

## Heathfield Primary School Remote Learning Plan

The current situation in schools is extremely challenging and we appreciate all parental support in engaging with either self-isolation or COVID-19 testing where needed. Under DFE guidance, it is clear that children have a right to their education – in school or at home. At Heathfield, we don't want any of our children to miss out on learning unnecessarily. It is crucial that children are continuing to learn when they are unable to be in school due to Covid-19 related reasons. In cases where children are symptomatic or unwell and off school, they would not be expected to engage in home learning until they were feeling well again. The focus for these children, as is always the case with absence related to illness, is on getting better. However, there are other circumstances which may arise where work needs to be set by school. To ensure that learning is continued, irrespective of lockdown and self-isolation, we have developed this remote learning plan.

A form of home learning will be offered in the following situations:

Scenario:	What we will do:
1. A child is self-isolating because they or someone living in their house has Covid-19 symptoms or has received a positive test	Provide daily lesson materials online through Microsoft Teams. Provide a 15 minute daily Teams meeting to share learning for the day.
2. A class or year group is self-isolating because of a positive case of Covid-19 within the class	Provide learning online through Microsoft Teams – some live lessons and some lesson materials for children to access independently
3. A complete lockdown closing schools to all pupils who do not qualify for the keyworker provision	Provide learning online through Microsoft Teams – some live lessons and some lesson materials for children to access independently

We are determined to support all of our families in being able to engage in home learning. In scenarios where online learning is provided, we will do our utmost to support families in accessing that, with the belief that this is the entitlement of the children; we do also understand when this isn't possible and will provide hard copies of learning where necessary.

The plan complies with the expectations and principles outlined in the DFE guidance for schools.

### Software and online platforms

Microsoft Teams will be used as the home learning platform for all year groups. This can be accessed on laptops, tablets and smartphones. Use of MS Teams will provide opportunity for the children to communicate with their teacher through the class chat function and also via video sessions. This will be in the format of live lessons, question and answer sessions, feedback and tutorials where your child's teacher teaches them a new skill or piece of knowledge. MS Teams will enable class teachers to continue reading aloud to pupils, such as sharing their current class text for Literacy or a delivering a class assembly. A daily class story session will take place as part of the provision.

Spelling Shed, Numbots, TT Rockstars and Letterjoin will also be used to support children learning at home. These online subscriptions are accessible to all pupils – every child has personalised log ins for these resources which can be found in the front of their school planner (Years 1-6) or on Tapestry (Reception).

**In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that completing home learning is essential to prevent their children from falling behind. However, if children themselves are unwell, they are not expected to engage in home learning. In this case, please call the school office to report illness as you usually would.**

Within all plans, teachers will set appropriate work in-line with our current curriculum. There will be a combination of live teaching; pre-recorded content (demonstrations, tutorials, modelling); independent learning for children to access and paper-based learning for those unable to access the online learning.

Children will remain in contact with their class teacher through MS Teams. School staff will make calls to children unable to access remote learning to ensure that they are supported and accessing their paper-based learning.

All parents have received children's login and password information for MS Teams via a text message. Support is available for families who struggle with the initial set up and the school office is open for phone calls where the support required will be established and organised.

