



ROBERT PIGGOTT CE FEDERATION

REMOTE LEARNING PLAN



- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place—all pupils have access to high quality learning resources.
- Ensure robust safeguarding measures are enforced during the period of remote learning.
- Ensure all pupils have the provision that they need to complete their work to the best of their ability—to remain happy, healthy and supported during periods of remote learning.

COMMUNICATIONS



- Teachers are not permitted to share personal email addresses or contact details with parents or pupils.
- Any communication between teachers and parents must be done through emails to the school office or through to teachers' school-email addresses.
- Any unclear information regarding remote learning should be cleared up in the morning lessons.
- Teachers will endeavour to answer emails as appropriate from parents within 48 hours.



PARENTAL ENGAGEMENT

The school will remain in regular contact with parents to:

- Reinforce the importance of children staying safe on line.
- Ensure parents are aware of the expectation of remote learning for their child(ren).
- Direct parents to useful resources to help them keep their children safe online.
- The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, eg anti-virus software, on devices not owned by the school.



ONLINE SAFETY

- Wear suitable clothing—this includes other members in your household.
- Sit in a suitable 'public' living area with an appropriate background - areas such as bedrooms, are not permitted during video communication.
- Use appropriate language—this includes other members in your household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Do not record, store or distribute video material without permission.

This is the protocol to follow when the school is teaching remotely.



PUPILS

- Log in to morning and afternoon live lessons, if applicable
- Wait for the teacher to start the lesson and not start chats of their own
- Only access their own files as they would in the classroom with their own books
- Upload their learning by the set deadline
- Chat should be linked to the work and in standard English e.g. no emojis, gifs or text talk
- Raise the hand when they need to talk and wait for the teacher to request the unmute
- Name their files clearly (Years 1-6), each file clearly labelled with their initials, subject name and date when they are uploading. EYFS children continue to upload on Tapestry
- Listen quietly
- Wear appropriate clothing
- Sit appropriately, as if in class
- Only respond to the teacher
- Seek help from the adults at home or teachers if they need it
- Upload only in the following formats; photo, word documents and presentations
- Alert teachers if they are not able to complete work
- Work hard and try their best

LEADERSHIP TEAM



- Co-ordinate and review the remote learning approach across the school
- Monitor the effectiveness of remote learning, for example through contact with teachers, subject leaders and reviewing work set or reaching out for feedback from pupils and parents
- Work in partnership with staff to identify which families may have no access to the internet and ensure teachers are making hard copies of activities available to parents for collection
- Ensure appropriate provision for pupils with EHCPs
- Arrange any additional training staff may require to support pupils during the period of remote learning
- Monitor the security of remote learning systems in line with the schools E-Safety Policy
- Ensure that the Safeguarding Policy is followed at all times
- Ensure that staff, parents and pupils adhere to the relevant policies at all times
- Review the effectiveness of this policy on an annual basis and communicate any changes to staff, parents and pupils
- Lead whole school assemblies and Collective Worship



PARENTS

- Make the school aware if their child is sick or otherwise unable to complete work
- Ensure that their child(ren) participate in remote learning via Teams and Tapestry at least once a day and are logged in on time and leave the meeting at the end
- Only look in their child's files
- Be respectful when liaising with staff online and understand that the chat is for children not parent's questions (please email schooloffice or admin or call the office if you have any queries)
- Help the children with any technical problems if needed
- Not change any settings during the live lesson
- Give pupils a quiet place to learn
- Support their child(ren) as best they can and seek help from the school if they need it

TEACHERS

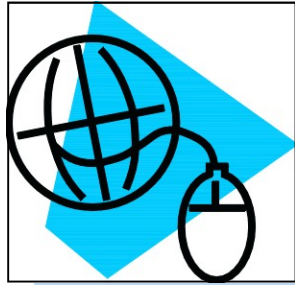


- Upload lessons for the day by 7.30am
- Be available Monday to Friday 9:00am - 3:30pm
- Ensure lessons are planned to a high quality that are accessible to all children
- Start and end the meeting promptly
- Register attendance and call any pupils who have been absent for two days without prior arrangement
- Have a suitable background
- Teach from a quiet environment
- Provide class based feedback
- Manage engagement following the School's traffic light system



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www.robertpiggott.wokingham.sch.uk

Junior School:

admin@robertpiggott.wokingham.sch.uk

Infant School:

schooloffice@robertpiggott.wokingham.sch.uk



MICROSOFT TEAMS

Daily live learning in the mornings and afternoons

Password Problems?

