



Remote Education Provision at Colham Manor Primary School

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 if 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 on the first day or two of pupils being sent home?

Pupils will have their homework exercise books and learning packs sent home to complete independently in the first instance.

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?

We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, curriculum content will not be delivered live by your child's class teacher but by professional providers on approved platforms such as Oak National Academy.

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:

Early Years and Foundation Stage	No more than 4 hours a day
Primary school-aged pupils: Key Stage 1	3 hours a day
Primary school-aged pupils: Key Stage 2	4 hours a day

Accessing remote education

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

Please refer to the 'Colham Manor Remote Learning Overview' document available on the school website for information about the online tools and digital platforms we use for delivery or for assessment of learning.

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. We take the following approaches to support those pupils to access remote education:

- The school will issue all children eligible for Pupil Premium Grant with a Google Chromebook device. **Parents and carers can find out more about whether their child is eligible for Pupil Premium Grant or Free School Meals and therefore a Chromebook device by contacting the school email address: colhammanor@colham.org**
- We will lend our government allocation of 84 devices to support disadvantaged learners in Key Stage Two to access remote learning or enable internet connection (for example, routers or dongles). Families that are eligible for the loan of a device will be contacted by the school to complete a survey to gather further information. Where the eligibility criteria is met and there are devices available, you will be contacted again to arrange the distribution of a device. Parents and carers will be required to sign a device loan agreement before a device is loaned for the agreed amount of time. Parents or carers can find more information by emailing the school at colhammanor@colham.org
- Work packs and home learning exercise books are sent home. There is no need for any of the remote home learning materials to be printed out at home. Where children do not have access to adequate stationary, parents should contact the school and collection of a stationary bundle will be arranged.
- Pupils will record completed work in their homework exercise books which should be submitted to their teachers for acknowledgement of completion and feedback when the pupils return to school.

How will my child be taught remotely?

We use a combination of approaches to teach the curriculum remotely. Please refer to the 'Colham Manor Remote Learning Overview' document available on the school website for more information about how we do this.

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 of pupils:

- To undertake learning activity during the hours of the school day 9am – 3pm although they are not required to be in front of a device the entire time
- To engage with their remote education, seeking help if they need it, from teachers through use of the relevant year group email address
- Alert teachers if they're not able to complete work
- To complete a short survey to help us make sure we're providing the right support for you

Expectations of parental support:

- Setting routines to support your child's education
- To seek learning help from teachers if they need it – either by accessing the 'Children', 'Remote Learning' and relevant year group sections on our school website or by emailing the relevant year group email address
- Be respectful when making any complaints or concerns known to staff
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it e.g. digital online access from home, general operational queries by telephoning the school (01895 442879) or emailing colhammanor@colham.org
- To complete short Google form surveys to help us review our approach to remote home learning and make sure we're providing the right support for you and your child

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

- A teacher will make weekly telephone calls to parents and carers to keep in touch with you and check pupils' engagement with remote education
- Emails received in the year group emails from parents and pupils are checked between 8am and 4pm, Mon- Fri. Emails will be replied to within 48hrs. Anyone can respond to year group enquiries it does not have to be the child's specific class teacher
- For those year groups trialling Google Classroom, engagement is monitored through submitting assignments and work directly onto the platform
- Where engagement with remote learning is a concern, a teacher will inform you by making a telephone call home or by emailing you. They will attempt to support you in ensuring your child is able to access their education entitlement in future.

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:

- Pupils can record completed work in their 'home learning' exercise books, or their phonics books in EYFS which should be returned to school for acknowledgement of completion and feedback when pupils return to school.
- Pupils are encouraged to send completed work to teachers on a more regular daily basis via their year group emails where teachers will respond with feedback within 48 hrs.
- For those year groups trialling Google Classroom, feedback is also given virtually through virtual comments in response to submitted assignments and work
- Personalised learning feedback and target setting learning also takes place weekly through your child's remote learning phone call home from a teacher.

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:

- Where your child has Special Educational Needs and/or Disabilities, the class teacher and SENDCO will contact you on a regular basis by telephone call to discuss the highly personalised remote learning provision planned for your child which is emailed out to you on a weekly basis. We do not rely solely on digital means to support learning. For example, physical/sensory support packs may be provided which support your child's specific learning targets. Working in partnership with our families is crucial to successful learning and so you are encouraged to contact the school using the following email address if you have any specific queries in relation to SEND: SEND@colham.org
- We support our families of younger pupils, for example those in reception and year 1, by not solely relying on digital means to teach them remotely. Much of the learning will make use of interaction, communication and exploration, including creative and outdoor play opportunities. We also encourage you to discuss any difficulties you experience with your child's teacher so that appropriate support can be given

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?

- Where individual pupils are self-isolating, we ensure they continuing with their planned curriculum and receive meaningful and ambitious work each day. We aim to cover the different subjects usually taught during each pupil's period of absence.
- Class teachers will continue to provide live teaching and modelling via online platforms such as Oak National Academy detailed above. Home learning packs will be given to take home which supplement the live teaching and modeling from Oak National Academy
- Learning feedback will continue to be given as before:
 - Pupils record completed work in their 'home learning' exercise books, or their phonics books in EYFS, which should be returned to school for acknowledgement of completion and feedback when they return to school.
 - Pupils are encouraged to also send completed work to teachers on a regular daily basis via their year group emails, SEND email address where a pupil has SEND, or through Google classroom for those year groups that are using it. Teachers will respond with feedback within 48 hrs.
- The telephone call home will generally take place only where a child is not in school for a period of longer than 10 school days.