



Remote and Blended Learning

Guidance outlining 'how' our balanced, progressive and rich curriculum during the national Pandemic



Effective Lifelong Learning Inventory - ELLI



Introduction

This 'Remote and Blended Learning Guidance' has been developed to ensure that our education commitment at Minerva Primary Academy will be maintained in the event of class closure, isolation or national lockdown due to the Covid-19 pandemic. It will outline how learning will be continued as a result of any disruption. It is with commitment and conviction that we will continue to work in partnership with families so that we can continue to provide broad, balanced, challenging and engaging learning experiences both remotely and in school.

It is our education commitment that underpins this framework but also for the safety of all members of our school community, including our learners, their families and our teaching teams. This is why we have set out 3 Remote Learning Phases' that will be followed to ensure the safety of all and the continued learning of all learners.

3 Phase Plan for Continued Learning

Phase 1

There are no children with Covid-19 symptoms. **All learners are in school** and learning in class or year group.

Phase 2

Some of the class or year group are self-isolating, either awaiting a test result or isolating due to a positive result.

For those isolating at home, teaching resources will be available for use at home via Microsoft TEAMS and at least one live lesson will be delivered from the classroom.

Phase 3

The whole class or school is closed; as there has been a significant number of positive Covid-19 test results and we have sought advice from Public Health England, or we have reduced staffing capacity, are in a national lockdown.

All teaching and learning materials will be accessed via Microsoft TEAMS channel including a learning timetable for the week.

Remote Learning Expectations

At Minerva Primary Academy, we all have right to an education. Whether we are learning in our classes in school, out in the community or learning remotely from home. Below you will find our remote learning charter that outlines an agreed set of rights and responsibilities for learners and adult

Our Remote Learning Expectations

We have the right to be heard

When in a live lesson, we have the responsibility to listen to other people when it is their time to talk.

When in a live lesson, we will use the agreed hands up feature to signal that we wish to speak.

When in a live lesson, we will only comment in the 'chat' feature when the teacher asks us to.

We have the right to be safe and healthy

We have the responsibility to respect each other and think about how our behaviour affects others. We will only post messages in the chat when in a lesson and when told to do so by an adult.

We have the responsibility to use kind words in any messages posted about learning and when talking using your microphone on.

We have the responsibility to consider others' well-being.

We have the right to learn and be the best we can

We have the responsibility to complete all learning that is given to us when learning remotely.

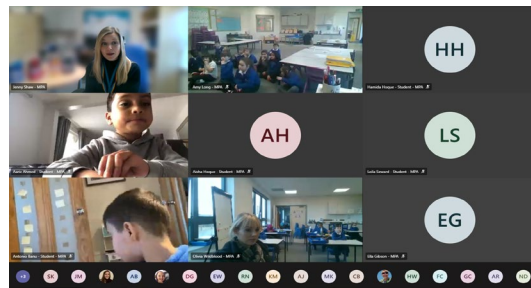
We have a responsibility to try our hardest with our learning and to ask for help if we need it.

We value our learning and take pride in everything we do.

We have a responsibility to use our ELLI skills to help us – Curiosity and Imagination, Resilience, Independence and Collaboration.

Celebrating Learning & whole school events

Celebration & whole school assemblies



Well-being class connection sessions

House points and praise stickers



Keeping active and brain break ideas



Teaching and Learning

Narrated PowerPoint

Learning Intention:



These are the main teaching resources that will guide learners through a lesson. They will contain the learning intentions and outline steps for success.

'I do' Videos – key concepts

I do

These videos are designed to teach specific skills and concepts. In the video, the key concept will be explained and modelled by a teacher and is designed to be instructional.

Live Lesson

This is a 'live' lesson that will be hosted by one (or two) of the teaching team. The lesson format will be similar to the lesson the children would have if they were in school however the format will be adapted for a remote session. As this is a 'live' episode of learning the teacher will be able to assess and address misconceptions in real time which provides greater opportunity for support, challenge and progress. It will be recorded so children can be re-watched and support so that they can then complete the subsequent independent learning.

