



Remote Provision at Havelock

Please find below an overview of provision. You might also want to refer to our Remote Learning Policy and our Acceptable Use Policy, both under the policies section. For the latest updates and letters please go to the parent tab. We are here to help you, so if you have any queries, please contact us via Class Dojo or email admin@havelock.ealing.sch.uk

It is important that your child accesses their education **every school day**. If you are having difficulties with any aspect of this, we will find a solution, so that all your children can successfully learn from home.

Remote Learning

We teach the same curriculum remotely as we do in school, based on the latest DfE guidelines. Below you can see the expectations for remote teaching and learning in different phases.

At Havelock we use Microsoft Teams 365 as our learning platform in school and for remote learning for children in years 1-6. Children use TEAMS and OneNote for live lessons and to complete work from home. You can access the platform [here](#) and on our [website](#). We have added videos and support to show you how to access TEAMS. If you require support in your first language, please contact your child's class teacher, who will be able to help.

For EYFS, please see the section below.

Contact your child's class teacher via Class Dojo if you have forgotten your child's login/ password.

Daily Timetable for remote learning

As a guide, remote learning will take pupils broadly the following number of hours each day as a **minimum**:

- Early Years- 2 hours a day
- KS1 (years 1 and 2) 3 hours a day
- KS2 (years 3-6) 4 hours a day

Here is a link to our [weekly generic timetable](#), which includes the 'Live teaching' for each year group. Please ensure that your child logs on for the live sessions with their teacher. This will be a short input before your child completes a task independently.

For KS1 pupils who find it difficult to complete their work on OneNote, it is better to complete their work on paper and send the completed work as a photo using OneNote. KS2 pupils should be able to access the keyboard and submit their work, although we appreciate that this is a skill that develops over time.

We will provide each child working remotely with a resource pack to help them.

These are some of the approaches we will use to teach remotely:

- Live teaching each day, led by a class teacher using TEAMS and OneNote (except for Early Years- see below)
- Live assemblies every week
- Pre-recorded teaching videos from Oak Academy
- Video/ audio recordings made by teachers that are embedded in the OneNote lessons
- Visuals, videos and audios, worksheets from other educational companies (e.g. White Rose, PiXL)
- Project work, e.g. art/ Journeys Project
- On-line reading resources
- A combination of software available for all children including: MyMaths, Purple Mash, Spag.

Pupils with Additional Needs

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 pupils as follows:

Pupils with Educational Health Care Plans (EHCPs) will receive additional support if they are learning remotely from home. Parents will be contacted on a weekly basis for live interventions, such as 'Bucket Time', Project Code X etc... Parents will also be contacted by their child's Speech and Language Therapist to continue the programme of support they received in school. For annual reviews, or any other interventions from outside agencies, we will contact families individually.

Teachers are planning remote sessions with differentiated tasks for pupils with additional needs. This includes pupils who are new arrivals with English as an additional language (EAL). All pupils learning remotely will be offered paper materials and some resources to support them. They will also be signposted to online resources that will help them to engage outside remote sessions with their teacher.

The majority of teaching staff speak one of our community languages, so please let us know if we can support you with any of the above.

Technology

We are really pleased with the level of online engagement we have had from our pupils. We recognize that some pupils do not have suitable online access or devices at home, so we have acted quickly to provide these for our pupils.

The small percentage of families who do not have access to a device or the internet can be provided with printed materials to support their learning, as well as information on how to submit their work for feedback.

We take a daily register in each remote lesson, so if your child is not engaging, we will contact you to resolve any issues.

EYFS

In the Early Years we use Class Dojo and Zoom to support learning. It is difficult for younger children to use TEAMS, so they will have live lessons e.g. stories and phonics, via Zoom, with activities uploaded on Class Dojo.

Activities for EYFS children include setting tasks that are linked to what can be done at home using everyday objects, such as using milk caps for counting or phonics.

Home learning documents, to support parents with tasks, have been offered to parents.

We will distribute paper packs, reading books and pencils to support home learning. Videos are sent to parents to support with continuous provision at home. Our EYFS lead has sent out lots of ideas of how to do this, using everyday items at home.

Expectations for engagement and feedback on learning

We have set out some protocols for remote learning below:

- Children are required to attend the daily TEAMS sessions with the teacher. *If this is not possible, please contact the teacher. Alternatively, a member of staff will ring home to speak with a parent/carer and seek solutions to the challenges faced.*
- Children should be appropriately dressed. i.e. no pyjamas.
- Children should have an adult in the same room or nearby. Parents/carers please confirm you are nearby by saying hello or being seen by staff.
- Children should have the video function on. *For privacy purposes, parents may like to use the blur background feature.*
- Children are **not** to use the chat function – teacher will disengage this function
- Children to follow the procedure/rules the teacher sets for communication.

We will take a daily remote register. If your child is not engaging then you will receive a telephone call from the school. This might be from someone working remotely, so the number might be withheld.

It is important that your child does not fall behind with their learning. If they are unwell you still need to call the school office, so that we know there is a reason for not being online.

Feedback can take many forms and will not mean extensive written comments from the class teacher:

- The class teacher will feedback briefly to your child once a week on their learning.
- They will give whole class feedback on misconceptions during the live lesson.
- There will be short quizzes using Microsoft FORMS that are automatically marked
- Pupils will be able to self-assess some work

Free School Meals

Eligible families will be able to collect food parcels in the first few weeks from school. From 25.1.21 we will move to the government's FSM Voucher system. You will be contacted directly by email regarding this. If you have not been contacted, please let us know.

This is not a provision for the Universal Infant Free School Meals but is a benefits based eligibility.

Contacting the school

All members of staff are here to support you and your families during this challenging time. Parent communications are sent to you via email and Class Dojo every week.

If you need to contact your class teacher about learning please do so via **Class Dojo**.

If you need to speak to a member of the leadership team please either email the school admin@havelock.ealing.sch.uk or call during school office hours (8.30am-4.00pm). We will endeavour to respond as quickly as possible.