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Thursday 7th January 2021

Dear Parents/Carers,

As you will be aware, we will be providing remote learning for all pupils who will not attend school during the lockdown. This letter explains our plans for remote learning during this period; what we will use; how this will work; and what expectations we have of the children.

This is a new experience for all of us and there are bound to be challenges. Please bear with us whilst we all become more familiar with this new way of working. We assure you we will work with you so that we can achieve the best outcomes for all our children - we will all want to do this.

We understand that learning remotely for primary aged children is not ideal and we will do all we can to support you. Obviously the expectations for primary children are very different to secondary pupils.

This letter contains a lot of information so we have tried to make it as clear as possible.

What are the government expectations for primary pupils learning remotely?

1. The aim is for children to complete a minimum of 3 hours work per school day
 2. Teachers are not expected to respond and mark every piece of work
 3. Children should be given access to a range of high quality online resources to support learning
 4. Teachers are expected to notify parents when pupils do not engage in remote learning
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1. When learning from home, work is to be set from the usual school curriculum and cover the skills/knowledge/topics, from a range of lessons that children would be learning if they were in school as usual. Children's reading and times tables practice are essential to their learning development and count as part of the daily learning time. Children should read every day for at least 10-20minutes - this can be reading aloud to another member of the family or reading to themselves. Children should also log in to Times Tables Rockstars to practise their times tables for at least 10-20 minutes daily (TTRockstars logins are in pupils' home/school diaries).
 2. The government does not expect teachers to mark and respond in detail to every piece of work as they recognise that all school staff are working hard to provide education for pupils still in school. Instead teachers are required to give feedback on pupils' work weekly and can use technology to do this, e.g. an automatically marked quiz.
 3. Children should be given access to a range of high quality online learning resources to help with their learning. We will make use of resources such as BBC Bitesize (for all subjects), White Rose (for our maths curriculum) and Oak Academy (for all subjects). Each of these platforms are designed to provide children with video explanations and models of the concepts they are learning. (The Oak Academy was set up for precisely this purpose and is the government recommended resource for teachers to use and pupils to learn from home.)
 4. The government has asked teachers to check in at least weekly with pupils and to monitor their engagement in online learning. If there are concerns about pupils not engaging with learning remotely then the government has also asked teachers to inform parents of their concerns.

What are our expectations of pupils?

It is important that your child engages with home learning and keeps up with their tasks and learning set in Google Classroom. If they aren't engaging then we will contact you so that we can work together to improve this. We understand sharing devices is a challenge, especially for those families with several children (not just at Portway!). We have therefore planned our offer to allow flexibility for families about when children will complete their learning tasks.

How will remote learning be shared with pupils?

Remote learning for all our pupils will be delivered using Google Classroom. All pupils have their own login information for their Google Classroom (this can be found in their home/school diaries) and, last term, all pupils have had experience of logging in and using Google Classroom in school as well as to complete homework. There

is still a help guide for parents on our website; this can also be accessed by clicking this link: [Parent Guide to Google Classroom](#).

Each Google Classroom will contain instructions about tasks that pupils are set for each day and the links to help them learn. These links may be to one of the learning platforms mentioned above or to another online resource that will support learning - such as Education City or Times Tables Rockstars. Links may also be to a quiz or a PDF or Word document resource that the teacher has uploaded for the child to complete.

Google Classroom has a 'comment' or 'chat' facility where pupils can ask a question if there is something they don't understand or are unsure of.

In addition to learning provided in Google Classroom, we will also create a page on our website of other activities and projects that children can engage in. These are extras for pupils who want them and work set in Google Classroom should be the priority.

How will staff and pupils communicate?

Each day on Google Classroom will start with a 'registration video' which will be available from 9:00am. This can be watched at any time during a day but *must* be the first thing that the children do. During the video, the teacher will give pupils instructions about the work they have uploaded to the Google Classroom for the children to complete. Pupils should leave a comment on this video (hello or thank you) to let the teacher know they have seen it and so that the teacher can monitor who is engaging with the remote learning.

During the week there will also be a GoogleMeet for all the members of the class learning at home. The timing of this will be communicated by the teacher through the Google Classroom and pupils will be invited by an email to their Google account. This will be an opportunity for the class to meet together and for children to talk about the successes or challenges they have had with their learning. (We must stress that this is a meeting opportunity for the pupils and their teachers. Not for parents! ☺) We would hope that all pupils attend this meeting if at all possible. At any time a pupil can use the comment or chat feature to ask a question. Teachers will only respond to these comments between 9:00-3:30 and may not be able to respond immediately as they will also be teaching children in school as well as supporting other pupils remotely too. Please bear this in mind.

What will pupils need at home?

Children will need to access Google Classroom using a laptop, desktop computer or tablet. Google Classroom works on all devices and there is some guidance for parents about logging in on a computer or tablet in the video available on our website (link mentioned above).

Yesterday's Portway Press included information for parents for whom this is a challenge.

What if my child is on the school's SEND register?

If your child is on our SEND register and is not in school then you will also receive a letter from Mrs Norton our SENDCo. This will give you extra information about how we can support your child's particular needs.

What can parents do to help?

We appreciate that this is not an ideal situation for anyone and will present challenges for us all. Some children will be able to work more independently than others; younger children in particular may need support in accessing materials online and staying focused with their remote learning. We ask that you help them as much as you can.

At the same time we appreciate that many of you will also be working from home yourselves. It would be very helpful if you can take an active role in your child's learning by hearing them read and talking to them about their day and what they have learned.

Our top tips:

- Encourage your child to be ready and dressed for the day and to keep to a timetable that you have agreed together.
- Make it clear when the school day is over so that school and home life are separated.
- Plan breaks and exercise into the day to help keep your child active.

This letter outlines how we plan to start the first week and will provide all of us with the opportunity to put into practice our growth mindset strategies, including learning from our mistakes and developing our resilience when things are difficult! We are in no doubt that we will need to tweak things as we go along!

Thank you for your continued support.

Kind regards



Vicky Windross
Deputy Headteacher