Live Intervention

This is the same as a 'live' lesson, however in this case it will be a small group or a 1:1 learning episode that is part of an ongoing intervention. The intervention will be aiming to accelerate progress in a specific area of the curriculum.

Accessing Remote Learning

Year group TEAMS page

The screenshot shows the Microsoft Teams interface for a channel named 'MPA Year 6 Students'. The 'General' tab is selected, displaying a list of files and folders. The table below represents the content shown in the screenshot:

Name	Modified	Modified By
Class Materials		Kate Moreton - MPA
Assembly resources	October 13, 2020	Jennifer Harvey - ...
Brain break activities	October 19, 2020	Jennifer Harvey - ...
Celebrations	October 23, 2020	Kate Moreton - MPA
How to upload assignments (1).pdf	November 27, 2020	Sarah Cox - MPA
PARENTS ONLINE SAEFTY TIPS.pdf	January 8	Sarah Cox - MPA

The Year Group Teams page is where the learning resources are saved for each year group. You can access these at any time. On this platform, you will also be able to open and respond to any learning 'assignments' that have been set. These assignments are linked to each child's Outlook 360 email account.

Through your personal TEAMS calendar. Click on the link

The screenshot shows a Microsoft Teams calendar view for January 2021. The calendar is displayed in a grid format with columns for each day from Monday to Friday. The time slots range from 8 AM to 2 PM. The following table summarizes the events shown in the calendar:

Day	Event	Time
Monday (18)	Register and Daily lesson 1	9 AM - 10 AM
Tuesday (19)	Register and Daily lesson 1	9 AM - 10 AM
Wednesday (20)	Register and Daily lesson 1	9 AM - 10 AM
Thursday (21)	Register and Daily lesson 1	9 AM - 10 AM
Friday (22)	Register and Daily lesson 1	9 AM - 10 AM
Monday (18)	Daily Lesson 2	11 AM - 12 PM
Tuesday (19)	Daily Lesson 2	11 AM - 12 PM
Wednesday (20)	Daily Lesson 2	11 AM - 12 PM
Thursday (21)	Daily Lesson 2	11 AM - 12 PM
Friday (22)	Daily Lesson 2	11 AM - 12 PM
Monday (18)	Book Above Pay Grade	1 PM - 2 PM
Tuesday (19)	Book Above Pay Grade	1 PM - 2 PM
Wednesday (20)	Book Above Pay Grade	1 PM - 2 PM
Thursday (21)	Book Above Pay Grade	1 PM - 2 PM
Friday (22)	Book Above Pay Grade	1 PM - 2 PM
Thursday (21)	Writing with Mrs Hill	2 PM - 3 PM

Sharing Learning and Teacher Feedback

Sharing Learning

So that teaching teams can review, assess and monitor learning children will be able to share their learning with their teacher in a few ways:

'Handing in' Assignments

The preferred method for sharing learning is through assignments. There is the function to 'assign' particular learning to children on the Teams channel. This means that learners can return the learning to the teaching team on Teams without having to email separately.

Email

Learning can be shared with the teaching team via their year group email.

nursery@mpa.clf.uk
reception@mpa.clf.uk
year1@mpa.clf.uk
year2@mpa.clf.uk
year3@mpa.clf.uk
year4@mpa.clf.uk
year5@mpa.clf.uk
year6@mpa.clf.uk

Feedback from teachers

Assignment Feedback

Feedback from handed in assignments can be shared in the assignments tab in Teams. If a teacher gives feedback on some learning that has been handed in then they will receive a notification in Teams.

Live

During live lessons, feedback will be given to learners in real time. This may be verbally, in the chat or by email after the lesson. In live lessons, teachers will use questioning, polls to assess where learners are in order to plan for subsequent lessons. Children will be asked to share using whiteboards or their work in books.

