



Remote learning at Green Park Village Primary Academy

Parent Information Pack

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Our Learning and Teaching Offer- overview

- We will offer planned/ designed learning and teaching activities regardless of whether a child is learning in school or remotely.
- If a child is learning remotely, parents will be able to access a range of activities via our two online systems- **Teams Classroom and Tapestry**. *Both online systems are accessed by logins and passwords circulated to parents directly.*
- Live Teaching will occur on **Teams**;
- Activities will be found on **Teams**;
- Pre-recorded sessions will be found on **Tapestry**;
- Observations and work completed will be uploaded to **Tapestry**;
- Feedback and interaction will occur via **Tapestry**;
- Parents will receive a **clear weekly timetable of activities for between 9.00-15.15**, with live teaching designated daily in short sessions
- Teachers will arrange individual and small group sessions to further support personalisation of learning- children will be invited to join these during time which would otherwise be independent 'activity' sessions.

What parents will find where:

<p>Email</p> <ul style="list-style-type: none"> • The weekly remote learning timetable 	<p>Website</p> <ul style="list-style-type: none"> • Copies of Policies and overviews • General links to support for learning at home
<p>Teams Classroom</p> <ul style="list-style-type: none"> • The weekly remote learning timetable • Copies of guidance • Copies of timetables • Independent activities to print • Our live learning 	<p>Tapestry</p> <ul style="list-style-type: none"> • Pre-recorded content and some activities • Observations from school and parents • Feedback from the learning and teaching team

Our RAG Learning and Teaching Offer- what type of learning and when

Green Park Village Primary Academy Home Learning- Contingency Planning- overview for parents

Situation	In school- school open to all children	Self-isolating- individuals linked to family situation (where the majority of children are in school)	Bubble closure (upon on PHE advice) OR Government Directed National School Closure
Type of learning offer	Full in school teaching Led by teachers to school timetable Home Learning provided on the website http://greenparkvillageacademy.org/home-learning/ and activities shared on Tapestry Reading books and Collins Connect	‘Selection menu’ for families to select from on the website: http://greenparkvillageacademy.org/learning-links/ Phonics videos by Green Ridge Primary Academy (another REAch2 school, recorded to share in our Trust): https://www.youtube.com/channel/UC8Zd4CilrtYXrtyE2aaMFnw/videos Oak National Academy Online Classroom (a government funded national initiative, recorded to support all schools): https://classroom.thenational.academy/subjects-by-key-stage/early-years-foundation-stage Selection of activities to access in our Teams Classroom and pre-recorded resources on Tapestry	Combination of live sessions, pre-recorded sessions to use flexibly, linked activities and the selection menu. Resources are found in our Teams Classroom and on Tapestry. Weekly timetable shared with parents to provide overview

With a team of 3 experienced qualified teachers (Mrs Carey, Mrs Brown and Miss Jackson) and an experienced Learning Support Assistant (Miss Woodley), we have some staff contingency, even if staff members were poorly themselves. *Staffing capacity may impacted by the proportion of children attending on site (government direction for vulnerable of critical worker children).*

Please note, if all staff were unable to teach live due to illness, the offer would be adjusted accordingly, with pre-recorded sessions/ links to other activities temporarily replacing the typical offer.

Our Remote Learning Offer – daily overview

Daily Timetable – full school closure

Our offer

Children in Early Years Reception will not be able to sit all day at a screen for online learning. Hence our offer provides a variety of learning experiences both to a timetable and where activities can be selected flexibly. We would not be able to fully replicate our standard provision for our children in school through use of technology, as much of our provision in school is practical learning and interaction. Therefore, we have considered what would be an offer that is supportive of parents and children in continuing learning by combining teacher-led sessions with activities to pick up to do independently and together. Teacher-led sessions are appropriately timed for the children's attention span and our live sessions are spaced, giving time for short comfort/snack breaks.

If school was required to close, we will provide a structured programme of learning activities, consisting of:

- Live sessions- the children to join their teachers online for an input/shared session;
- Recorded sessions (with linked follow up activities)- parents can use these flexibly;
- School planned or signposted activities- parents to use these flexibly after the live input;
- Selection menu- parents to use these flexibly;
- Live small group sessions- children join their teacher(s) for a personalised session.