### Remote learning

A child is self-isolating because they or someone living in their house has Covid-19 symptoms or has received a positive test																			
School role:	Parental role:																		
<p>On the day following the start of isolation, learning materials for that day will be uploaded onto the child's class Teams channel each morning.</p> <p>On the day following the start of isolation, a member of staff from your child's year group will call a Teams meeting to talk through the day's learning and the related materials.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">Times for daily live meetings</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>10:45-11:00</td> </tr> <tr> <td>Reception</td> <td>10:30-10:45</td> </tr> <tr> <td>Year 1</td> <td>10:15-10:30</td> </tr> <tr> <td>Year 2</td> <td>9:00 – 9:15</td> </tr> <tr> <td>Year 3</td> <td>9:15-9:30</td> </tr> <tr> <td>Year 4</td> <td>9:30-9:45</td> </tr> <tr> <td>Year 5</td> <td>9:45-10:00</td> </tr> <tr> <td>Year 6</td> <td>10:00-10:15</td> </tr> </tbody> </table> <p>A member of staff will view work uploaded onto the Teams assignments and provide feedback where necessary.</p> <p>If your child is entitled to free-school meals (those who received food vouchers during lockdown), a hamper for the week can be provided by school.</p>	Times for daily live meetings		Nursery	10:45-11:00	Reception	10:30-10:45	Year 1	10:15-10:30	Year 2	9:00 – 9:15	Year 3	9:15-9:30	Year 4	9:30-9:45	Year 5	9:45-10:00	Year 6	10:00-10:15	<p>Parents to ensure a test has been taken for anyone in the house who has symptoms and then communicate the results to school as soon as possible. 0121 4646474 or <a href="mailto:enquiry@heathfld.bham.sch.uk">enquiry@heathfld.bham.sch.uk</a></p> <p>If child is well, support them in accessing Microsoft Teams channel to view the day's learning each day. Support your child in uploading their completed work each day. Maths work to be completed in the green maths exercise book at home, all other work to be completed in the orange lined exercise book at home.</p> <p>If the child is unwell, they will not be expected to engage in home learning. Parents should inform school when the child is well and home learning can begin (if they are completing the remainder of an isolation period).</p> <p>If you do not have a device or internet access to use Microsoft Teams, please contact the school office on 0121 4646474 or <a href="mailto:enquiry@heathfld.bham.sch.uk">enquiry@heathfld.bham.sch.uk</a> so we can make arrangements with you.</p> <p>Food hampers will be available for collection by a <b>friend, neighbour or family member who does not live in your house</b>. You will be notified when this is ready for collection.</p>
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A class or year group is self-isolating because of an outbreak of coronavirus																			
School role:	Parental role:																		
<p>School can remind children of their MS Teams username, but their password will be the password you changed it to upon initially installing MS Teams at home. If you have not yet engaged with MS Teams at home, we will provide you with log in details.</p> <p>Teachers will provide a timetable as a guide to how you could structure your child's learning. The timetable will include details of when interactive, live reading, writing and maths lessons or class story times will take place on Microsoft Teams. In addition to the live content, teachers will post tasks for children to complete.</p> <p>Practitioners will provide feedback on children's learning.</p>	<p>Support your child in completing the initial paper pack if they received one.</p> <p>Contact school with any concerns or support that you need.</p> <p>If you and your child have forgotten their MS Teams password (the password you set it to upon initially installing MS Teams at home), inform school via the office so we can put a password reset request in through our ICT team. Please be aware this may take up to 48 hours.</p> <p>Discuss the suggested timetable with your child and plan out your week.</p>																		

<p>Wider curriculum subject work (Science, The Arts, Humanities and Computing) will be posted on Microsoft teams. This work may include links to Oak National Academy or other online learning resources.</p> <p>Office staff will inform class teachers if a child is unwell and cannot participate in home learning.</p> <p>The school will carry out well-being calls twice a week if your child hasn't engaged with MS Teams to check your child is okay, see if you need support locating your child's work and provide you with the opportunity to ask any questions.</p> <p>Food provision made available for children eligible for free school meals.</p>	<p>Photograph and upload your child's work on Microsoft Teams.</p> <p>Encourage your child to engage in conversation with their teacher through the 'posts' section to ask for help or discuss their learning. During a live lesson, children should electronically 'raise their hand' for help.</p> <p>If your child cannot log in to join the live sessions, ensure they view the PowerPoint and complete the learning that is available on 'Assignments' on the Teams channel at a more suitable time.</p> <p>If your child is unwell, please call the office to report illness.</p> <p>If your child develops symptoms during their period of self-isolation, please take your child for a test and then communicate the results to school as soon as possible. 0121 4646474 or <a href="mailto:enquiry@heathfld.bham.sch.uk">enquiry@heathfld.bham.sch.uk</a></p> <p>If your child is entitled to free-school meals (those who received food vouchers during lockdown), a hamper for the week can be provided. You will be notified when this is ready for collection.</p>
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National lockdown closing schools to most pupils	
School role:	Parental role:
A full, remote learning offer, as above, will be made available to all pupils, combining the approaches mentioned above.	As above.

