



**Remote Education: Information for  
Parents and Carers**

## **Remote education provision: information for parents**

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

## **The remote curriculum: what is taught to pupils at home**

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

### **What should my child expect from immediate remote education in the first day or two of pupils being sent home?**

Pupils that are sent home during a school day will be able to instantly access video lessons. These video lessons include teaching, explanations and learning tasks. The video lessons are produced by the Oak National Academy and are available on our websites in the 'Learning from Home' section. The video lessons provided match the sequenced curriculum that is provided in school. Our school's full remote learning provision will commence at the start of the first full day of closure.

### **Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?**

At Heathland School our remote learning offer is planned by our class teachers and follows the same curriculum that we deliver in school.

The teachers adapt their planning in order to deliver the same lessons remotely via OneNote. It is possible that occasionally we may need to make some adaptations. For example, where the planning includes specific resources that families may not have access to at home. This may happen with an art or DT lesson for example if the teacher had planned to use specific resources that may only be available in school.

## **Remote teaching and study time each day**

### **How long can I expect work set by the school to take my child each day?**

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

<b>EYFS and Key Stage 1</b>	3 hours a day on average across the cohort, with less for younger children
<b>Key Stage 2</b>	4 hours a day

## Accessing remote education

### How will my child access any online remote education you are providing?

Heathland School uses a digital platform, Microsoft 365. We use OneNote and Teams for our remote education.

All children have been provided with Heathland Whitefriars Federation usernames and passwords in order to access the two platforms we use for remote learning.

Pupils are able to access their remote learning on Microsoft OneNote. All video lessons, live lessons (via Microsoft Teams) and learning resources are available on OneNote.

We have detailed guides available to help all parent access Microsoft Office, OneNote and Teams. Parents can also watch a step by step video recorded by one of our teachers explaining how to access and get started.

We are always available to help with any access issues and parents can contact the class teacher directly through the year group email address. You can also call the school office (020 8422 4503) or email us on [office@heathland.harrow.sch.uk](mailto:office@heathland.harrow.sch.uk) for further support.

### If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. All parents will be contacted initially by their class teacher in order to discuss their individual situation and their online access. We are aware that each family will have their own circumstances and will work with families on a case by case basis to establish the best way to solve any issues that they are having in relation to accessing remote education. We have listed below some of the different circumstances that may arise and we will take the following approaches to support those pupils to access remote education:

- If pupils have a device but are struggling to access the learning we will take a step-by-step approach over the phone or via a Teams meeting to ensure pupils are able to access the online learning
- If pupils do not have access to a device at home we will, where possible, lend a laptop or school device to the pupil
- If pupils do not have a device or access to Wi-Fi or the parent would prefer the pupil to access printed materials we will speak to the parent to arrange a suitable method of collection for paper copies of the learning.

### **How will you issue or lend laptops or tablets to pupils?**

We regularly survey our children in order to maintain an up to date list of who has access to devices at home. In the event of closure, we will use this list to lend devices to pupils who do not have one at home. All parents will also be contacted by the class teacher on the first day of closure to check if a school device is required for the pupil to access the remote learning.

We will lend devices to families who have no access to a device at home. The devices include those issued by the government and those used by pupils in school

In the event of school closure, where pupils do not have access to the internet, they will be classed as 'vulnerable' and provision will be made for them to receive face-to-face education in school (part of the vulnerable children group in school). In the instance of bubble closure, internet access will be provided.

Parents who are being lent a device will be contacted via phone to arrange collection of the device. We will ask all parents to collect school devices from the school office where they will need to read, agree and sign the Heathland Whitefriars Federation user agreement. This agreement includes the requirement for the safe use of the internet.

You can call the school office (020 8422 4503) or email us on [office@heathland.harrow.sch.uk](mailto:office@heathland.harrow.sch.uk) to ask for more information on borrowing a school device.

### **Printed Learning Materials**

Where possible we would encourage all pupils to engage with our online remote learning offer in order to access the full range of learning activities and lessons planned and delivered by the class teachers. However, if this is not possible we can provide printed copies of the learning activities.

Pupils can access printed, paper copies of the learning if they do not have online access or would prefer to use paper copies. Teachers will ensure that paper learning packs are printed on a weekly basis and will arrange for parents to collect these from the school office at a suitable time and date.

### **How will my child be taught remotely?**

We use a combination of the following approaches to teach pupils remotely:

- Pupils will have video lessons or live lessons each day. The live lessons are on Teams. These lessons include teaching, explanations and questioning. The learning tasks on OneNote consolidate what has been taught in the video/live lessons.
- Pupils will have a range of OneNote lessons each day which include a range of recorded teacher videos, audio clips and learning activities.
- All pupils have a live meeting (on Teams) with their class teacher each day. This allows pupils to learn live with their teacher, receive feedback and also interact with their peers on a daily basis.
- All pupils have a minimum of two pre-recorded teacher video lessons daily
- Pupils can access a range of activities set by the teacher via online subscriptions such as Education City and Bug Club
- Pupils can access printed paper packs produced by teachers

## Engagement and feedback

### What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

#### Expectations for pupils' engagement with remote education

We are determined to keep all of our pupils on-track this year and make sure no one falls behind if they need to learn from home. We would expect pupils to engage fully with the remote learning. We ask that English, Math and Topic learning is completed daily and that pupils join in with the daily Microsoft Teams sessions lead by the class teacher.