Progress reports and Parents evening

Reports will be sent electronically in February and July. Parents evening will take place via Microsoft TEAMS.

Expectations

Working together with families

Relationships with ALL families are key for this partnership in learning to be successful, which is why we have a number of ways for families to be in contact. During Remote Learning, we have a duty of care to ensure all children are receiving the best education possible. Where children are not accessing learning, we will be making phone calls to families, to offer support, guidance to access and to complete learning. Home visits will also be carried out to families to provide further support with well-being and learning.

All year groups will have identified vulnerable learners who will require a greater degree of support, guidance and tracking.

Technology and Access

The school has approximately 50 laptops that are used to for remote learning for any learners that do not have a device at home. Access to the remote learning is shared by an instruction sheet aimed to support parents.

All learners in school are taught how to access Remote Learning to ensure all children have the knowledge and skills necessary.

We will work with individual families to continue learning where accessing remotely remains a challenge.

Appendix 1

Setting up Microsoft 365 accounts

Remote learning:

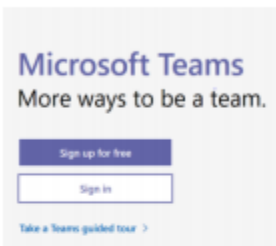
If your child is not attending school, they will be accessing their learning via Teams. To log in, use the following:

USERNAME: first.lastname@mpa.clf.uk

PASSWORD: FL120579 (initials and short dob)

There are two ways in which you can access Microsoft Teams.

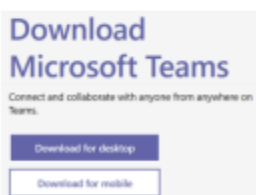
Website



Go to: <https://www.microsoft.com/en-GB/microsoft-365/microsoft-teams/group-chat-software>

Sign in (as shown). There is no need to sign up. You will sign in with your child's school email address and password provided by the office.

App



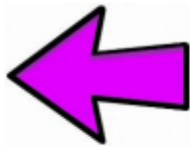
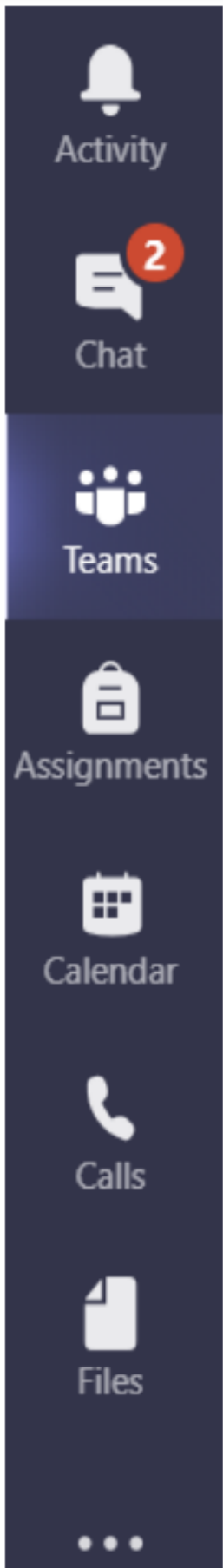
Go to: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Click on the relevant box. You can download this onto any smart device (PC, laptop, tablet, smart phone).

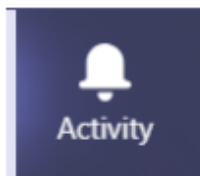
Once you have downloaded the app for the first time, you will need to **sign in** (see above). You only need to download the app once. After this, it will remain on the device.

Appendix 2

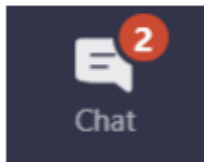
Microsoft TEAMS at a glance



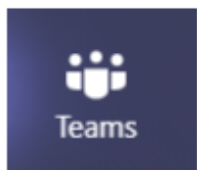
Once you have signed in to Microsoft Teams using your child's school email address and password, you will see this menu.



