



L.E.A.D. Academy Trust

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Forest Lodge Academy

Remote Education Provision

Approval: Head Teacher

Date: January 2021





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The COVID-19 pandemic could impact on the teaching and learning at Forest Lodge Academy at any point. Our school remote learning plan caters for three types of closure, National Lockdown (only Key Worker / Vulnerable pupils on site all other pupils at home learning remotely), a year group or class bubble closure due to a positive case or a self-isolating pupil.

To ensure we have catered for all eventualities we have planned how to quickly respond to ensure the children at Forest lodge Academy continue to learn and the move to a different way of teaching is seamless.

Forest Lodge Academy will provide remote learning for pupils that are not able to attend school so that no one need fall far behind. An outline of the provision, expectations and guidance will be given below. Forest Lodge Academy are aware that these are exceptional times and that home learning must be accessible, as easily as possible to aid engagement and motivation whilst also respecting that each family is unique and will approach home learning in a way which suits their individual needs. The school will support pupils, parents and carers as much as possible throughout this period with regular communication.

Attached at the end of this document is an 'Expectations for all in online learning' leaflet which has been issued to all staff, parents and pupils. This sets out the aims of our remote learning provision and the responsibilities and expectations of all roles.



Remote education provision: information for parents

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

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

All pupils work and tasks will be displayed daily on several platforms. Firstly, all year groups throughout the school have a designated class page on the school website. <https://www.forestlodgeacademy.co.uk/> - go to class pages and then choose the year group and the weekly /daily timetable, lessons, activities/tasks, links and support materials will be available.

Pupils work will be uploaded to all platforms from the first day of closure.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

At Forest Lodge Academy we teach the same curriculum remotely as we do in school. All subjects reflect the whole school policy and the curriculum long-term plan to ensure that connectivity, progress and knowledge are sequenced in a suitable way for pupils age and ability. All pupils will have a broad and balanced curriculum available remotely mirroring what would be available in school.

In addition whole school virtually assemblies are shared as well as handwriting, spelling, time table tests, French for KS2 and a variety of PSHE Jigsaw lessons.



Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Primary school-aged pupils	Early Years – 2-3 hours of learning Key Stage 1 – 3 hours of learning, Key Stage 2 – 4 hours of learning All pupils have access to additional learning platforms in addition to this e.g. Reading Eggs, Phonics Play, Spelling Shed, Mathletics, Time Tables Rock Stars
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Accessing remote education

How will my child access any online remote education you are providing?

All remote learning for pupils in all year groups will be published on the school website as well as other platforms. This will take place daily alongside a proposed timetable to enable pupils to form a daily routine. Daily English and Maths lessons are planned in all year groups with an additional topic/foundation subject lesson.

All parents and pupils have been issued with logins, usernames and passwords to allow access to the below platforms.

Pupils who are in Early Years – Nursery and Reception will also have their daily timetable and tasks/activities uploaded onto 'Evidence Me' the learning journey platform which all parents subscribe to when joining the school.

Pupils in Years 1-6 also have access to a Microsoft TEAMS account and all timetables and daily lessons are also uploaded onto this platform.

Having several ways of engagement ensures that parents and pupils can feel comfortable with access and usage dependent on confidence levels.

Pupils can submit work and receive feedback through 'Evidence Me, TEAMS or the designated Year group email linked to the home learning page.

All pupils have access to additional learning platforms in addition to this e.g. Reading Eggs, Phonics Play, Spelling Shed, Mathletics, Time Tables Rock Stars

All pupils have had training and practice in using these platforms when accessing lessons or homework over the previous few months and parents are also used to communicating through one of the above means. This has aided the transition when and if needed to revert to remote education.

Any parents needing technical support are encouraged to email the year group address and a member of staff will talk them through this process.



If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

At Forest Lodge Academy we aim to ensure all families, pupils have remote access of some sort through a device. Parents are called 1 or 2 times per week and we have quickly built up a picture of families who have access through a tablet, laptop, phone, Xbox or PlayStation and those who do not the DFE have allocated a limited number of devices to each school.

Device Loan

Any parents/carers who do not have an electronic device are to inform the class teacher by email or telephone call. The school holds a priority list and devices are issued alongside a loan agreement by the school. The DFE have allocated a limited number of devices to each school and we use these and then the schools supply as necessary and if available.

Internet Access

Any families struggling with internet access are again advised to contact the class teacher through email or telephone call. We have several options, Vodaphone data sim cards and provider referral as some providers are offering higher data usage to some customers. Details are to be discussed on an individual basis so that we can find the most suitable support.