Your school's office can reset these.

1

MICROSOFT TEAMS
VIA WEBAPP OR
DESKTOP APP

2

LOG IN USING
YOUR USERNAME
AND PASSWORD

3

JOIN CLASS TEAM
MEETING

4

FOLLOW RULES
OBSERVE LEARN-
ING PROTOCOL

5

UPLOAD LEARNING
TO TEAMS FILES BY
SET DEADLINE

Live Lesson Schedule	EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Daily 09:00 am		✓	✓			✓	✓
Daily 09:30 am	✓			✓	✓		
Monday 10:00 am						✓	
Monday 11:00 am	✓						
Monday 13:00 pm			✓				
Monday 14:00 pm				✓			
Tuesday 10:00 am							✓
Tuesday 13:00 pm		✓	✓				
Tuesday 13:45 pm		✓					
Tuesday 14:00 pm					✓		
Wednesday 10:00 am						✓	
Wednesday 11:00 am	✓						
Wednesday 13:00 am			✓				
Wednesday 14:00 pm				✓			
Thursday 10:00 am							✓
Thursday 11:30 am Celebration Assembly	✓	✓	✓	✓	✓	✓	✓
Thursday 13:00 pm		✓	✓				
Thursday 13:45 pm		✓					
Thursday 14:00 pm					✓		
Friday 10:00 am						✓	
Friday 10:30 am							✓



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REMOTE LEARNING PLAN

WHAT WILL REMOTE LEARNING INCLUDE ?

PUPILS WHO BECOME UNWELL ARE NOT REQUIRED TO COMPLETE WORK

A PUPIL IS ABSENT WITH COVID SYMPTOMS; OR AN INDIVIDUAL OR SMALL GROUP IS ISOLATING

Accessed by email, online and paper copies

Year Group	Details	What to Expect
EYFS	Daily	Maths & Read Write Inc
Year 1-6	Daily	White Rose Maths, English & Whole class Reading

A WHOLE CLASS, YEAR GROUP OR WHOLE SCHOOL IS ISOLATING

Accessed on Microsoft Teams and Tapestry

Year Group	Details	What To Expect
All Years	Daily	<ul style="list-style-type: none"> • Live lessons on Teams • 3 core subject lessons per day • 1 Foundation subject lesson for each afternoon • Video input for one subject per day • Written feedback given on one piece of Reading, English and Maths per week • All other turned in work will be acknowledge if at all possible



Managing Engagement During Lockdown Spring Term 2021

RED

- Very little attendance on calls
- Work not submitted
- No communication with family

ACTION - Teacher to call and SLT available to escalate

AMBER

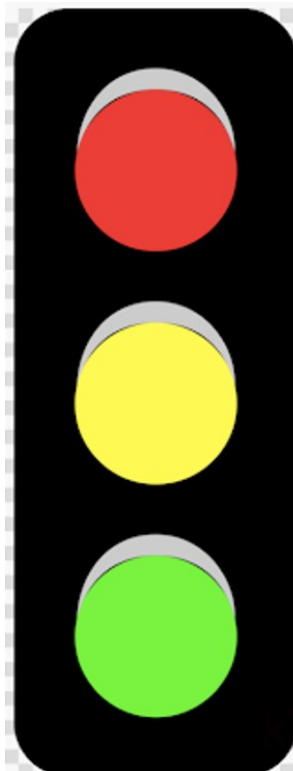
- Attendance on calls is sporadic
- Limited interaction with posted work
- Limited communication with family

ACTION – Teacher or TA to phone the family

GREEN

- Staff have seen pupil on at least two calls during the week.
- Most work is handed in and feedback given.
- No concern.

ACTION - NONE



FITNESS FRIDAY

Mrs Harrowell will be running two sessions of Live Zumba on Friday afternoons .

EYFS—Year 3 1:00pm,

Year 4— Year 6 1:45pm

This will be complimented by Mr Hastings & Mr Smith's PE videos.