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St. Peter's CE Primary Academy



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Inspiring Learning For Life

Dear Parent/Carer,

Following on from the national lockdown earlier this year, we are making preparations to broaden our remote learning provision so that, if required, it can be used with minimal notice. The Government have announced that schools will be expected to conduct more comprehensive and mandatory lessons through home learning, including live and/or pre-recorded video lessons.

We have retained the Seesaw learning platform from before and enclose an additional home-learning code below. This will not deactivate any previous code we have sent but as the old codes expire, these newer ones will last for the rest of the school year.

We have also introduced Microsoft Teams so that we can conduct live lessons if required. Children will be able to log in from any PC or Laptop and most Smartphones and Tablets. If they have a scheduled live lesson, this will appear in their calendar along with the option to join the lesson.

Having a login to Microsoft Teams also enables access to an email account for «Forename». These email accounts are not able to send emails outside of the school email system, but they can receive from any other sender. This is to allow for signing up to online accounts for other learning resources such as Touch Develop or Scratch. All email messages are monitored and filtered, but normal online safety rules apply – if a child sees or receives something that worries them, they should report it to a trusted adult immediately.

We would encourage you to check that you are able to access these now, and contact us if you have any problems so that we can ensure a smooth transition should remote learning be required.

Please find enclosed an information pack explaining our new remote learning offer with guidance and protocols for taking part in interactive class or group sessions. There are also instructions for how to use MS Teams. Whilst we continue to be hopeful remote learning won't be necessary, we are confident this new approach will work in the best interests of our children should it be required.

Yours Sincerely

Mrs Seymour

Parent and Pupil Guide to Remote Learning



Guidance for parents and pupils

- Parents to ensure your child is available to learn.
- Work will cover all aspects of learning and whilst there will be flexibility with regards to the times, it is important that the schoolwork set is completed to the best of their child's ability.
- Parents to report a child's illness or absence from being able to work to the class teacher via Seesaw.
- Parents or children to report any technical issues to the school as soon as possible.
- Parents ensure that their child always has access to remote learning material online or in the work packs provided as agreed for those who don't have access to online learning.
- Pupils will only use the online learning platforms for their intended purpose. Discussions on Seesaw should only be related to school work.
- Pupils to contact their teacher via Seesaw throughout the day if they have any questions.
- During remote learning interactive sessions pupils must adhere to the school behaviour policy at all times.
- The expectation is that there will be enough support from school for most children to work independently – age allowing. Children should expect tasks to be challenging and to cover the full curriculum. The demand will obviously vary with regards to the age of the child.
- Pupils will only take part in group sessions not 1:1 with their teacher unless specifically agreed with parents.
- Sessions must not be recorded by pupils or parents or be duplicated elsewhere.

Live class sessions or group sessions using MS Teams

- Pupils to be present in a shared space in their house, rather than a bedroom.
- Sit against a neutral background
- Dress like they would for school – uniform is not required but no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for others to see, if they're sharing their screen.
- Mute their sound when not required to speak.
- School behaviour policy applies in all sessions and pupils are reminded to be polite and considerate to others in their group.

Parents to be mindful that other children might see or hear them and anything in the background. Ensure that no one in the household uses inappropriate language etc. whilst the child is in the virtual meeting. Please ensure that nothing inappropriate can be seen in the background. Use of email or chat facility must only be used in connection with school work as required by the class teacher.

Engagement in learning and completion of work

There is an expectation that in the event of being asked to work from home children should be available (when possible) to follow a 'normal' school day. We appreciate that there are many reasons some parents will find this difficult to manage. We will be trying to provide enough teacher input to help the children work independently but we fully appreciate younger children will not be able to do this in the same way as our KS2 children.

It is really important that children complete the work set for them because so many children have already missed out on so much learning time.

If we do not receive work or communication from a pupil, then in the first instance the class teacher will try to make contact on Seesaw. If this is not effective then the class teacher will contact parents, and then finally notify Mrs Seymour who will then try to contact the family.

What 'remote learning' can I expect from St Peter's Primary Academy?

