



# Framlingham

## COLLEGE

### Framlingham College Prep School Remote Learning Policy

#### Purpose

When school is suspended and Remote Learning is implemented, the following guidelines are put in place. The intended outcome is that the curriculum remains our core focus and, as far as possible, pupil progress should not be negatively impacted.

#### Nursery/Reception

The Early Years team will continue to directly contact parents in both the Nursery and Reception classes via daily emails, suggesting suitable learning activities for children to do at home. The activities will be supported by resources on Firefly and a daily Microsoft Teams lesson at the beginning of each day for Reception children.

#### Year 1, 2, 3 & 4

Communication and suggested activities will come directly from **Form Tutors** using a mixture of **parent emails**, **Seesaw** and **Microsoft Teams**. Pupils on Learning Support interventions will also have regular parent email communication from a Learning Support Assistant. The timetable below provides a breakdown of the curriculum coverage but will be slightly adapted depending on the year group.

Monday	Tuesday	Wednesday	Thursday	Friday
Tutor/Teams Check In 8.30am (Yr 1) 8.45am (Yr 2) 9.00am (Yr 3) 9.15am (Yr 4)	Tutor/Teams Check In 8.30am (Yr 1) 8.45am (Yr 2) 9.00am (Yr 3) 9.15am (Yr 4)	Tutor/Teams Check In 8.30am (Yr 1) 8.45am (Yr 2) 9.00am (Yr 3) 9.15am (Yr 4)	Tutor/Teams Check In 8.30am (Yr 1) 8.45am (Yr 2) 9.00am (Yr 3) 9.15am (Yr 4)	Tutor/Teams Check In 8.30am (Yr 1) 8.45am (Yr 2) 9.00am (Yr 3) 9.15am (Yr 4)
Phonics/Reading 30 mins	Phonics/Reading 30 mins	Phonics/Reading 30 mins	Phonics/Reading 30 mins	Phonics/Reading 30 mins
Maths 40 mins	Maths 40 mins	Maths 40 mins	Maths 40 mins	Maths 40 mins
BREAK	BREAK	BREAK	BREAK	BREAK
English 40 mins	English 40 mins	English 40 mins	English 40 mins	English 40 mins
KUW/History 40 mins	KUW/Science 40 mins	KUW/Science 40 mins	KUW/RE 40 mins	KUW/French 40 mins
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Creative/Drama	Creative/PE	Creative/Music	Creative/PE	Creative/Art
For pupils in Years 3 & 4 also the option of completing Computing tasks				

## Year 5

Communication and suggested activities will come directly from **Subject Teachers** using a mixture of **Firefly tasks** and **Microsoft Teams**. SEN pupils will also have a daily 1:1 video call from a Learning Support Assistant via Microsoft Teams.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>*English (9.10am) 40 mins</b>	<b>*Science (8.30am) 40 mins – all of Yr 5</b>	English 40 mins	<b>*English (8.30am) 40 mins</b>	English 40 mins
Maths 40 mins	English 40 mins	<b>* Maths (9.10am) 40 mins</b>	Maths 40 mins	Maths 40 mins
BREAK	BREAK	BREAK	BREAK	BREAK
Humanities 40 mins	French 40 mins	Computing 40 mins	Humanities 40 mins	French (40 mins)
RE 40 mins	<b>* Maths (11.35am) 40 mins</b>	Science 40 mins	Science 40 mins	Reading 40 mins
<b>* Tutor/Teams Check In 12.30pm</b>				<b>* Tutor/Teams Check In 12.30pm</b>
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Drama	PE	Music	PE	Art

**\* indicates a lesson/activity that will be delivered via Microsoft Teams**

## Year 6

Communication and suggested activities will come directly from **Subject Teachers** using a mixture of **Firefly tasks** and **Microsoft Teams**. SEN pupils will also have a daily 1:1 video call from a Learning Support Assistant via Microsoft Teams.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>*English (9.10am) 40 mins</b>	English 40 mins	English 40 mins	<b>*English (8.30am) 40 mins</b>	English 40 mins
Maths 40 mins	<b>*Science (9.10am) 40 mins – all of Yr 6</b>	<b>* Maths (9.50am) 40 mins</b>	Maths 40 mins	French 40 mins
BREAK	BREAK	BREAK	BREAK	BREAK
Humanities 40 mins	Maths 40 mins	Computing 40 mins	Humanities 40 mins	<b>* Maths (11.00am) 40 mins</b>
French 40 mins	RE 40 mins	Science 40 mins	Science 40 mins	Reading 40 mins
<b>* Tutor/Teams Check In 12.30pm</b>				<b>* Tutor/Teams Check In 12.30pm</b>
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Drama	PE	Music	PE	Art

For pupils in Year 6 also the option of completing DT tasks

**\* indicates a lesson/activity that will be delivered via Microsoft Teams**

## **Year 7 & 8**

Will follow the normal school timetable and teachers will provide online live lessons via Microsoft Teams. Lessons will be recorded so they can be watched at any time by the pupils. There will also be three opportunities during the week to check in with their Form Tutor - Monday at 8.30am, Wednesday 12.35pm and Friday at 3.30pm.

When needed, SEN pupils will have a 1:1 video call via Microsoft Teams with the Head of Learning Support. (Please see Senior School Remote Learning Policy for expectations).

### **Classroom Teachers**

1. A variety of tasks should be set across the curriculum, taking into consideration possible limitations pupils might experience at home such as access to a device, writing materials, physical resources and adult support.
2. Work set should reflect the length of a usual lesson.
3. Teachers (R-Y6) should have a daily interaction with their pupils by 8:30am, this should be using email or Firefly or could be a recorded video that introduces set work and acts as a motivator for the pupils.
4. Wherever possible, work set should reflect the normal curriculum.
5. Teachers must keep a record that identifies the work set.
6. Teachers ensure that by the end of the day, all pupil's work has been acknowledged and any question dealt with in an appropriate manner.
7. Teachers should note any pupils who do not complete the work.
8. When video conferencing, teachers must be professionally dressed.

### **Head of Department and Head of Section**

1. Should regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
2. Should provide support to colleagues in their teams to ensure that work is provided as required.

### **Head of Learning Support**

1. Should connect with parents and/or SEN pupils to check how they are coping with the home learning.
2. Should coordinate the Learning Support Assistants to reach out to pupils/staff and provide guidance / feedback as necessary.

### **Pupils**

1. Should be dressed and ready to start the school day at the relevant times each morning.
2. If they are unsure about work, they should reach out directly to their teacher for clarification and support.
3. Should endeavour to complete all set work as far as resources and support allow them to.
4. Should engage with remote learning in a positive and appropriate manner and using written English of the same standard as expected in school.
5. If invited to join a video conversation they must be suitably dressed, and in a shared space.

## Parents

1. Should encourage and support their child's/ children's work – including: finding an appropriate place to work, checking that set work is completed.
2. Should contact the class teacher by email if there are any concerns.
3. Should send any physical pieces of work produced by their child into School so that the teacher can see and acknowledge them.

## Safeguarding

- This guidance document is supported by the Safeguarding Policy in place at Framlingham College.
- Specific additions to note: The usage of video teaching is governed by the Responsible Use Policy for all members of our community.
- All lessons on Teams will be recorded.
- Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson meaning that the interaction in these lessons are between the teacher and the pupils alone.
- Size of groups for remote learning: Video Sessions  
No one-to-one video session can happen without written consent from parents. This is for safeguarding reasons. The minimum group size for a video session is three.
- Audio Sessions  
One-to-one audio sessions are fine.
- Staff registering for any software / platforms, must do so with their school email address.