Paper Packs

Paper packs are a last resort due to resources and safe delivery. This also inhibits the feedback return for pupils, as this is done electronically. The school will work with all families to move away from this method due to the nature of teaching, learning and the interaction with staff and other pupil benefits.

Each family are advised to discuss connectivity issues with the school so a suitable solution can be found with the best outcomes for all.



How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

At Forest Lodge Academy we offer a blended remote learning approach. Like parents, teachers are also learning a new way to teach and as confidence develops in technical use so will our offer of delivery and targeted support.

The below refers to Evidence Me (Early Years) and TEAMS

All Year groups have a weekly timetable updated to the website and their platform to enable parents and pupils to see what each daily routine will look like and the expectations of work to be completed. This will follow the format of English, Maths and Topic at appropriate Key Stage levels for e.g. Phonics etc. alongside additional activities set on Reading Eggs, Mathletics, Phonics Play.

All year groups will use a combination of teacher recorded videos daily, modelling, demonstrating and scaffolding work for pupils with a familiar adult. Other electronic platforms maybe used to support this and as a school we are developing several live lesson offers throughout the week dependant on key stage. Teachers will begin by holding several TEAMS sessions to train the pupils in expectations and online etiquette and this will develop into teaching input sessions over time of various lengths (Years 1-6). Small group interventions will also be recorded as well as differentiated work and support set/sent or recorded for targeted groups of pupils to enable equal access to quality education.

Pre-recorded teacher sessions enable pupils to still see a familiar face and access these at a time suitable to them, especially if multiple pupils need to share devices in a home or parents are working, or so they can pause to aid them in the thinking process. This ensures all have equal access.

Independent activities will also be set for pupils to log on to or complete along with support resources and texts where appropriate. Links to various website and tools will also be indicated within in each session explanation.



Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

Engagement and Attendance

At Forest Lodge Academy we believe in every child's right to an education. Therefore, daily attendance, engagement with all online learning is expected. We encourage all pupils to take part and complete their learning sessions to maintain their quality of education. We understand that each family circumstance is unique whether this be home life, working families or device sharing. It is so important that all parents, pupils explain this to teachers during weekly phone calls. We will monitor daily attendance and engagement and support where necessary if work is not completed daily or regularly.

Parental Support

It is essential that parents/carers encourage all pupils to complete daily tasks, watch learning videos and submit work, written, photographs or videos etc. through their platforms or year group emails. This will keep pupils on track for their age and stage and they are less likely to fall behind. Maintaining a good routine, working, eating and sleeping pattern will lead to a healthier lifestyle and will aid their transition back into school without feeling behind their peers and strengthening pupil teacher relationships.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

All staff members will keep a tracking record of work completed by each individual whether this be from work submitted through TEAMS/ evidence me or year group emails as well as participation in interactive class/group work.

Rewards such as points, certificates will also be used to encourage participation.

All other platforms such as reading eggs, mathletics and spelling shed will also be monitored to check on individual engagement.

If there are any concerns with regards to engagement, suitability, need or support class teachers will discuss these with you during the weekly support phone call.



How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

At Forest Lodge Academy we have tailored our online provision to ensure it is suitable for all age ranges.

Nursery and Reception – Are using 'Evidence Me' as parent and pupils are familiar with using this platform generally throughout the school year to upload homework and view observations that have taken place throughout the week. Parents can upload photographs and videos of the learning taking place easily. Teachers will then comment on and give feedback and encouragement to pupils. We will endeavor to make online learning sessions fun and engaging and offer support and advice where necessary as we understand that learning remotely for this age range can be difficult.

Staff are giving feedback most days but between the hours of 8.30am – 4.30pm through all platforms. We understand that some work may be sent later, but feedback will not be given until the following day.

Years 1-6 - Are using the TEAMS platform, pupils are familiar with this and staff keep a record of submitted work and comment giving feedback and encouragement Pupils in Year 1 / 2 if not confident in TEAMS are submitting work through the Year group email and the same applies. Staff and pupils are also using the chat facility in the TEAMS platform to give whole class feedback, self-mark or assess as well as taking part in virtual quizzes to improve scores over time. This gives staff an indication of the learning and retention taking place.



Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example, pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

All Teachers are liaising with parents consistently and the SENCO and 1-1 support staff are liaising with their named pupils and families weekly to ensure learning is suitable and to eradicate any difficulties or give support or referral information to other agencies. All pupils who have an EHCP, LAC or are working with social care or who are classed as vulnerable in school are mostly attending school site.