This information is to be used as a general guide and parents can expect further details of remote learning for their child as and when it is required. There are 2 general scenarios outlined below; the first scenario where your child is not permitted to attend school and the second outlines the actions in the case of a whole bubble not being permitted to attend school.

Circumstance	Remote learning
My child (<i>and their siblings if they are also attending St Peter's Primary</i>) is absent because they are awaiting test results and our household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.	<ul style="list-style-type: none"> • Maths uploaded to Seesaw, following on/mirroring the maths being covered in the classroom at that time. This may be a combination of white rose maths videos, the screens shared in the classroom and or resources/worksheets used in the classroom. Answers will be provided for self-marking at home. • Literacy tasks uploaded to Seesaw following the sequence of learning happening in the classroom. The quantity will be dependent on age/stage of your child. Some/all of these will be 'handed in' to your child's class teacher on Seesaw for marking. • Phonic tasks for KS1 to work on the sounds your child will be missing • Learning journey tasks following the lessons being covered in class that week. This may be the screens from the lesson being uploaded onto Seesaw along with resources / worksheets (if appropriate i.e. if the resources required for the lessons are already at home). If the lessons being taught in class are not able to be delivered remotely (e.g. if it requires additional resources such as art resources e.g. clay or pastels, or geography resources e.g. maps and atlases) then alternative 'topic' learning will be set on Seesaw which may make use of the Government's 'Oak Academy' lessons.
My child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19. or We enter another 'lockdown' with total school closure.	<ul style="list-style-type: none"> • Maths lessons uploaded to MS Teams, following on/mirroring the maths being covered in the classroom at that time. This may be a combination of live lessons, white rose maths videos (the scheme used in school), the screens shared in the classroom and resources/worksheets used in the classroom. Answers will be provided for self-marking at home. Children will be able to ask questions during live sessions but can also follow up with questions using Seesaw. • Literacy Lesson uploaded to MS Teams for input / live lesson and then tasks uploaded to Seesaw following the sequence of learning happening in the classroom. The quantity will be dependent on age/stage of your child. Some/all of these will be 'handed in' to your child's class teacher on Seesaw for marking. This will include spelling, grammar, writing and reading. Children will be able to ask questions during live sessions but can also follow up with questions using Seesaw. • Phonics Daily phonics lesson or task. • Small group video learning which will look different depending on the age of the children. This may be guided reading sessions, maths sessions or writing sessions delivered by the class teacher*. The sessions will run throughout the week only during the hours of the usual school day. The frequency of when your child's sessions will occur will be communicated by your child's class teacher via Seesaw. All live sessions will be set up through MS Teams and tasks will be set on Seesaw. • Topic task(s) will be uploaded to Seesaw for children to complete and hand in virtually. This will be based on lessons your child would have had in class this term or will be linked to the live sessions or input utilising the Government's 'Oak Academy' lessons. • 1:1 support if your child receives 1:1 support and they are isolating, a more bespoke programme of support will be set up. This may include phone calls / video chats with your child's 1:1 support. They will usually be expected to still complete the learning set but this will be differentiated.

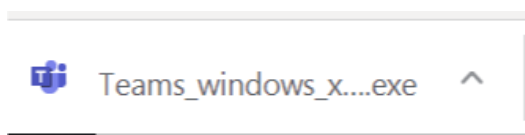
Using Microsoft Teams - PC

Downloading and Installing

PC/Laptop: <https://teams.microsoft.com/downloads>

Teams on your desktop. It's just better.

↓ Download Teams



Click 'Download Teams' and wait for the file to download.

When it is downloaded – click the file to begin the installation.

Download Microsoft Teams and install on your laptop. You can also install it on your iPad but there is greater functionality for meeting with a number of people when using the laptop version.

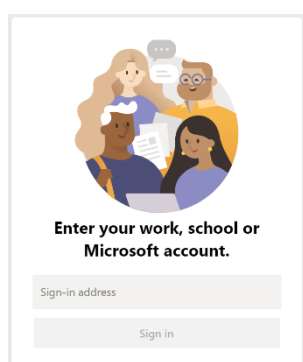
iPad/iPhone: <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

Android:

https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB

Logging In

To log in, you need to use your usual e-mail address (_____@st-peterscofe.leics.sch.uk) and password.



