

REMOTE EDUCATION PROVISION: INFORMATION FOR PARENTS

Alleyn Court Preparatory School



Written By: N Chandler

Reviewed By: R Snow

Date: March 2021

Date for next review: March 2022

Contents

Introduction	3
The Remote Curriculum	3
Initial Period of Remote Learning	3
Online Learning Platforms	3
The Main School (Year 1-6) Curriculum	4
Timetable & Timings	4
Curriculum Subjects	5
Teaching Pupils Remotely	5
The Pre-Prep Remote Learning Curriculum	6
Curriculum subjects	8
Teaching pupils remotely	8
Engagement and Feedback	8
Remote education for self-isolating pupils	9

Introduction

This document is designed to provide parents and carers of pupils at Alleyn Court Preparatory School with information regarding what to expect from remote education where national or local restrictions require Year group bubbles or the whole school to remain at home.

Details of what to expect where individual pupils are self-isolating will differ from when whole groups are at home and these details can be found in section 6 at the end of this document.

The Remote Curriculum

At Alleyn Court we aim to provide a remote curriculum that maintains the broad curriculum that is taught at school. Whilst a school learning experience cannot be replicated exactly at home, we aim to cover the same learning objectives and opportunities to allow the pupils to make expected or greater than expected progress with their learning.

Initial Period of Remote Learning

The first few days of the remote curriculum may look a little different from our standard approach while we take all the necessary actions to prepare for a longer period of remote learning.

The school will contact and inform you if there is a need for pupils to remain at home, and will ensure that pupils have access to Microsoft Teams (Yr1-6) or Tapestry (Pre-Prep). Where possible, pupils will be sent home with workbooks and resources that will support their learning during both this initial set up period and move towards a longer period of online learning.

Online Learning Platforms

In the Main School (Year 1 to 6) the school will use **Microsoft Teams** as our primary method of delivering our remote learning curriculum and communicating the individual progress of the pupils. Teachers may also use the **Zoom** add on within Teams as a backup or alternative method for delivering live lessons.

Upon entry to the Main School, each child is provided with login details to an Office365 account with access to Teams. This platform was first used for remote learning in March 2020 and has subsequently been used on a regular basis by pupils and teachers as our main homework portal. Login and passwords will mirror those used by pupils when they are using computers at school. Parents should contact our Head of ICT, Mrs. Lecorgne, by email dlecorgne@alleyn-court.co.uk if you are having any issues accessing Microsoft Teams.

In the Pre-Prep, the online journal, **Tapestry**, will be used to provide online learning opportunities. Tapestry is already used in the Pre-Prep to provide a record of a child's experiences, development and learning journey through their early years and primary education. During periods of remote learning, Tapestry will offer communication between teachers and parents to allow learning activities to be delivered and progress to be

monitored. Parents should contact Mrs. Lewington by email dlewington@alleyn-court.co.uk if you are having issues accessing Tapestry.

If you are unable to use or access computers, tablets or phones at any time at home, then please contact the school office@alleyn-court.co.uk as we may be able to support you during this period using the school's Chromebooks.

The Main School (Year 1-6) Curriculum

We will teach the same broad curriculum remotely, as we do in school, wherever possible and appropriate. This will cover the same learning objectives that are set out for the "in school" curriculum.

Timetable & Timings

A streamlined remote learning timetable will be distributed to you with English and Maths forming the first two lessons of every day. All of the subjects from our usual school curriculum will be taught although the timings allocated may differ for non-core subjects. Each Year Group will have its own timetable but all will follow a similar pattern to the sample weekly timetable given below:

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Reg	Morning Reg	Morning Reg	Morning Reg	Morning Reg
English	Maths	English	Maths	English
Break	Break	Break	Break	Break
Maths	English	Maths	English	Maths
Assembly	French	PE	History	Music
Lunch	Lunch	Lunch	Lunch	Lunch
Art	Science	Geography	Art	PE
Afternoon Form	Afternoon Form	Afternoon Form	Afternoon Form	Afternoon Form

The school day will run from 8.45am-3.00pm where "live" communication will be provided by teachers. A full set of lesson timings will be provided with the timetable. We are very much aware of the many difficulties that different families have with balancing home learning with their own work commitments but where possible it is advised that your children follow the set timings of the day.

Break times and lunch times will allow for the additional time that it takes for completed work to be uploaded in the required format. This will allow teachers and pupils to focus on the teaching and learning element of the subject/topic throughout the allocated time given for the lesson.

