Oak Academy PHSE activity Daily assembly

### Expectations

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. This is our children's education and we cannot afford for them to miss out on any further learning time. Children and parents should consider the arrangements as set out in this document as highly recommended.

Teaching staff will:

- Create a suggested timetable with times of learning and weekly expectations.
- Share teaching and activities with their class through Tapestry and/or Microsoft Teams.
- Continue teaching in line with current planning that is already in place.
- Plan a range of activities and where possible reduce the need of a digital device.
- Keep in contact with children through Purple Mash, Tapestry or Microsoft Teams.
- Reply to messages, set work and give feedback on activities during the normal teaching hours 8.30 am – 3:30pm.
- Acknowledge learning.
- Allow flexibility in the completion of activities, understanding that the circumstances leading to distant learning will affect families in a number of ways.
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development, research
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages during this time will not be undertaken until the teacher is fit to work.

- Contact parents and children if work is not completed or to a satisfactory standard

Teaching Assistants will:

- Support class teachers in providing learning opportunities for children
- Support class teachers in feedback to pupils
- Plan and create personalised learning for identified individuals within the class
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Making resources, further reading
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages during this time will not be undertaken until the teaching assistant is fit to work
- Reply to messages, set work and give feedback on activities during the normal school hours 8:30 am – 3:30pm

Senior Leaders will:

- Monitor the overall effectiveness of remote learning
- Monitor the security of remote learning systems, including data protection and safeguarding considerations
- Work as a team to ensure the highest quality virtual education is provided for our children at Montgomery

Designated Safeguarding Leads (DSLs) will:

- Identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via CPOMs records prior to the period of remote learning.
- Arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Make phone calls to vulnerable pupils using school phones where possible.
- Arrange for regular contact with vulnerable pupils where required.
- Contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- Meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

- Ensure that all members of staff report any safeguarding concerns to the DSLs immediately.
- Encourage all staff to contact the DSLs if they wish to report safeguarding concerns via CPOMS, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

Children will:

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- Be given several days to complete a task to allow for sharing of devices within the family
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that
- Read daily, either independently or with an adult for at least 15 minutes in KS1 (Year 1 or Year 2)
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.

Parents will:

- Set up / check the Purple Mash, Tapestry and Microsoft Teams (when available) account in advance to ensure children have access to the learning.
- Support their child's learning to the best of their ability.
- Encourage their child to access and engage with posts from their teacher.
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform.
- Know they can continue to contact their class teacher as normal through Tapestry.
- Check their child's completed learning each day and encourage the progress that is being made.
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax without technology

## **Appendix 1 – Helpful Parent Guide**



### **What is Purple Mash?**

Purple Mash is an app that allows teachers to assign learning activities to children. It also allows children the opportunity to share their learning with their teacher for feedback and acknowledgement. We think this will be very helpful to families who are engaged in distance learning. We will use Purple Mash as outlined below **only** if a bubble has to isolate. In all other circumstances parents can use Purple Mash to supplement their child's home learning.

### **How will this be set up?**

- Parents will login to purple mash via the website <https://www.purplemash.com/sch/montgomery-infant> (TIP: access is easier on a laptop or computer where possible).
- Each child will receive log in details which gives them access to the tasks their teacher has set.

### **How are learning activities shared?**

Teachers will share a suggested programme of work through the 'To Dos' section of the purple mash website.

*When will the work be shared?*

- Teachers will upload the weekly programme of work each Monday.

*How will children share their completed work?*

- Children can save their work onto purple mash where the teacher can access it.

*Will children need a laptop?*

- Purple mash is most accessible on a laptop or computer, however can be accessed on phones or tablets.

*When can my child expect feedback from their teacher?*

- Teachers will provide acknowledgement of completed learning tasks or feedback during the week. Where tasks are uploaded on a Friday, feedback may not be provided until the following week.

## **How to Log in**

1. Go to <https://www.purplemash.com/sch/montgomery-infant>
2. Type in your child's unique log in details provided by the school
3. Click on the 'To Dos' tab to find the activity your child's teacher has set.