	Live sessions	Pre-recorded sessions	Activities to select from
Registration and welcome	Daily at 9.00 10 minutes	Parent(s) can choose from a range of school recorded sessions- these will be detailed in the weekly timetable and shared on Tapestry or via links to other quality online sessions.	Parent(s) can choose from teacher prepared activities and other activities (paper and online based) which teachers signpost families to- these will be detailed in the weekly timetable and shared in our Teams Classroom
Phonics	Daily at 9.15 10 minutes		
Reading	Daily at 10.00 20-30 minutes		
Writing/ Maths	Daily at 11.00 30 minutes		
Circle time/ PSHE/ assembly/singing	Daily at 11.45 30 minutes		
One to one reading or other group session with teacher	Weekly- time scheduled with family		
Storytime	Daily- recorded sessions– flexible timing using online video		

- *Please note, if all staff were unable to teach live due to illness, the offer would be adjusted accordingly, with pre-recorded sessions/ links to other activities temporarily replacing the typical offer.*
- The live sessions will be presented on an online platform – Teams Classroom- with children entering the classroom for the live sessions.
- The one to one/small group sessions with Teachers (supervised by parents) would be through an online platform- Teams Classroom.
- Teachers will plan all activities to continue learning.
- A weekly timetable with the links will be shared via email (in addition to being found on Teams).

Our Remote Learning Offer – weekly overview timetable

Weekly timetable- circulated directly to parents

Online link to click for ease of accessibility – if not in Teams Classroom

Live sessions with Teacher online – Teams Classroom

Parents support accessing pre-recorded sessions Tapestry

Parents support accessing activities Teams Classroom

Personalised small group time with Teacher- on a rota- *please note, not daily for each child*

Day	9.00-9.10	9.10-9.15	9.15-9.25	9.25-10.00	10.00-10.30	10.30-11.00	11.00-11.30	11.30-11.45 <i>Off screen</i>	11.45-12.15	12.15-13.30	13.30-14.15	14.15-15.15
Monday	Teams Classroom LIVE Registration	Teams Classroom LIVE Stay online/comfort break	Teams Classroom LIVE Phonics	Link:	Teams Classroom LIVE Reading	Please choose a Pink or Red Band book to read on your device. Link: https://connect.collins.co.uk/school/defaultlogin.aspx	Teams Classroom LIVE Literacy	Snack break/comfort break	Teams Classroom LIVE Circle time/PSHE/ assembly/singing	Lunch with family/comfort break Link to yoga/ mindfulness for end of lunch: Cosmic	Wider curriculum learning opportunities – please see in the 'Wider Curriculum- afternoon learning' folder in Teams Classroom Teacher small group sessions:	14.15-15.15
Tuesday	Teams Classroom LIVE Registration		Teams Classroom LIVE Phonics	Link:	Teams Classroom LIVE Reading	Please choose a Pink or Red Band book to read on your device. Link: https://connect.collins.co.uk/school/defaultlogin.aspx	Teams Classroom LIVE Literacy		Teams Classroom LIVE Circle time/PSHE/ assembly/singing	Yoga: https://www.youtube.com/c/CosmicKidsYoga/playlists Goodnight Yoga: https://www.youtube.com/c/CosmicKidsYoga/playlists	Wider curriculum learning opportunities – please see in the 'Wider Curriculum- afternoon learning' folder in Teams Classroom Teacher small group sessions:	14.15-14.45

Wednesday	Teams Classroom LIVE Registration	Teams Classroom LIVE Phonics	Link:	Teams Classroom LIVE Reading	Please choose a Pink or Red Band book to read on your device. Link: https://connect.collins.co.uk/school/defaultlogin.aspx	Teams Classroom LIVE Literacy	Teams Classroom LIVE Circle time/ PSHE/ assembly/ singing	com/watch?v=4lfjNAXGPzA Good morning yoga: https://www.youtube.com/watch?v=ua4iOERMrs	Wider curriculum learning opportunities – please see in the 'Wider Curriculum- afternoon learning' folder in Teams Classroom Teacher small group sessions: Teacher check in FaceTime calls- once per week per child/ family
Thursday	Teams Classroom LIVE Registration	Teams Classroom LIVE Phonics	Link:	Teams Classroom LIVE Reading	Please choose a Pink or Red Band book to read on your device. Link: https://connect.collins.co.uk/school/defaultlogin.aspx	Teams Classroom LIVE Maths	Teams Classroom LIVE Circle time/ PSHE/ assembly/ singing		Wider curriculum learning opportunities – please see in the 'Wider Curriculum- afternoon learning' folder in Teams Classroom Teacher small group sessions: Teacher check in FaceTime calls- once per week per child/ family
Friday	Teams Classroom LIVE Registration	Teams Classroom LIVE Phonics	Link:	Teams Classroom LIVE Reading	Please choose a Pink or Red Band book to read on your device. Link: https://connect.collins.co.uk/school/defaultlogin.aspx	Teams Classroom LIVE Maths	Teams Classroom LIVE Circle time/ PSHE/ assembly/ singing		Teacher small group sessions: Teams Classroom LIVE Friday Fun 14.15 Teacher check in FaceTime calls- once per week per child/ family

Please note, if all staff were unable to teach live due to illness, the offer would be adjusted accordingly, with pre-recorded sessions/ links to other activities temporarily replacing the typical offer.

