

Newbury Manor School



Procedure for Remote Learning for Pupils

January 2021

This procedure has been designed in response to the global pandemic of COVID-19.

On March 18th 2020, the Government advised that schools in England would be closed to pupils from Friday 20th March 2020 until further notice. The exceptions to this were outlined as pupils who were in receipt of EHCP plans, classed as vulnerable or who had parents with a profession or job and referred to as 'Key Workers.' A second national school closure was enforced on January 5th 2021.

Newbury Manor has 44 pupils who have an EHCP plan, and 17 who are classed as CIN. With this in mind, senior leaders have decided to produce this document to ensure that all pupils are safe and supported throughout this unusual and at times frightening experience.

Senior leaders will not close the school, in spite of high rates of staff who are described as 'self-isolating.' Teachers have worked together to ensure that they are able to provide a remote and face to face curriculum for all, that offers a bespoke, structured plan of learning that can be undertaken from the home environment and within school.

Whilst remote learning is taking place, each pupil will receive

- ✓ An individual, tailor made programme of learning
- ✓ A daily timetable of learning, outlining times for work/rest/structured play
- ✓ Daily welfare call
- ✓ Access to Head Teacher, Deputy Head Teacher and Assistant Head Teacher via phone and email
- ✓ Weekly emails from Head Teacher to ascertain progress and for feedback for their learning
- ✓ Individual access to online Maths programme

For pupils attending school, each pupil will receive

- ✓ Three full days within school for face to face teaching
- ✓ Access to work book activities for two days at home
- ✓ Access to zoom one to one or small group session where appropriate
- ✓ Access to class teacher at all points
- ✓ Timetabled therapy sessions in accordance to their EHCP
- ✓ Individual access to online Maths programme
- ✓ Access to Head Teacher, Deputy Head Teacher and Assistant Head Teacher via phone and email

As part of this unprecedented situation, regular and continuous feedback will be provided by Head Teacher to parents, carers. Local Authorities and Social Workers.

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?

Newbury Manor have worked hard to create a concrete and effective remote curriculum for their pupils for periods of isolation and during National lockdown. Due to the nature of our learning environment and diverse range of pupils, a bespoke package has been devised for each child to meet their individual needs.

In the event that a class bubble or indeed the whole school have to close, the Head Teacher will initially contact parents. This will be followed up by contact from the child's teacher on day one. Within this conversation, teachers will propose the suggested package and logistics of virtual learning opportunities. Parents will also be able to express any concerns they have regarding their child's education and wellbeing. Work packs will be created, printed and delivered within the first two days. These will include daily literacy, numeracy and topic activities. Virtual Zoom sessions will be offered from day two, where appropriate.

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

The staff at Newbury Manor will aim to provide the same curriculum remotely as they do in school where possible and appropriate. Some adaptations may need to be made within some subjects. We will continue to provide learning activities based around our whole school topic and follow the termly plan where appropriate. Activities will be well planned and resourced to prepare parents fully for embarking on these learning activities. Within school, many of our pupils are resistant to learning and require discreet low demand work. Virtual learning through Zoom lessons, either on a one to one basis or within small groups is appropriate for many of our pupils and has been successful during previous periods of isolation and home learning.

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:

The pupils at Newbury Manor follow a bespoke curriculum designed to meet their specific, identified needs. Due to their special educational needs, many of the pupils can only manage short, low demand learning activities. Currently 94% of pupils are attending school for face to face teaching sessions three full days a week. For pupils having to self-isolate a remote package is offered

<i>Classes</i>	<i>Remote learning activities provided</i>
<i>Squirrels</i>	<ul style="list-style-type: none"> ➤ <i>Literacy and Numeracy early years practical activities</i> ➤ <i>Arts and crafts where appropriate</i> ➤ <i>Sensory activities</i> ➤ <i>Therapy intervention (where appropriate)</i>
<i>Frogs</i>	<ul style="list-style-type: none"> ➤ <i>Daily literacy – reading and writing</i> ➤ <i>Daily numeracy</i> ➤ <i>Topic based activities</i> ➤ <i>Zoom story sessions</i>
<i>Sparrows</i>	<ul style="list-style-type: none"> ➤ <i>Daily individual and group zoom sessions</i> ➤ <i>Work package including literacy, numeracy and topic activities</i> ➤ <i>Therapy input (where appropriate)</i>
<i>Eagles and Falcons</i>	<ul style="list-style-type: none"> ➤ <i>Individual and paired zoom sessions</i> ➤ <i>Computer and coding activities</i> ➤ <i>Literacy, including handwriting</i> ➤ <i>DT and topic based learning</i>
<i>Kingfisher and Kestrels</i>	<ul style="list-style-type: none"> ➤ <i>Daily individual and group zoom sessions</i> ➤ <i>Work package including literacy, numeracy and topic activities</i> ➤ <i>Therapy input (where appropriate)</i>
<i>Barn Owls</i>	<ul style="list-style-type: none"> ➤ <i>Individual and paired zoom sessions</i> ➤ <i>Computer and coding activities</i> ➤ <i>Literacy, including handwriting</i> ➤ <i>DT and topic based learning (zoom)</i> ➤ <i>Dyslexia intervention</i>
<i>Otters</i>	<ul style="list-style-type: none"> ➤ <i>Entry level literacy work activities</i> ➤ <i>Entry level numeracy work activities</i> ➤ <i>GCSE course work (where appropriate)</i> ➤ <i>Group and individual zoom lessons</i>

Accessing remote education

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

Tapestry – online journal (opportunities for home and school to communicate through sharing photos, activities and challenges). Photo, work and messages can also be submitted from home.

