



Hazelwood Schools'
Remote Learning Offer
Guidance for
Parents & Carers

Effective 25th January 2021

Introduction

The purpose of this guidance is to set out Hazelwood Schools' commitment to our pupils and their families whilst providing remote learning offsite. It is effective from Monday 25th January 2021.

This information is intended to provide clarity and transparency to pupils and parents/carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

Key Principles

At Hazelwood Schools we have developed and improved upon our Remote Learning Offer since the last lockdown in Spring/Summer 2020.

We have considered and reviewed the feedback we had from the following stakeholders:

- Parents/Carers (Survey May 2020)
- Governors,
- Staff,
- Pupils

Additionally, we have taken account of informal feedback from Autumn 2020 when we experienced bubble closures. Hazelwood have also used the guidance published by The Department for Education (DfE) when developing this new, improved Remote Learning Offer (from 25th January 2021).

In providing remote learning opportunities at Hazelwood Schools, we will always use our best endeavours to enable the best support and education for our pupils whilst they are learning at home. Below is a list of ways we intend to achieve this:

- At Hazelwood we will provide remote learning (including remote teaching and independent work) which we expect will take pupils broadly 3 to 4 hours to complete each day.
- We teach the same curriculum remotely as we do in school wherever possible and appropriate.
- We will provide at least 3 lessons per day.
- Our Remote Learning Offer will cover a range of subjects/curriculum areas within a day and across a week.
- We will continue to provide remote learning opportunities through the follow platforms:
 - Tapestry (EYFS-Nursery & Reception years)
 - Purple Mash (Y1 & Y2)
 - Google Classrooms (Y3 to Y6)
- We have enhanced our previous remote learning offer (from Spring/Summer 2020) to include the use of Google Classrooms in Years 3 to 6.
- We will endeavour to support pupil's mental health and well-being via regular phone calls and a live class get together (at least weekly) on Microsoft TEAMS.
- We will be realistic, flexible and understanding of each family's circumstances in our offer by providing instructional videos and voice overs that can be accessed by families **at any time.**
- We will ensure all staff are clear about expectations and communication with families with regards to safeguarding.
- We recognise that remote learning cannot replace face to face teaching therefore we will endeavour to be clear about what key skills, knowledge and experience will best support children with their learning.
- Curriculum Maps/Webs can still be found on Year Group Pages on our website to advise parents and carers in regards to which Learning Journey is being taught each half term.
- We will remember that parents/carers cannot be expected to become teachers and will work with families to overcome any challenges they may face.

Accessing Your Child's Learning

We have provided each child with log in information and password to all relevant platforms. However if parents/carers experience any difficulties, they can speak to their child's class teacher or contact the school office via office@hazelwood.enfield.sch.uk

We will make daily learning as accessible and as manageable as possible by providing:

- A weekly overview and daily videos for **Nursery** via Tapestry,
- A daily communication (called an observation) via Tapestry outlining the work for that day for **Reception**,
- A daily email via Purple Mash outlining the work for that day for **Y1 & Y2**,
- A daily timetable of 'Assignments' via Google Classroom for **Y3 to Y6**.

Where remote access is challenging, we will endeavour to support parents/carers with access to remote learning by loaning suitable devices/Chromebooks or providing alternatives (e.g. learning packs and other resources etc.) to the best of our ability.

We will allocate devices by prioritising those families who have no devices in the first instance, followed by families where many children are sharing devices. If families are struggling, please contact the child's class teacher or the office via office@hazelwood.enfield.sch.uk to make a request.

We are not expecting families to print out resources to support remote learning. We will provide those families who are unable to access the remote learning online, with paper learning packs. These packs will either be delivered or can be collected from the school office via appointment only.

Remote Learning Offer

General Principles

- Teachers (and year group staff) will make regular fortnightly phone calls to pupils and their families if pupils are not attending onsite provision as part of safeguarding vigilance.
- If pupils are not engaging daily with their remote provision, families will be contacted by the class teacher in the first instance, followed by a member of the Senior Leadership Team (SLT) if there is no improvement.
- All up-coming learning (for pupils to complete) will be uploaded by 6pm the night before pupils need to complete it, in order to support families to plan their days and/or allocate the sharing of devices.
- To support parents and carers, it is up to them to decide how to best organise the day's learning activities for their children to best suit their family's unique home/working lives.
- There is an expectation that all pupils will complete the tasks set by the agreed date.
- Work set will teach new concepts and reinforce learning (via the use of instructional videos or voice over explanations) and support pupils with skills and knowledge in line with Hazelwood's curriculum.
- Work set and accompanying resources should enable pupils to work independently and may contain a range of online and offline work.
- Class teachers will remind pupils about how to remain safe online and will provide a weekly task to facilitate this.
- When setting work we will ensure it matches the age range and capabilities of the pupils.
- Expected outcomes will endeavour to ensure that pupils feel successful and positive about their remote learning experiences.
- For some pupils, teachers will use their professional judgement to signpost parents and carers to possible additional support; extension activities or challenges to promote further engagement.
- Weekly timetables will include time for physical activity and will encourage pupils to remain active.
- Weekly timetables will also include Music/singing (YR- Y6) and Spanish in Y2 to Y6.