### Learning time during full school closure

	9:00-11:30	11:30-12:30	12:30-3:15
<b>NURSERY, RECEPTION, Y1, Y2</b>	Core lessons (phonics, literacy and maths) <b>live</b> on MS Teams	Lunchtime	Non-core subjects PowerPoints available on MS Teams to complete independently. No live lesson, but teacher available on Team's channel to answer any questions
<b>Y3, Y4, Y5, Y6</b>	Non-core subjects PowerPoints available on MS Teams to complete independently. No live lesson, but teacher available on Team's channel to answer any questions	Lunchtime	Core lessons (reading, writing and maths) <b>live</b> on MS Teams

Individual class timetables are available to view on children's specific Class Team channel.

In all scenarios above, Nurture group children will receive weekly activities in line with their EHCP targets.

### Uploading work and feedback

Teachers will set 'Assignments' when work is expected to be uploaded for review by the teacher. Children upload their own work to each assignment. This should be the only place work is uploaded. The staff in that

class will be able to view all children’s uploaded work, and provide feedback on it, but children will only see their own work and their own feedback comments within the ‘Assignment’ section of Teams.

Children can view all assignments in chronological order on the ‘Assignments’ feature of Teams – it will indicate whether they have outstanding work to upload or if they are up to date. Assignments are also able to be viewed in ‘Posts’.

### Contacting class teachers

If you need to contact your child’s class teacher directly, use the following email addresses:

<a href="mailto:clasnp@heathfld.bham.sch.uk">clasnp@heathfld.bham.sch.uk</a> – Nursery team	
<a href="mailto:classrec@heathfld.bham.sch.uk">classrec@heathfld.bham.sch.uk</a> – Reception team	
<a href="mailto:class1b@heathfld.bham.sch.uk">class1b@heathfld.bham.sch.uk</a> – Mrs Begum’s class	<a href="mailto:class1p@heathfld.bham.sch.uk">class1p@heathfld.bham.sch.uk</a> – Mrs Pilbin’s class
<a href="mailto:class2e@heathfld.bham.sch.uk">class2e@heathfld.bham.sch.uk</a> – Miss Elahi’s class	<a href="mailto:class2r@heathfld.bham.sch.uk">class2r@heathfld.bham.sch.uk</a> – Ms Rajput’s class
<a href="mailto:class3h@heathfld.bham.sch.uk">class3h@heathfld.bham.sch.uk</a> – Mrs Hanif’s class	<a href="mailto:class3m@heathfld.bham.sch.uk">class3m@heathfld.bham.sch.uk</a> – Ms McInerney’s class
<a href="mailto:class4c@heathfld.bham.sch.uk">class4c@heathfld.bham.sch.uk</a> – Mr Cooke’s class	<a href="mailto:class4co@heathfld.bham.sch.uk">class4co@heathfld.bham.sch.uk</a> – Miss Coles’s class
<a href="mailto:class5a@heathfld.bham.sch.uk">class5a@heathfld.bham.sch.uk</a> – Miss Akhtar’s class	<a href="mailto:class5n@heathfld.bham.sch.uk">class5n@heathfld.bham.sch.uk</a> – Mrs Nagra’s class
<a href="mailto:class6m@heathfld.bham.sch.uk">class6m@heathfld.bham.sch.uk</a> – Mr Mazhar’s class	<a href="mailto:class6w@heathfld.bham.sch.uk">class6w@heathfld.bham.sch.uk</a> – Ms Wagenfuhrer’s class

\*Please note, staff will respond between school hours only, and will be unable to respond during their live teaching time.

If you need to contact a member of SLT, email [schoolclosure@heathfld.bham.sch.uk](mailto:schoolclosure@heathfld.bham.sch.uk).

If you require support from the main office, email [enquiry@heathfld.bham.sch.uk](mailto:enquiry@heathfld.bham.sch.uk).

If you need to report that your child is unwell, or report a COVID-19 positive test result, please call 0121 4646474 as early as possible. The office will be open for calls from 8:00am.



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