Appropriate work is being differentiated and tailored to pupil's needs and abilities. Activities or pre-recorded sessions are sent to pupils who are on the SEN register or working below their age range to enable them to access the equivalent content. Small group interventions are also being pre-recorded for certain pupils and this may develop for older pupils into live targeted group intervention sessions.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

If a child needs to self-isolate, the same remote learning platforms will be in use. The online resources will be in use in the same locations. This again will mirror the content being taught to pupils on site. Pupils may not have live sessions this will be dependent on age however, the usual daily timetable will be followed with recorded sessions from a variety of sources. Staff will carry out weekly phone calls to answer any queries and can be communicated with through email regularly to assist with support, feedback will be given on all work submitted.



Expectations for all in online

'Remote Learning @ Home'



This plan will be put into place in the event of full school closure; class closures or partial school closures.

Forest Lodge Academy Aims

- To minimise the disruption to pupils' education and the delivery of the curriculum
- To outline Forest Lodge Academy's approach for pupils that will not be attending school as a result of government guidance (full lockdown), positive test or due to continued shielding
- To outline expectations of what the school will provide in terms of education if a class, bubble or local lockdown occurs, or if a child has to isolate
- To outline teaching staffs expectations of what they need to do in order for them to provide remote education for their class or individual children when required
- To outline parents and pupils expectations of what they need to do to engage during a school closure and how the school can support you.

The Headteacher will:

- Ensure those families entitled to Free School Meals will be provided with a food parcel or vouchers during a closure
- Ensure the home learning tasks set are to a high standard, which reflects the usual curriculum
- Ensure class teachers, senco or learning behavior mentor have contact with each child/family once a week
- Monitor the engagement of pupils learning
- Monitor MyConcerns / safeguarding concerns regularly
- Communicate regularly with families through emails, website, weduc or facebook using letters where appropriate
- Meet regularly with staff remotely or by telephone
- Respond to parents queries and concerns
- Ensure the day to day running of the 'remote' school and the learning and safety of those children in school (Key worker and vulnerable children) Regularly review plans and risk assessments and update with new government or trust guidelines where appropriate.



Expectations for all in online

'Remote Learning @ Home'



Class Teachers will:

- Follow their usual planning for all subjects
- Follow their usual timetable of learning each day as much as possible and share this with you
- Provide recorded / some live / remote lessons to explain concepts and ensure the children understand their learning tasks
- Upload learning onto the website, Evidence Me or TEAMS with supporting resources
- Feedback to children on their uploaded learning through platforms or email
- Provide additional support for children/parents through phone calls or explanations via Teams or email
- A member of the year group team Teacher/Teaching Assistant will speak with all children/parents by telephone weekly or more if needed
- Monitor the daily engagement of children and call the families of those not engaging to offer support weekly
- Log any safeguarding issues on Myconcerns

Parents will:

- Set a clear routine with the child using the timetable and the daily tasks set on the website, TEAMS or Evidence Me
- Look at TEAMS, Evidence Me or the school website daily to ensure they are fully up to date with all school news and expectations of the day
- Support their children to complete all of the learning set as much as possible
- Liaise with school staff and seek support on behalf of their child when needed through email



Expectations for all in online

'Remote Learning @ Home'



Children will:

- Log on to TEAMS / school website / Evidence Me each day and complete tasks to the best of their ability
- Watch all of the learning sessions / take part in live lessons as these develop depending on age
- Complete the learning set by their teacher each day and upload their learning as requested by the teacher – photograph/video
- Respond to feedback through teams or email
- Get in touch if extra support is needed

Live sessions

- **Log onto your sessions in a communal family space**
- **Parents/siblings should not be seen**
- Set yourself a learning zone if possible
- Have all your equipment ready for the session, pens, pencils, paper etc.
- Ensure you are wearing appropriate clothing – no pjs!
- Make sure you are comfy, so you don't have to leave and miss anything important
- Have a drink with you

When you are logged on

- Ensure your background is suitable
- At the time stated Open up and Log on to TEAMS using the app with the camera on and microphone muted
- Don't record, take photos or screen shots of the meetings
- The teacher will virtually welcome and give instructions of how the sessions will work.
- They will let you know how to share opinions, answers either using the chat or hand up icon. This may vary for each session so listen carefully!
- Expectations will be reiterated throughout the session. We have the same behaviour expectations that are set within the classroom and rewards / points / dojos will be given for engagement as well as sanctions if needed
 - Think before you write anything in the chat, always be polite and respectful
 - Enjoy seeing your friends, teachers and your learning! Have Fun!