Teachers will be available to communicate with you from 8.30am to 5.00pm hence providing access (excluding breaks) to a full 7 hour daily remote learning provision . During this period teachers will feedback to you on your child's progress and attainment in each subject. Throughout the day, with Year 1 & 2 allowing for more flexibility in providing "live" afternoon form meetings you can expect the following minimum number of hours of daily remote learning provision.

Key Stage 1 (Years 1 & 2) – 4 hours "live" daily provision

Key Stage 2 (Years 3-6) – 4 hours 15 minutes "live" daily provision

Curriculum Subjects

All of Alleyn Court's school based curriculum will be taught throughout the week with a particular emphasis on pupils literacy and numeracy skills. Your child will be taught by the same form and specialist subject teachers as they are in school. Differences that may not be evident from the timetable provided are given below:

- PSHE topics are provided on a weekly basis and discussed in morning registrations or afternoon sessions with form teachers
- History and Geography may rotate each week in the Lower School
- Drama is incorporated into Music and literacy activities
- DT / Creative lessons are timetabled for Year 1-4 along with outdoor "Forest School" opportunities. DT may be incorporated as part of Art for Years 5&6.
- Additional reading sessions (including Accelerated Reader) are provided and monitored by Form/English teachers with support from our librarian, Mrs. Crabb.
- 1:1 and ASU support programmes (including Wordshark) continue to be provided by Learning Assistants

Teaching Pupils Remotely

Microsoft Teams allows teachers to set up lessons or assignments for your child to complete throughout the day. It also allows lessons to be delivered with "live" or recorded video.

At Alleyn Court, teachers will set up and deliver their own lessons which will mirror, where possible, the curriculum that they would normally deliver within school. This will include individualised/differentiated tasks to meet the learning needs of all of the pupils. During the morning registration, your child's form teacher will ensure that your child is set up and ready for the lessons that will take place during the day.

Maths and English lessons will always have a "live" video introduction of the topic and explanation of the tasks which will be recorded in case pupils have difficulty getting online

at the set time. Teachers will stay online in the “live” video lesson until they are sure that all of the pupils have understood and are able to complete the set task. During these “live” video lesson teachers, with the support of learning assistants, may choose to stay online for the full duration of the lesson depending on the learning activity involved. Additionally, break out rooms may be set up by teachers to allow small group tasks to be taught by them or learning assistants.

All pupils will have access to the “private chat” function in Teams so that questions about the work can be asked at any time during the allocated lesson time or at any other period throughout the virtual school day (8.30am-5.00pm).

“Live” video lessons may also be taught for all of the timetabled subjects (in addition to English & Maths) although “recorded” video lessons will be used for the majority of these specialist subjects. However, teachers will always provide “live” chat communication throughout the lesson to ensure that pupils are able to complete tasks without over reliance on your support.

Assignments will include instructions and resources needed to complete tasks. Microsoft Teams is part of the Office365 package of resources so many assignments are set up to be completed directly onto Word or Class (OneNote) Notebooks which can be viewed live by teachers as pupils complete the task, hence allowing further “real time” support, if required.

[The Pre-Prep Remote Learning Curriculum](#)

The school day will run from 8.45am to 12 noon or 3.00pm where “live” communication will be provided by teachers at the start and end of each day. As with the main school, we are very much aware of the many difficulties that different families have with balancing home learning with their own work commitments and timings of activities and lessons are flexible. Reception children will also have a small group ‘live’ math and literacy session each week in addition to the daily lessons set on Tapestry. Free activity refers to a range of independent Montessori activities uploaded by the Pre-Prep.

Lower Nursery

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Reg	Morning Reg	Morning Reg	Morning Reg	Morning Reg
Free Activity	Free Activity	Free Activity	Free Activity	Free Activity
Break	Break	Break	Break	Break
Letters & Sounds	Art	Topic	Out and About	Maths activity
End of Day Zoom	End of Day Zoom	End of Day Zoom	End of Day Zoom	End of Day Zoom

Upper Nursery

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Reg	Morning Reg	Morning Reg	Morning Reg	Morning Reg
Free Activity	Free Activity	Free Activity	Free Activity	Free Activity
Break	Break	Break	Break	Break
Literacy – Letters & Sounds	Maths	Topic	Literacy – Letters & Sounds	Maths
Lunch	Lunch	Lunch	Lunch	Lunch
Cultural	Art and Craft	P.E.	Out and About	Golden Time
End of Day Zoom	End of Day Zoom	End of Day Zoom	End of Day Zoom	End of Day Zoom