Zoom – virtual lesson via Zoom or Teams. These can be delivered on a one to one basis or small group sessions. Screen share gives the option of sharing resources such as PowerPoints with the young people.

Google classroom – Used to share work that can be edited and submitted, back and forth between teachers, to enable feedback and tracking. Google classroom is also integrated with Google Docs and Drive so that pupils and teacher can create tests and quizzes and share photos, videos and slide presentations.

Mathletics – all pupils have personalised log on to access Mathletics games and activities at home.

Cool maths – Some pupils access Maths games through the Cool Maths website. These are free resources and log on are not required.

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:

Owing to the small number of children at Newbury Manor, home and school partnership is excellent. Parents liaise with their child's class teacher on daily basis as well as close contact with SLT, including Head Teacher.

If parents are struggling to access learning activities at home, school will offer support with this. Alternative learning methods can be used and for some young people online learning is not possible due limited physical or cognitive development.

Work can be submitted via email or Tapestry including photographic evidence.

Currently, all Newbury Manor pupil have access to the appropriate equipment for online learning within their home and no parents have expressed concern with regards to this.

If a young person did not have the appropriate equipment the school would look at ways of supporting the family to ensure that their child does not miss out on any aspect of their education.

How will my child be taught remotely?

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

Some examples of remote teaching approaches that have been successfully used across the school

- *Bespoke printed work packs (worksheets and workbooks) delivered to the pupil's home.*
- *Live teaching (online lessons) – daily one to one and group zoom lessons*
- *Recorded teaching (e.g. Video / audio recordings made by teachers) updated to Tapestry personal accounts.*
- *Textbooks and reading books pupils have at home*
- *Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences*
- *Long-term topic based project work and/or internet research activities*
- *One to one therapy sessions where appropriate*
- *Video challenges set regularly as additional fun activities*

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

Many of the pupils at Newbury Manor Special school find work based learning, academic activities and adult demand, challenging owing to their anxiety. Many have past experiences of failure and therefore are work avoidant both within school and at home.

Teachers know the challenges parents face when trying to support their child with learning. Work activities and online lessons are provided if the children is willing and able to engage. There is not any external pressure on the pupils or parents to attend and engage with all Zoom sessions or complete work booklets.

Visual timetables are provided as a suggested plan for the day to support parents. Parents are often proud to share their child's work and can do this through Tapestry or email. Teachers respond to this, giving relevant feedback. Written worksheets can be shared on return to school to be marked.

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

Teachers will record attendance to Zoom online teaching sessions. Young people are encouraged to join these but it is not compulsory. Class teachers liaise with parents on a daily basis via email or phone.

Any concerns with the level of engagement or other concerns parents may have will be shared with SLT.

Safeguarding concerns will be shared with schools Designated Safeguarding Lead. These will then be escalated in accordance with the school's policies and procedures.

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:

Marking and feedback of children's work will be undertaken through teacher assessment remotely via Zoom sessions. Parents will be asked for feedback from work-based sessions that they have carried out with their child. Work packs will be returned to school on return and teachers will give verbal and written feedback on their work packs.

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 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:

Class teachers will liaise with parents on a daily basis to ensure that pupils are given the best opportunities to continue their learning and remain happy and safe within their home environment.

Work and activities set will be appropriate for the individual, taking into account their learning needs, preferred learning styles, strengths and difficulties.

Teachers will plan and deliver appropriate, fun and engaging virtual lessons that pupils will be interested in. Opportunities for the young person to communicate with friends via zoom sessions.

Therapy sessions will be provided where appropriate to further support pupils at home.

Remote education for self-isolating pupils

Where individual pupils may need to self-isolate, but the majority of their peer group remains in school, the delivery of remote education is provided will likely differ from the approach for whole group remote learning. 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?

In the event that individual pupils have to self-isolate whilst the rest of their class are attending school remote learning will be provided to meet the individual's needs.

The pupil will be offered (where appropriate)

- *One Zoom session per day / if the child has multiple zoom lessons, some will be conducted by Teaching Assistants.*
- *Zoom as part of class lesson for key lessons of the week*
- *Work pack delivered by hand for the period of isolation. This will include daily literacy, numeracy and topic activities.*
- *Daily welfare checks with parents via phone or email.*

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