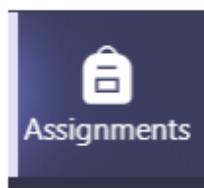
This is where you will receive notifications. For example, if your teacher has set home learning.



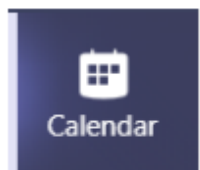
This is an instant (private) messages function. This function is only to be used in lessons IF directed by a teacher. It is not to be used for private conversations.



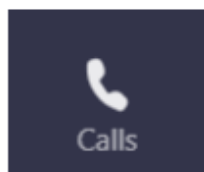
This is where you will find your year group folder.



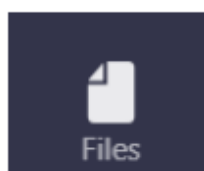
This is where you will find weekly home learning (homework).



This is where you will access live lessons, should your bubble close. **Children should not create their own meetings using this function.**



Should your bubble close and you wish to speak to your child's teacher, they may call you. **Children should not make calls.**



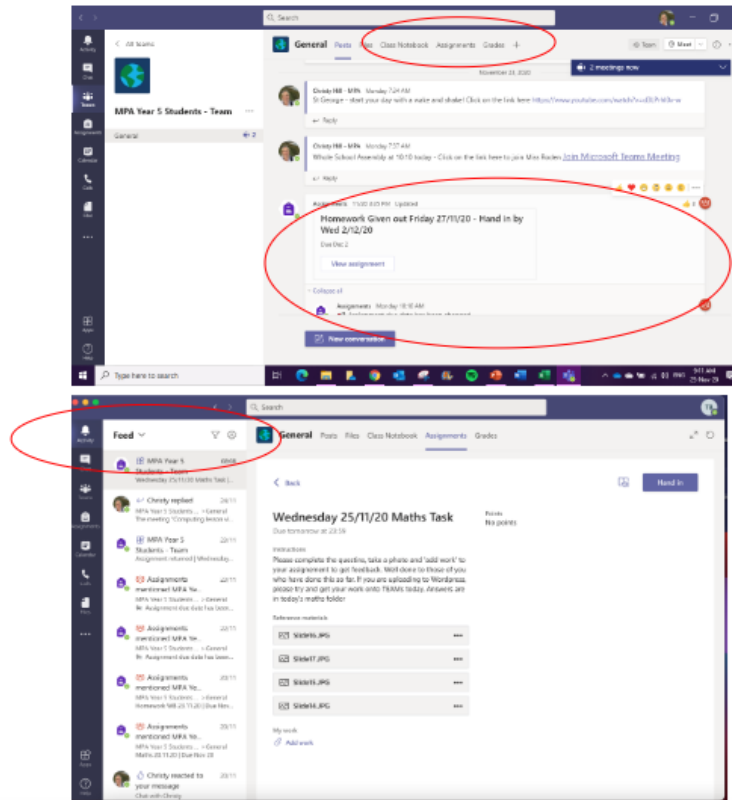
You can save child's learning (photos/documents) here.

