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# Carnforth School

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Headteacher: Mrs Sara Wood

7<sup>th</sup> January 2021

## Access for Home Learning

Dear Parents/Carers,

Thank you for your patience during these challenging times for families and for school staff.

All schools have a duty to provide a good quality of education to all pupils, whether they be physically attending school or learning remotely. We are fully aware at Carnforth School that every family situation is unique, and our remote learning offer is designed to support all families whether children have access to digital devices or not. For that reason, the units of work, although planned with digital elements, will have paper hard copies for all children to use and their outcomes will be almost the same. Work completed remotely will be very similar to that completed by children in school – the curriculum coverage will be the same.

Live Feedback sessions will be in place twice weekly in small groups to enable children to raise questions and staff to probe understanding so that work can continued to be matched to children's stage of learning. Staff will also utilise these sessions to focus on elements of learning and pre- teach any new vocabulary. These live elements will be held in line with our Remote Learning Policy, Acceptable Use Agreement and E safety Policy.

Work provided for children will cover a wide range of the curriculum, with a particular focus on reading, writing and maths and is designed to last around 3 hours per day in total. Work will be planned in two-week blocks of work. Every two weeks you will receive:

- A timetable – this is a guideline. If you have online access, children should be available at 9am and again at their designated "feedback" time but between these times, work can be done in any order – this should particularly support where siblings are sharing devices.
- Paper booklets – this support both the teaching of new learning, include instructions of what to do and also sometimes give children space to write their answers. An exercise book was also provided in the first work delivery for children to record their work in.
- A reading book (you can arrange to change these by contacting the school office)

We plan to make deliveries of work at the following times:

|               | <b>Will be delivered between:</b> | <b>For children to complete between:</b>  |
|---------------|-----------------------------------|---|
| <b>Pack 1</b> | 6 – 8 <sup>th</sup> January       | <b>11<sup>th</sup> – 22<sup>nd</sup> January</b>  |
| <b>Pack 2</b> | 20 – 22 <sup>nd</sup> January     | <b>25<sup>th</sup> January – 5<sup>th</sup> February</b>  |
| <b>Pack 3</b> | 3 – 5 <sup>th</sup> February      | <b>8<sup>th</sup> - 26<sup>th</sup> February</b><br>This will include half-term week (when no work will be expected) At present the earliest schools will open fully is Monday 22 <sup>nd</sup> February. However, work will be delivered and planned in case lockdown is extended. |

### **How you can help**

We expect that families will support their children in the following ways:

- Encourage children to complete work daily.
- Provide a space to work – preferably sat at a table in a quiet area with few distractions.
- If possible, provide a digital device, with WIFI to access Teams. All digital explanations of activities will be put on Teams daily.
- Support your child, where necessary to upload work completed onto Teams
- Keep any completed work on paper safe, so that it can be returned to school at an appropriate time.
- Where possible, enable your child to access Teams at the dedicated “feedback” slot twice a week.
- Where digital devices are not available, enable you child to talk to his/ her teacher when he/ she calls to discuss their work.

### **What teachers will do**

The teacher will then close that “chat” and teach the children in school during the morning, however if children at home have a questions, he/ she may write this in the Teams chat and teachers will answer as soon as practically possible. Children at home should use the morning, wherever possible, to complete work set.

During the afternoon, teachers will contact children working from home. This will be done through Teams. Children will join, in groups, during their allocated time (see timetable sent with work packs) Teachers will ensure that all cameras are switched off. At a later date, we may try turning teacher’s camera on so that children can see into school, but teachers cannot see into homes.

During these feedback sessions teachers will:

- Ask how children are and what they have been doing at home
- Remind them of rules of staying safe online and how to behave in an online meeting
- Let children know how they need to respond or get their teachers attention

- Explain what part of the learning they will be focusing on
- Provide any further necessary teaching to support children or to prepare them for future activities. Teachers will show images and videos that will help explain what children are learning.