Reception

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Reg	Morning Reg	Morning Reg	Morning Reg	Morning Reg
French	New in pictures	Listening Task Music	PSHE	Famous of Friday
Literacy	Literacy	Literacy	Literacy	Literacy
Break	Break	Break	Break	Break
Maths	Maths	Maths	Maths	Maths
Lunch	Lunch	Lunch	Lunch	Lunch

Out and About	Art	PE	Cultural	Golden Time
End of Day Zoom	End of Day Zoom	End of Day Zoom	End of Day Zoom	End of Day Zoom

Curriculum subjects

All of Pre-Prep's school-based curriculum will be taught throughout the week with a particular emphasis on literacy and numeracy skills for the reception classes. As teaching staff will be in school for nursery children and eligible reception children, your child's lessons and activities will be provided by staff from across Pre-Prep and the specialist subject teachers as they are in school.

Teaching pupils remotely

Tapestry allows teachers to set up lessons or activities for your child to complete throughout the day. Live communication will be delivered through zoom with two members of staff present.

At Alleyn Court Pre-Prep, teachers will set up and deliver their own lessons which will mirror, where possible, the curriculum that they would normally deliver within school. This will include differentiated tasks to meet the learning needs of all of the pupils. During the morning registration, the teachers will ensure that your child is set up and ready for the lessons that will take place during the day.

Maths and English lessons will predominately have a video introduction of the topic or an explanation of the tasks which will be uploaded on Tapestry. Teachers will be available throughout the day to answer questions either by adding a comment on Tapestry or through email. Teachers will mark and feedback on observations, videos and work uploaded during the school day.

Engagement and Feedback

It is expected that pupils will complete work for all subjects with a focus on the quality (however small) rather than quantity provided. Teachers will be understanding to an individual's needs but will contact you directly if they feel that your child is not submitting work or engaging in learning activities to the best of their abilities.

Your child will only fully benefit from the remote learning provided by the school with your kind help and support. We understand that every family will have individual circumstances that will mean that the remote learning experience may be easier for some compared to others. This is particularly true depending on the age and number of children in your family.

Areas where you and all parents can help your child are given below:

- Setting routines (linked to the times set out in the timetable).
- Providing access to and support with your household's computers, laptops and tablets.

- Finding a quiet and suitable location for your child to work.
- Reinforcing the instructions and guidance given by the teachers.
- Printing off or helping to locate resources that are needed to complete tasks/assignments.
- Helping to upload/submit work and videos to Tapestry or Teams
- Ensuring that your child is safe whilst working online – additional information can be found in the school’s E-safety policy.
- Contacting the school if your child is having difficulties with or is not engaging with the remote learning provision.
- Informing the school if your child is ill or is unable to complete the assignments due to an understandable reason.

Please remember that all children will make mistakes as this is how everyone learns. Therefore, please focus on the many things your child does well rather than worrying about the errors that they make along the way. Your child’s teacher will support your child and let you know if these mistakes require further support. Likewise, please contact your child’s teacher directly if you are concerned about how your child is coping with remote learning tasks.

Teachers will encourage pupils to focus on the quality of their work rather than the quantity produced. In the Main School, regular daily feedback on each Teams assignment will be given by your child’s teachers so that they (and you) are able to see the progress they are making and how they can continue to improve their work. In the Pre-Prep your child’s progress will be recorded and monitored in their Tapestry journal.

Remote education for self-isolating pupils

There may be a situation where individual pupils need to self-isolate but the majority of their peer group remains in school. Remote learning, will still be provided by the school although due to the challenges of teaching pupils both at home and in school, the provision will differ from when a whole Year Group is working from home.

On the first day of you contacting the school about the need for your child to self-isolate, it may take until the end of that day before any work is provided as teachers will be teaching. However, at the first opportunity, teachers will upload assignments to Teams or Tapestry, which where appropriate, cover the work that was taught in class.

Planned school classroom resources and tasks are not always directly transferrable to remote learning opportunities but teachers will ensure that alternative key curriculum learning objectives are provided for self-isolating pupils.

Your self-isolating child should follow their usual school timetable. Teachers will not be able to provide “live” support but will provide guidance and feedback to completed tasks. Likewise, teachers will answer any questions via Teams (or email) that you may have.