Appendix 3

Uploading assignments

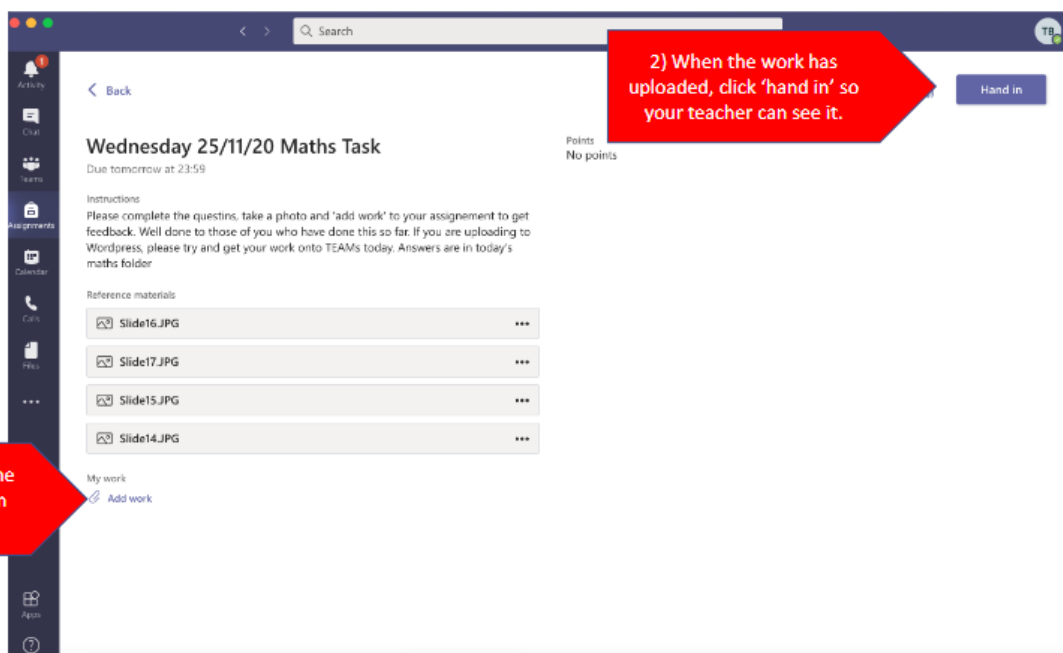
Find your assignment in these places

- 1) In the feed on 'posts' in your team channel
- 2) In your 'assignments' tab in your team channel
- 3) In your 'activity' feed



When you have completed your learning, take a photo of it. On the assignment page, click 'add work' Upload your images. When the work is added, click 'hand in' and the teacher will receive it

From a pc/laptop



Frequently asked questions

How many hours of learning is my children expected to complete?

The Department for Education has set the expectation that schools provide

Key Stage One: 3 hours daily

Key Stage Two: 4 hours daily

We understand that every family has different circumstances. Please let us know if you are finding it difficult so we can discuss further.

How can I get further help and support with learning and/or emotional wellbeing?

You can email questions to the class teacher on the year group account

nursery@mpa.clf.uk

reception@mpa.clf.uk

year1@mpa.clf.uk

year2@mpa.clf.uk

year3@mpa.clf.uk

year4@mpa.clf.uk

year5@mpa.clf.uk

year6@mpa.clf.uk

You can also access the MPA wellbeing site or termly wellbeing newsletter for advice, signposting and support.

<http://wellbeingminervaclf.wordpress.com/>

In addition to this there is there is a CLF website with helpful information and local COVID 19 community care group

<https://clfwellbeing.wordpress.com>

<https://www.facebook.com/groups/1479015522267235/>

What do I do if I my child misses a live lesson?

When a whole class are isolating or learning remotely MPA teams will record the live lesson so you can watch it when you have time to catch up.

What other resources are available to support my child's learning?

At MPA we also have access to

Bug club to support reading:

Timetable rockstars

Information on how to access has been sent to parents and is in the home learning book sent at the beginning of the year. Please email if you can not access

Other national organisations that can provide additional resources are

www.phonicsplay.co.uk

www.thenational.academy

<https://www.bbc.co.uk/bitesize>

What do I do if I have a safeguarding concern?

safeguarding@mpa.clf.uk

If you send an email a member of our safeguarding team will follow up

What do I do if I think the learning is too easy or too difficult?

Teaching teams will provide support and challenge in different ways. This may be through a small group 'Live intervention', a breakout session or additional resources uploaded to the class materials on each channel. Resources to support children with special education needs have been provided.

What do I do if I have several children and the times of live lessons are the same?

When a whole class are isolating or learning remotely teachers will record a lesson and usually set it as an assignment for those that have missed the live lesson. We can help you to put together a timetable so hopefully everyone can attend one live lesson.

What do I do if my internet goes down?

You can access the recorded lesson later. If it continues to be a problem let us know by email or phoning the main school office. 0117 3772990