Where families are unable to access Teams, teachers will phone children to talk about their work.

Please remember Teams will only be open for teachers and pupils to communicate between 9am and 3pm each day.

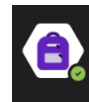
Teachers will make records of children's attendance at sessions and their engagement with work set. It is VERY important that all children complete work to the best of their ability in order that they continue to make progress in their learning.

If at any time, you are concerned about your child, or require advice please email your child's teacher at [year1@hollymountschool.org](mailto:year1@hollymountschool.org). Please be aware, teachers will only be able to read and respond to emails within their wider working hours (usually between 8 – 8.30am; 3.30 - 5pm)

We have created a crib sheet of how your child is able to access their remote learning by using the Teams App on a vast range of IT devices which include mobile phones, play stations, not to mention a laptop or another tablet. **Please access Teams before Monday to check it is up and running and you are ready to go.**

#### **Accessing PowerPoints set by the teacher on a mobile**

1. Download the Teams App from the relevant App Store
2. Log in using the child's username and password for Teams/Office
3. Click on the class team for your child and click general  
(a 'chat/posts' page you should view)
4. A new assignment post appears in the 'chat/posts'. It has this icon next to it
5. Click on the resources: presentation/ video/ documents for reading, writing or maths relevant for that day



#### **Uploading completed work to Teams on a mobile**

1. Take a photo of the work that has been completed.
2. Open the Teams App and log in using the child's username and password for Teams/Office
3. Click on the class team for your child and click general

4. Scroll through the 'chat/posts' to find the assignment that the work has been completed for. Alternatively, this can be accessed by clicking on '**Assignments**' on the top bar of Teams
5. Select the assignment.
6. Click '**add work**' with a paper clip next to it
7. Select '**upload from this device**' your photo library. Alternatively, you can select 'Take a photo' and do this at this point.
8. Chose the appropriate photo to upload.
9. Click the '**Hand-in**' button in the top right of the page.

### **Accessing Microsoft Teams using Xbox**

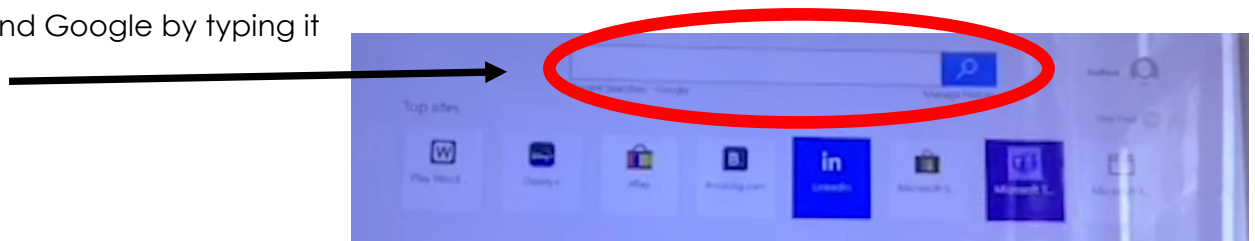
1. Go into My Apps/ My Games- Go into Apps

\*Look for



This is internet Explorer or Microsoft Edge.

2. Click to take you to a home page- this may take a little while to load.
3. Find Google by typing it in.



4. When Google has loaded, type in and search for 'Office 365'. Click on link.
5. Click 'Sign in'- You do not have to download the App; you can simply use via the internet.
6. Sign in using your email address. After this, you will be asked to enter your Login and Passwords- all this information has been provided in your pack.
7. You will then see the Home Page and can access Microsoft Teams here.

**If you have any further details, please contact the relevant class teacher on the email supplied with your child's timetable. This is in their pack of learning resources.**

Alternatively, you can contact the school office by email: [office@carforthschool.org](mailto:office@carforthschool.org)

Kind regards,

*Mrs S. Wood*

Mrs S. Wood  
Headteacher.