Our online systems -Tapestry

- We will continue to use our online journal, Tapestry, to record observations and to give feedback to children.



- This is where parents can continue to share observations from learning and experiences at home.
- We suggest that parents upload a daily observation- a photo of their child doing an activity, a completed output from an activity or a comment about a learning activity experienced.
- Teachers can then give **feedback** through their comments directly to the child.
- Teachers will also upload pre recorded activity videos to the 'activities' section on Tapestry. Parents can access these as guided in the timetable.

Our online systems -Our Teams Classroom

- We have our own online classroom on Teams. You will see it identified by this image, which is like the gems we have on our classroom doors in school.



- We will use our Teams Classroom to share activities and resources.
- We will use our Teams Classroom to host our live teaching sessions.
- Each child will have their own login to Office 365.
- Parents will need to support their child in logging in.

Child's Name: |

Login Name:

Password:



GREEN PARK VILLAGE PRIMARY ACADEMY
COMPUTER LOGINS





INSTRUCTIONS FOR PARENTS AND PUPILS

How to use our school's Microsoft Class Team

Please help your child to follow these steps so they can continue to complete learning activities and attend live teaching sessions while they can't come into school.

Note: your child will need their log-in details for their school Office 365 account to complete the steps below. Parents will receive these directly, however if you lose or can't remember these log-in details, please contact: office@greenparkvillageacademy.org

Smartphones and tablets: download the free Microsoft Teams app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none">› Open the Play Store app› Search for 'Microsoft Teams'› Tap 'Microsoft Teams'› Tap 'Install'	<ul style="list-style-type: none">› Open the App Store app› Search for 'Microsoft Teams'› Tap 'Microsoft Teams'› Tap 'Get'

Once the app has downloaded, open it.

Then, your child needs to:

- › Log in to their Office 365 account
- › Tap the 'Teams' icon

- Tap 'Join or create a team' then 'Join a team with a code'
 - Enter the code that their teacher has provided, then tap 'Join'
-

Computers and laptops: download Microsoft Teams

Your child needs to:

- Go to www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
 - Click 'Download Teams'
 - Once it's downloaded, click on the installer to run the app
 - Log in to their Office 365 account
 - Click 'Teams' on the left-hand side of the app
 - Click 'Join or create a team', then 'Join a team with a code'
 - Enter the code that the teacher provided, and click 'Join'
-

Our online systems- Collins Connect



- We have our reading books online on Collins Connect.
- Children can access levelled fiction and non fiction books which follow our Letters and Sounds Phonics Phase progression.
- Children can access levelled fiction and non fiction books which do not follow a Phonics progression, which can be read alongside their main reading book.
- Collins Connect can support children to work independently by reading to the child.
- Parents can record comments in their child's Reading Record.
- Parents can record their child reading or take a photo of their child's Reading Record and upload to Tapestry for Teachers to see.

To login in:

<https://connect.collins.co.uk/school/defaultlogin.aspx>

Add school by starting to type *Green Park Village Primary Academy...* then add your child's personal details to find their personal account.

A screenshot of the Collins Connect Student login page. At the top, there is a teal square icon with three white figures and the word "Student" below it. Below this, the text "School name: Green Park Village Primary Academy - RG2 6AX(RG2 6AB) : Not your school?" is displayed. Underneath, there are four dropdown menus: "Date of birth" with sub-menus for "Day" and "Month", "First letter of surname" with a sub-menu for "A-Z", and "Year group" with a sub-menu for "Select Year". At the bottom of the form is a purple "Login" button.

Safeguarding pupils whilst remote learning – guidance for parents

If any of our pupils need to self-isolate due to COVID-19, or where there are local restrictions that require pupils to remain at home, schools are expected to be able to immediately offer access to remote education. It is important to us that this education is safe and is of a high quality. This guidance tells parents/carers how we will work safely with your children while providing remote learning, and how we will support both staff and pupils to stay safe.

