



Hassocks Infant School

Remote Learning Guide for Parents and Carers

What is Remote Learning?

Remote Learning is where the children and/or teachers are not physically present in a traditional classroom environment. Therefore, the learning which would normally take place in the classroom is relayed via another means. For example, through an online platform, video conferencing, calls or work packs.

What is the aim of this Remote Learning guidance?

- To support our school community to understand Hassocks Infant School's approach to remote learning.

Please see our Remote Learning Policy for full details.

When will Remote Learning be used?

At Hassocks Infant School we have identified four different tiers for when we would need to use remote learning. These are as follows;

Tier 1	Tier 2	Tier 3	Tier 4
Individual children are self-isolating.	A whole class is self-isolating.	A whole year group is self-isolating.	A school closure.

What will happen with Remote Learning at each Tier?

Tier 1 – Individual Children are Self-Isolating
<ul style="list-style-type: none"> • When a child goes into self-isolation parents/carers will be contacted by a member of the school team. • You will be asked if you need any support with additional resources such as pens and paper to support your child's learning from home. • Following this, families will be sent a 14-day learning pack. This will include a letter to the children and parents/carers about how to use this pack to support learning. • If your child has Special Educational Needs, the SENCo can be contacted to ensure that this pack is adapted to meet the needs of your child. • The 14-day learning packs are created by our class teachers and focus on key skills that are being covered in class each half term. • Families can request Keeping in Touch (KIT) calls by calling or emailing the school office on office@hassocksis.com. <p><i>At this stage, your child's class teacher and teaching assistant will still be teaching full time and supporting children in school and are unable to provide remote learning via an online platform. However, we would love to see your learning on Tapestry.</i></p>
Tier 2 - A whole class is self-isolating.
<ul style="list-style-type: none"> • At this tier, if the class teacher is well, learning will be moved onto Tapestry, an online learning platform. • Each Friday afternoon, a Visual Timetable with an overview of the learning for each day of the subsequent week will be uploaded to Tapestry via the "Memo" section. • Lessons will include a blend of recorded videos, PowerPoints, voice clips and uploaded resources.

- Lessons which are known as “activities” on Tapestry will be shared by 4pm the day prior to the lessons.
- Class teachers will inform parents and children if children should post a photo of their learning in Tapestry.
- Class teachers and teaching assistants will provide some feedback on observations in Tapestry.
- Class email addresses will be activated at this tier.
- A weekly whole class zoom session will take place.
- Families can request a Keeping in Touch (KIT) call by their teacher or teaching assistant by emailing their class email address.

Tier 3 - A whole year group is self-isolating.

- As Tier 2 with the addition of some assemblies shared on Tapestry.

Tier 4 - A school closure.

- As Tier 2 and 3.

From Tier 2 onwards, we will review if it is possible to hold any live sessions during the self-isolation/closure period. If this is agreed, we will share how this will work and expectations with parents/carers.

How will children with Special Educational Needs and/or Disabilities (SEND) be supported?

Our SENCo, Jo Heath will work closely with class teachers and families to ensure children with Special Education Needs and/or Disabilities (SEND) are supported with remote learning appropriately. This may be in one of the following ways:

- *adapted resources*
- *adapted remote learning*
- *alternative learning objectives*
- *additional support for parents*
- *additional KIT calls*
- *signposting to training and workshops for parents*

A risk assessment will be carried out for those children with Education and Health Care Plans (ECHPs) to identify how best to support them with remote learning. Our SENCo or class teachers will contact parents of children on the SEND register to discuss this with them.

What is Tapestry and how do I use Tapestry to support Remote Learning?

Tapestry is an online learning platform that can be accessed by staff, children and parents at school and home. It enables our community to create a record of a child’s experiences, development and learning journey. These records are stored in a secure file on tapestry to demonstrate your child’s unique journey. Tapestry is available as an app or on a web browser.

A video resource focusing on Tapestry to support Remote learning (Tier 2 onwards) can be found by clicking here:

Please bear with us while we create this resource. The link will be available from 20th October 2020.

How will my child’s learning be monitored?

Tier 1	<ul style="list-style-type: none"> • During Tier 1 our staff will still be teaching full-time and therefore, unable to provide regular feedback. Therefore, we have created the 14-day Learning Packs which focus on the key learning skills which have been identified for each year group. These learning packs will be regularly updated based on ongoing assessments.
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	<ul style="list-style-type: none"> You are welcome to email office@hassocks.com to request a KIT call and a member of staff will call you back. At the end of your child's self-isolation period, they are welcome to share their learning with their class teacher. To reduce items coming into school, this can be shared as observations on Tapestry. When your child returns to school, they will be supported back into the classroom and if appropriate will be supported by a recovery curriculum until they are resettled into their class.
Tier 2, 3 & 4	<ul style="list-style-type: none"> During Tier 2, your class teacher and teaching assistant will monitor the learning being shared on Tapestry. Class Teachers and Teaching Assistants will provide some feedback via Tapestry. This may be to the whole class, groups or individually to your child. One of the following methods will be used to provide feedback: <ul style="list-style-type: none"> written feedback voice clips during KIT calls adapting planning to respond to observations and feedback Class teachers and teaching assistants will adapt planning for subsequent lessons based on children's understanding and progress. Class teachers will engage in a live weekly zoom session with the class. The regularity of these zoom sessions will be reviewed throughout the year. Class teachers will monitor emails sent to class email addresses. SLT will monitor child's engagement with remote learning and work with families they identify as having low levels of engagement. <p><i>Please be aware that this is subject to your child's teacher and teaching assistant being well.</i></p>

How can I use the class email addresses (Tier 2 +)?