Parents and carers are kindly asked to ensure that pupils attend the daily live lessons and sessions at the advertised times. The live lessons are recorded and made available on OneNote if this is not possible.

We know that it can sometimes be tricky to support children learning at home which is why we contact all our parents in the first few days to make sure everyone can access support where necessary.

We would ask that as a parent you support your child by creating a positive environment for them to learn at home, we have listed some of the things that you can do to help with this, for example:

- Distinguish between weekdays and weekends, to separate school life and home life
- Designate a working space if possible, and at the end of the day have a clear cut-off to signal school time is over
- Create and stick to a routine, as this is what your child is used to at school. For example, eat breakfast at the same time each morning and make sure they're dressed before starting the 'school' day
- Stick a timetable up on the wall so everyone knows what they should be doing when, and tick activities off throughout the day. We will provide you with the times for any online lessons so that both you and your child know when they need to be logged on and accessing them.
- Make time for exercise and breaks throughout the day to keep your child active. During the school day children have a morning break and a lunch break. Try to keep this the same, it is important that everyone, including parents, have time for a break.

If at any point if you need help and support with helping your child learn from home then please contact a member of staff. Phone 020 8422 4503 or email us on [office@heathland.harrow.sch.uk](mailto:office@heathland.harrow.sch.uk)

### How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

Teachers will be checking the remote learning on a daily basis. If we are concerned about a pupil's engagement with the learning the class teacher will call you to find out if there is anything that we can do to help.

If at any point you, as a parent, are concerned about your child's engagement we would ask that you contact us so that we can support you with this.

## **How will you assess my child's work and progress?**

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

### **Assessment and Feedback**

Our teachers use a range of assessment and feedback methods.

Teachers will provide personalised written or recorded audio feedback for pupils on completed learning activities. This will include a comment on something that pupils have done well and also something that pupils will need to respond to, perhaps a correction or having a go at another question. Teachers will also use stickers on One Note to esteem learning.

Pupils also receive whole-class feedback daily via the daily Teams meetings with their class teachers or via their live lessons.

We also offer the opportunity for parents to send in pictures of learning that may not be able to be recorded on OneNote, this may include creative art activities or learning that pupils have completed on paper. Parents can send pictures directly to the teacher and the teacher will provide written feedback via email to the pupil. Pupils can expect to see feedback on their core subject learning activities at least once every other day and in most cases on a daily basis.

We assess pupils learning based on the completed activities and the conversations that teachers have daily during the Teams sessions. Teachers use their assessment of the learning to plan next steps, tailored learning activities and adapt any learning so that it meets the needs of all pupils.

Pupils who are completing paper copies of the learning can return these to the school office for teachers to provide weekly feedback. Alternatively, parents are able to send in pictures of the completed learning to the year group email address so that teachers can provide feedback on a more regular basis.

All parents have access to a dedicated year group email which is checked regularly throughout the day. Teachers will respond to parent enquiries directly via email or phone.

## **Additional support for pupils with particular needs**

### **How will you work with me to help my child who needs additional support from adults at home to access remote education?**

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

For those children who have an Education, Health & Care Plan (EHCP), pupils are offered the opportunity to continue learning in school. This enables them to continue to access the curriculum with support.

Some of our designated therapists and our Place 2 Be counsellors will continue to work in school during this time, providing face-to-face sessions for the children on their caseload who are continuing to attend. Our Inclusion Team or the Place2Be Manager will let parents know in advance.

Understandably, some children with additional needs and EHCPs will learn from home during the closures and have the opportunity to access OneNote, enabling them to continue those interactions with their peers and key adults.

OneNote may not always be appropriate for the whole day for children with very complex needs. In these situations, teachers and TA staff will liaise with parents and create personalised learning packs to take home that are tailored to the individual child's needs and targets.

All pupils in Nursery and Reception have access to the same online learning as all other primary pupils.

### **Remote education for self-isolating pupils**

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

### **If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?**

Remote learning will look slightly different for those pupils who are self-isolating in a situation where the rest of the class (bubble) remain in school. This is because the teacher will be teaching in class all day and will not be able to provide the range of learning approaches that may happen with a whole class (bubble) closure.

Where individual pupils are self-isolating and the rest of the class/year group remains in school, pupils will complete video lessons provided by the Oak National Academy.

These lessons will match the curriculum taught in school. This will ensure that these pupils follow the sequenced curriculum of the school. These video lessons include teaching, explanations and learning tasks. The lessons include opportunities for student feedback, for example by quizzes.

Our teachers will maintain regular contact with these pupils to make sure pupils are able to access the learning from home and offer any support necessary.

We will provide parents with the necessary information to access this learning via email.