Even though your child won't be learning in the classroom in the normal way, the language, resources and materials used to support their learning will be similar to those that would have been used to teach in the classroom, and they will be appropriate to the age and level of understanding that your child has. Remote learning will be delivered in the safest and most effective way possible, and every possible step will be taken to promote the safety of our pupils throughout this process.

Our usual school policies that keep pupils and staff safe – including the safeguarding and child protection policy, the staff code of conduct, the pupil behaviour policy, and the online safety policy – still apply while children are learning remotely, and staff will respond to any concerns about a pupil in line with these policies. During remote learning, if you have any concerns about the safety of your child, or about any other child in our school, please immediately contact the school and ask to speak to a member of the leadership team.

Communication with parents/carers

It is vitally important that we have good communication with our parents/carers during any period of remote learning. We need to speak to you regularly in order to assess your child's progress in learning as well as to provide support, advice and check on safety and wellbeing. In order to do this safely, the following principles apply.

- Parents/carers will receive guidance to explain how remote learning should be accessed, what resources will be used and how (including where learning will take place online), which staff will be working with your children and overseeing their learning, how work will be marked, and how you and your child will receive feedback about their learning.
- This guidance will also explain how we expect pupils to behave during their time of accessing remote learning, particularly if learning is taking place online. We appreciate the full support of parents/carers in upholding these expectations.
- Any communication between school and parents/carers will take place within usual school business hours, which are 8 a.m. – 5 p.m. It is acknowledged that, in exceptional circumstances, communication may need to take place outside of these hours, i.e. in response to a concern about a pupil's safety.
- Staff will only communicate with you using devices (phone, laptop, tablet) issued by school, and using approved school platforms and accounts, i.e. school email, Microsoft Teams.
- Communication between school and parents/carers must be professional at all times, and should show dignity and respect to everyone involved.
- If communication is live via video, i.e. via Zoom, we ask parents/carers to consider the best and most suitable place for them to communicate with school staff from. If possible, the more personal and private areas of the house, i.e. bedroom, should be avoided. Parents/carers are also respectfully asked to be fully dressed in normal daytime wear during any live video communication.
- There will be regular opportunities for communication between school and parents/carers to allow you to ask questions, feedback about your child's learning, raise any concerns, and seek any support that is required.

Safeguarding pupils if they are learning online

Many schools are choosing to deliver part or all of their remote learning via the Internet. Our chosen platform for this is Office 365 Education. You and/or your child will have received (or will receive) your own unique account to this platform, which is for your use or your child's use, and should not be shared or used by anyone else.

Our staff have received training to help them to deliver remote learning on this platform safely and effectively, and as part of our approach to remote learning we will adhere to Government-endorsed safety guidance from the NSPCC that two members of staff will be present when any live video communication is taking place. In exceptional circumstances, it may be appropriate for a member of staff to work alone with your child during live video communication, but this will only take place with prior permission from parents/carers and school leaders, and where an appropriate risk assessment has taken place.

We have also taken additional steps to ensure that only the right people can use our platform, and use it in the right way. You may notice that some features have been removed or restricted – this helps us to ensure that everyone can stay safe if they are learning online.

Support for parents/carers to help keep their child safe while remote learning

This may be a period of uncertainty and worry for both you and your child. Try to help them structure their day and their week in a similar way to how it is structured at school, with allocated time for learning, rest and play. Help them to see the importance of getting up and going to bed at a regular time, and getting properly dressed in the morning, even though they aren't coming to school. If it is possible, encourage them to have a separate space for learning, somewhere different to where they rest and play, which will help them keep to a good routine.

The Government has produced a useful guide for parents/carers to help keep their children safe online when at home. It explains some of the known risks that children face when they are online, and helps parents/carers to understand what steps they should take to keep their children safe. It also signposts different resources that parents/carers and children can use to help them if a problem does occur. Please access this guide by [clicking here](#).

Whilst your child is learning at home, we will continue to share information with you in our newsletters and email updates, which regularly contain safeguarding and online safety information. Our staff will also ensure that, when pupils are expected to access remote learning via the Internet, regular reminders for online safety are shared and discussed. This will follow the Government expectations for the curriculum on online safety, where pupils are expected to learn about 'the 3 Cs': online content (what you see and hear), online contact (who you communicate with) and online conduct (how you behave)

Other information

If your child has been allocated a school laptop to support with their home learning, you will receive separate information and forms to sign to explain how this can be used and when it should be returned. Please make sure you have signed and completed the forms prior to your child starting their use of the laptop.