From Tier 2 +, class emails will be activated. If you or your child would like to email their class teacher and/or teaching assistant, these class emails can be used. In order for this to be manageable for our staff we have set some expectations around the use of emails to teachers (see below).

Class	Email
Willow	willow@hassocks.com
Beech	beech@hassocks.com
Cherry	cherry@hassocks.com
Ash	ash@hassocks.com
Chestnut	chestnut@hassocks.com
Apple	apple@hassocks.com
Elm	elm@hassocks.com
Holly	holly@hassocks.com
Oak	oak@hassocks.com

Expectations of email use:

- Emails can be sent to update the teacher on:
 - what you have been up to during this time
 - questions you may have around home learning
- The teachers will be unable to respond to anything that does not fall within the above criteria. Please also remind yourself of the home school agreement that was signed at the start of the academic year.
- Teachers/teaching assistants will only be able to respond to emails sent from children within their own class.
- Please try and include all the updates you would like to share/questions you may have within one email per week. Teachers will be unable to respond to any more than two sent from each child per week.

- Teacher/teaching assistants will aim to respond within 2 working days but this may not be possible if/when staff numbers become reduced.
- We will keep you informed if teachers' availability to respond to emails becomes unmanageable.
- These email addresses will not be checked after 4pm on weekdays or at weekends.

How will I access the weekly zoom session (Tier 2 +) and what are these for?

If you meet the criteria of Tier 2 +, you will be sent guidance about the weekly zoom sessions. This will include some rules when using zoom. This guide and rules can also be found on our website by clicking [here](#).

By joining a Zoom meeting organised by Hassocks Infant School, you will be agreeing to follow the rules stated in the above guidance.

Zoom calls for the children will focus on Personal, Social and Health Education (PSHE), as well as an opportunity for children to connect with their peers. These sessions will also be a chance for the children to provide feedback on their remote learning.

Who do I speak to if I have a concern regarding Remote Learning?

Please contact the school office on office@hassocksis.com If the office are unable to support please request that your query is passed onto your child's class teacher.

Year group	Designated contact
Reception	Willow – Miss Mitchell Beech – Miss Grigson (EYFS Phase Leader) Cherry – Miss Batchelor
Year 1	Ash – Miss Riley Chestnut – Miss Griffin Apple – Mrs Hutchinson (KS1 Phase Leader)
Year 2	Elm – Mrs Nash Holly – Mrs Brown and Mr Coulter Oak – Miss Sands

At regular points throughout the academic year, we will be asking parents, staff and children to provide feedback on Remote Learning at Hassocks Infant School. Surveys will be sent to parents via ParentMail. The Senior Leadership Team will review the feedback from all involved.

Who do I speak to if I have a concern regarding my child's wellbeing or a safeguarding matter?

If you have safeguarding concern, please request to speak with Lauraine Smith our Designated Safeguarding Lead or Adrian Bates-Holland / Jo Heath, our Deputy Designated Safeguarding Leads. They can be contacted by emailing dsl@hassocksis.com or you can call the school office and request to speak with one of them.

If you are concerned about your child's wellbeing, in the first instance you should request to speak to your child's class teacher. If they feel further support is needed they will ask a member of the Senior Leadership team to make contact with you.

Please also explore our school website where you will find signposts to various agencies and charities who may be able to offer additional support.

How do I keep my child safe online?

All the children have had/will have some learning on e-safety. We encourage parents and carers to familiarise yourself with ways to keep your child safe and closely monitor what your child is accessing when they are online.

Here is a link to the Internet Matters website where you will find some age specific practical advice on ways to keep you child safe online: <https://www.internetmatters.org/advice/>

In addition, we recommend the following two websites where you can access a range of resources to support your child in learning more about online safety;

- Safer Internet: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>
- CEOP: <https://www.thinkuknow.co.uk/parents/>

If you do have any concerns regarding your child and online safety please do contact the DSL team on dsl@hassocksis.com.

How will the school support me to help my child learn remotely?

We will use feedback from parent surveys to organise virtual workshops and presentations focusing on supporting remote learning.

Useful resources to have in your environment at home which will support your child's learning will be made available on Tapestry and on our school website. Some examples of these are:

- *number squares*
- *number lines*
- *number cards*
- *sound mats*
- *key word mats*
- *access to phonics resources*

Guide written: September 2020

This guide will be updated regularly.