Enter password

Password

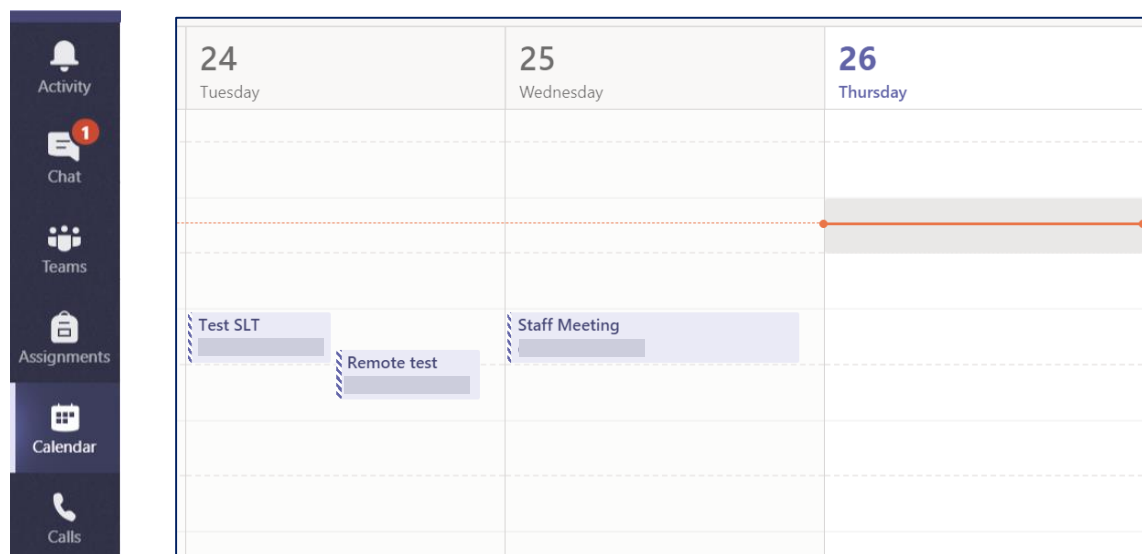
[Forgotten my password](#)

[Sign in with another account](#)

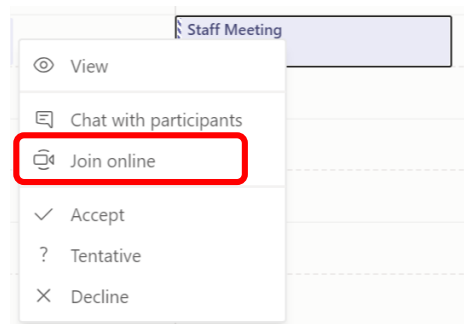
Sign in

Joining an arranged meeting

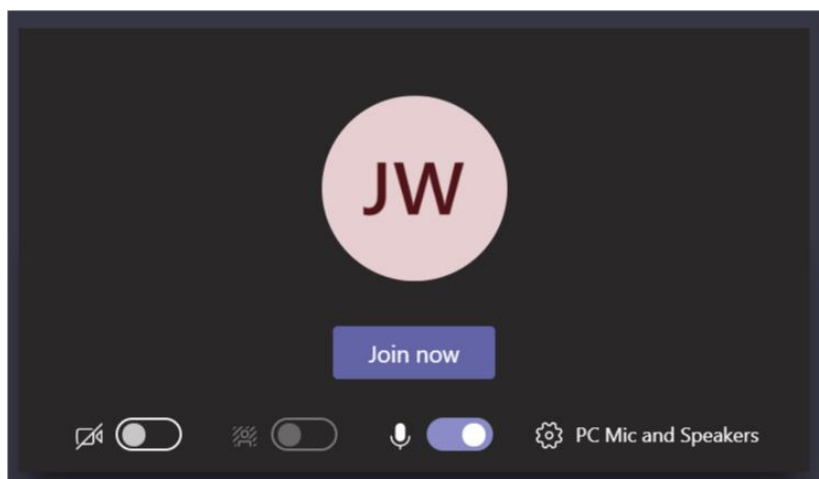
If a meeting has been arranged, you will have received a notification to your e-mail account. It will also show on the calendar tab of your Microsoft Teams app.