- During lockdown we are committed to supplementing the reading of physical books with a variety of online reading provision (Serial Mash, Oxford Owl, CLPE, Literacy Planet, etc.)
- Children will miss seeing their teachers and each other! Therefore each week:
 - The class teacher will provide one online “live” whole class meeting to support wellbeing,
 - Adults from the year group will regularly record themselves reading a story/poem, etc. and will post it to the pupils for the whole year group,
 - Staff will use videos and ‘voice overs’ so children can hear the adults in their year group teaching , explaining and modelling concepts,
- Teachers and Year Group Teams will have the professional freedom to go beyond the minimum expectations set out in this document and may choose to read live stories etc.
- Pupils who are well enough when self-isolating will continue to access remote learning online.

Remote Learning Offer for the Early Years Foundation Stage (EYFS)

Nursery:

- We provided a **paper Learning Pack** for every pupil.
- **Daily videos** and ideas to support parents/carers covering a range of areas of learning.
- **Daily Storytime** read by a member of the team via a recorded video.
- A **weekly overview** of activity ideas linked to the week’s learning.
- Access to **Mini Mash activities** (optional- staff will signpost parents/carers to this).
- A **weekly PE** activity.

Reception:

- We provided a **paper Learning Pack** for every pupil.
- **Three** short **instructional videos** a day.
- **Daily Phonics**.
- **Daily Maths**.
- **Daily video** linked to one of the seven areas of learning.
- **Daily Storytime** read by a member of the team via a recorded video.
- Access to **Mini Mash activities** (optional- staff will signpost parents/carers to this).
- A **weekly PE & Music** lesson/activity.

Remote Learning Offer for KS1 & KS2:

- **Daily Phonics** (Y1)
- **Daily Whole Class Reading Activity** (Y2-Y6)
- **Daily English** (Y1-6) Sequence of learning that build on previous knowledge
- **Daily Maths** (Y1-6) Sequence of learning that build on previous knowledge
- **Daily Storytime** in Y1 & **three times a week** for other year groups (e.g. chapter a day)
- **Spellings & Handwriting:** will be taught with an instructional video/voice over to model the join or spelling concept.
- **Learning Journey** will be described as a specific subject e.g. Science, Art, History etc.
- A **weekly PE & Music** lesson (Y1-Y6) & **weekly Spanish** (Y2-Y6) lesson.
- **PSHE & Online Safety:** one lesson of each a week.

Responding to Pupils' Work- Marking & Feedback

- Staff will respond to all work submitted by pupils following our usual marking and feedback policy, e.g. written comment, voiceover comment, virtual sticker, in-depth feedback, self-marking forms.
- Staff responses will be positive and motivate pupils whilst addressing misconceptions where appropriate.
- Marking and feedback from staff will be given in a timely manner.
- If limited amounts of work are submitted by pupils, families will be contacted by the class teacher.
- If concerns continue, families will be contacted by a member of the Senior Leadership Team (SLT) to determine how best to support the family.
- Members of the year group team will respond to parents/carers queries and questions within usual contracted hours of the school day.
- The frequency and speed of marking may be affected by staff absences.

Pupils' Mental Health and Well-being

- Resources to support parents/carers at home are shared in the regular newsletters.
- A weekly physical activity will be included in the activities for all year groups.
- A weekly PSHE lesson will be included to support pupil well-being.
- A weekly (whole school) well-being/mindfulness lesson will be provided by our learning mentor.
- Our Learning Mentor (Mrs Macrowan-Smith) will continue to support individuals and families remotely.
- Teachers will facilitate a live meeting with all children in their class via TEAMS each week. This is not a platform for parents and carers to communicate with the class and it is not the place to raise questions to the teacher.
- Staff will endeavour to call every child in their class at least once a fortnight. (But not children who are accessing onsite provision).
- When staff make contact with pupils in their class by phone they will withhold their number (in line with GDPR) so their phone number may be displayed as "Unknown" "Private" or "Withheld".
- The following may occur during the conversation:
 - Parents will be given the opportunity to put their phone on speaker so they can listen into the conversation between their child and the staff member.
 - If the member of staff is concerned they will contact the Headteacher or Designated Safeguarding Lead to determine how best to support the family.
 - The purpose of the call is to touch base on a personal level; it is not to report on general attainment and progress.

Remote Provision for SEND Pupils with an EHCP

- All pupils with an EHCP can access our onsite provision (this could be one day or up to five days a week)
- Onsite provision includes the same resources that are provided remotely and are supported by a member of staff.
- All staff working with the child have access to EHCP outcomes and targets.
- Where families choose not to access onsite provision the following will be provided:
 - Daily contact with their 1:1 allocated adult to ensure access to remote learning,
 - Differentiated remote learning activities provided by their teachers,
 - Adapted, personalised learning on a daily basis by the 1:1 staff to facilitate inclusive practice,
 - Bespoke weekly paper packs,
 - Bespoke PE activities.
- All pupils and their families will continue to access external agency (EP, SALT, etc) involvement where possible and appropriate.
- The school will continue to meet their statutory duty.

Senior Leadership Team

- The Headteacher will provide weekly Newsletters to keep parents/carers advised on remote learning updates.
- Senior Leaders, the SENDCo and our Learning Mentor will keep in contact with the parents/carers of identified children.
- All staff will try to spend time improving all aspects of their remote learning provision (and teaching skills) by undertaking in-house and online training etc.

Raising Concerns about Remote Provision

As with any concern raised by Hazelwood community members, we always want to work collaboratively towards resolving complaints (or addressing misconceptions) as quickly as possible.

In the first instance, any complaints or concerns should be made to the class teacher or head teacher. On-going complaints will follow the complaints procedure found in the policies section of our school website: [Hazelwood School Policies](#)