

Friday 9th October 2020

Dear Parents/Carers,

We are delighted to be able to inform you of our **Remote Learning Offer** for all of our GHF schools. Please note we **do not expect** a local, school or class closure to happen but we have to be prepared for it. We are really grateful for all the feedback and views that you provided as this has had an enormous impact on our revised offer. Thank you to all of our parents/carers for taking the time to complete the surveys that we have sent in the last few months.

What is our Remote Learning Offer?

In the event of a possible **class/year group isolation or school closure** all pupils will be able to access our Remote Learning Offer. Which will be as follows:

EYFS

- All remote learning will be accessed through **Tapestry**. This will be accessed by parents/children through accounts that have already been set up by your child's class teacher that you are currently using

It will be a combination of the following elements:

- Age appropriate play-based activities in line with the EYFS curriculum
- Video story and phonics sessions delivered by school staff
- Links to appropriate learning activities and activities to promote physical and mental wellbeing
- Weekly timetable overview

Key Stage 1 & 2

- All remote learning will be accessed through **Microsoft TEAMS**.
- All children will be linked to their 'virtual classroom' and will be able to access all remote learning through this platform.
- All children have been given time this week at school to log on and activate their accounts on **TEAMS**.

It will be a combination of the following elements:

- Live lessons delivered by school staff
- Video lessons and resources from Oak National Academy, as recommended in the Government guidance
- Videos and resources from other appropriate sources, e.g. BBC, White Rose Maths
- A combination of on-screen and off-screen learning tasks
- Links to appropriate learning activities and activities to promote physical and mental wellbeing
- Weekly timetable overview

Clarence Avenue, Clapham Park, London SW4 8LD Tel: 020 8674 2387 / 020 86741407 Fax: 020 86781672
Email: glenbrook@ghf.london www.gipsyhillfederation.org.uk



How will parents/carers be able access Microsoft TEAMS?

All children in KS1 & KS2 will have been given a letter for their book bag that contains their user name and their password. Please ensure that these details are kept **safe and confidential**. This letter should be in your child's book bag this week. **It is vital that the passwords are NOT changed so that members of staff, if necessary, can gain access to individual accounts.**

There is a 'Parent/Carer and Pupil Guide to Microsoft TEAMS' has been printed out and will be sent home TODAY Friday 9th October with work books and stationery. It has all the information that parents/carers and children need to know about accessing Microsoft TEAMS.

What will Microsoft TEAMS offer?

Every GHF KS1 & KS2 class has a **TEAMS** 'classroom' linked to their teacher's login. The classroom will be linked to all the children in the class.

There will be different 'channels' for different subjects so that it will be clear for parents/carers and children where they need to go to access for example their maths task for the day.

Children will be expected to log on every day and there will be a timetable available to let you and your child know what lessons will be taking place and when they will happen. The live lessons will all be recorded so that parents/carers can access the lessons at times that may work better for their family's routines.

More information about the class room is available in the 'Parent/Carer and Child Guide to Microsoft TEAMS'.

Will my child/children know how to use Microsoft TEAMS?

Teachers will be ensuring that their class has been provided with opportunities to practice how to access and log on to **TEAMS**. They will also have the chance to access a lesson via **TEAMS** to enable them to become fully confident with using this platform. The Parent/Carer and Pupil Guide to **Microsoft TEAMS** will provide all the information needed to log on to **TEAMS** successfully.

Children should not be sharing files with staff **UNLESS** the class/year group are in isolation and Remote Learning is taking place. Any files shared with members of staff outside of this will not be responded to.

What happens if I need support with accessing technology?

We have done an extensive survey of all our schools with regards to children's ability to access laptops /ipads. With your support we now know the families that we will try to support with hardware. There are a limited number of laptops that will be allocated by the Department of Education to each school if there is a school closure due to a local lockdown. All schools have already put in place the necessary steps for this to happen so that we can access laptops in a timely manner if we need to.

What will be expected of parents/carers?

There will be a **Home Learning User Agreement** that we expect all parents/carers to sign that outlines clearly what would need to be agreed on in order to safeguard children, parents/carers and members of staff.

Within the agreement there is a section that outlines our expectations of the children when using **TEAMS** and also when communicating on-line in general. These expectations are essential in order to ensure children are safeguarded and protected. We will be discussing the content of the 'Home Learning User Agreement' with all our pupils and ensuring that reminders are given frequently. **Please continue to use the office email as your main mode of communication with the school and not TEAMS. All enquiries and concerns will be communicated to the office will be sent to the relevant member of staff.**

The 'Home Learning User Agreement' will be sent as a hard copy in your child's book bag to be signed and returned as soon as possible. 'Keeping Your children Safe on line' will also be sent as a separate document. Please ensure that both these documents are read carefully and thoroughly as the information is essential.

What happens if a child is self-isolating because a member of their household has been instructed to self-isolate as they are displaying symptoms of COVID-19?

There will be an individual plan made for the child that will be communicated to the individual child via **TEAMS**. Work may also be provided as paper packs.

Additional information

Safeguarding

If a class/year group or the whole school faces closure, our duty and responsibility to safeguarding our pupils remains. We continue to follow our usual safeguarding processes and procedures and to work in consultation with our partners in social care and health where appropriate to ensure the safety of all our pupils. If parents/carers have any safeguarding or welfare concerns during a class/year group isolation period or school closure please email glenbrooksafeguarding@ghf.london.

Attendance

If there is a class/year group isolation or school closure we expect all the children to engage with the all lessons on a daily basis. However, we acknowledge that for some families there may be reasons why this may not be possible. We do not wish to put any families under any undue stress or worry but request that parents/carers notify the school if they are facing any difficulties accessing the lessons or hardware and we will ensure that support is given. In order to fulfil our safeguarding responsibilities, we will be asking our office staff to contact families if children are not engaging with TEAMS.

Responding to children's learning

Members of staff will be acknowledging all pieces of completed learning. Please expect detailed marking for one piece of work per day.

Home Learning Resources

Children from years 1-6 will receive a pack from school TODAY (Friday 9/10/20) containing a maths and topic book plus pencil and other resources. **Please ensure that these resources are not used unless there is a class/year group isolation or a school closure.**

Thank you in advance for your continued support and for continuing to work in partnership with us so that we can provide the very best education for all our children that enables them to achieve the highest standards academically make excellent progress in their learning.

If you have any concerns please do not hesitate to email the school office glenbrook@ghf.london

Kind regards

Ms Scarsbrook and Ms Palache