To join a meeting that has been arranged, right click on the meeting and click 'join online'.



You will be taken to this screen:



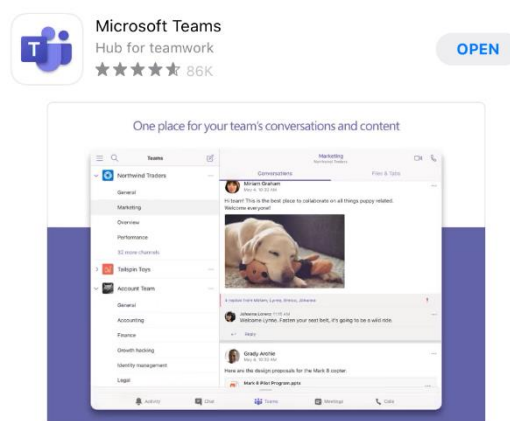
The camera and microphone icons will enable or disable your laptop's camera and microphone. You will see a preview before you join the chat of what will be visible to others.

Using Microsoft Teams – iPad

Downloading and Installing

Search for Microsoft Teams on the App Store

iPad/iPhone: <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>



Logging In



To log in, you need to use your usual e-mail address (_____@st-peterscofe.leics.sch.uk) and password.

Sign in using your work, school, or Microsoft account.

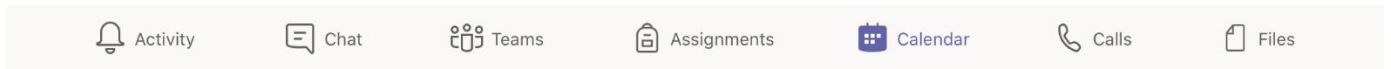
Sign-in address

Sign in

[Get help with signing in](#)

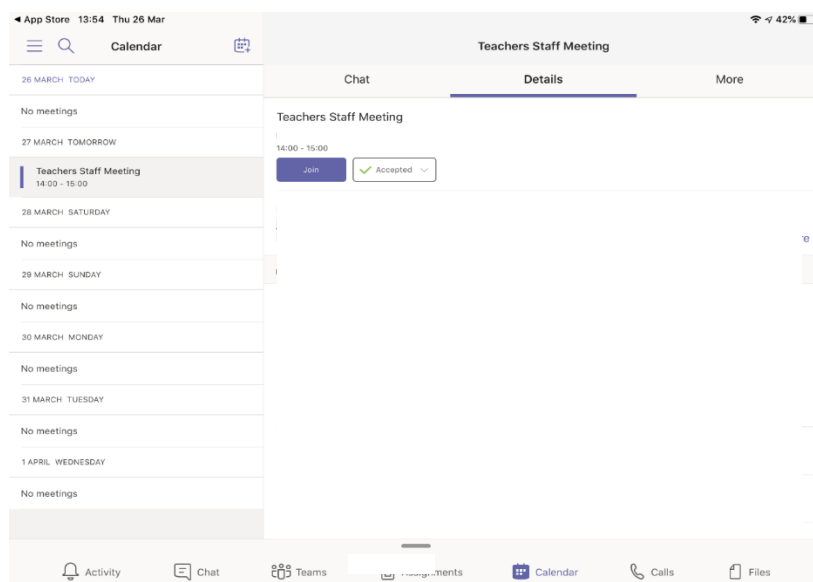
Joining an arranged meeting

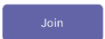
When you have logged in, you will see a taskbar at the bottom of your screen.



To join a meeting that has been arranged, click the calendar tab.

You will be taken to this screen:



You will be able to see meetings that have been booked and you have been invited to on the left-hand side. To join the meeting, click .



The camera and microphone icons will enable or disable your iPad's camera and microphone.

Click 'Join now' and you will be part of the meeting.