



Tuesday 5<sup>th</sup> January 2021

Dear Parents and Carers,

As promised, I am now able to write to you to offer further clarification on the remote learning provision now being provided for all pupils at Rackham who do not fall into our Critical worker and vulnerable pupil group.

As mentioned in previous correspondence from the school, our remote learning provision will continue to utilise the learning platforms that were so successful for us during the last lockdown period. These platforms are familiar to both our staff and pupils.

**Our remote learning provision:**

As you will be aware, schools are required to have a remote learning plan in place so that any child who cannot attend school because of COVID-19 does not miss out on their learning. This provision has now been stepped up and is a full scale package for pupil education and as such is compulsory.

Our provision will encompass some additional daily live elements for the pupils by scheduling in morning Zoom registration periods and afternoon check-in sessions. Year teams will explain more about this on their year sections on our website. In addition, we will be utilising the new, improved Seesaw subscription which is more intuitive for both pupils and staff and will make work submission far simpler than during our previous remote learning period. Miss Wakefield has produced a very useful guide to the updates on the Seesaw platform [here](#).

All year teams have also set up their own YouTube channel where videos are easier to access and can run for longer than was previously available when using Seesaw. The YouTube links will be shared on the Seesaw platform as will all the resources required. The written plans will be shared on our school website however they will not be sent out to parents from the main school office as was previously the case. All pupils will be taught by their current class teacher, who will be recording videos or live Zoom sessions from school every day. Class teachers will post their plans onto the website every Friday and post lesson introduction videos and resources onto YouTube and Seesaw respectively.

Our remote learning provision has been developed with our students and their families in mind, taking into account feedback and the experience of students and staff to date. We believe that this strategy works best for the children at our school.

The details in this letter also aim to ensure consistency in the approach to remote learning for pupils who are not in school and set out expectations for all members of the school community with regards to remote learning.

### **Teacher expectations:**

- When providing remote learning for forced closure, teachers must be available between 8.30am and 4pm.
- If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- When providing remote learning, teachers are responsible for taking a live register via Zoom every morning and afternoon and checking in with all pupils in real time. This time can also be used to explain the overview for the day, just as the start and end of the day would be for children when they are in school.
- YouTube videos will be shared on Seesaw with introductions to each lesson. There will be a minimum of three hours of learning every day which will usually equate to an hour of maths, an hour of English and an hour of topic based work for years 1 - 6. In addition to this, there will be phonics, spellings, reading and Powerful Words Project available.
- Seesaw and Tapestry posts will be scheduled for 8am or earlier with links to the year group YouTube pages.
- Plans and resources will be uploaded onto our school website on Friday evening to afford parents an opportunity to view them before the next week and Monday's registration.
- In addition to the twice daily live Zoom sessions, pupils will be afforded a 'Friday Fun' Zoom session, which will be an opportunity for teachers to end the week with their children and have some fun celebrating the efforts from the week with their class.
- Teachers will acknowledge every piece of work posted on Seesaw and will provide a minimum of three personalised feedback comments to individuals a week.

### **Pupil expectations:**

- Staff can expect pupils learning remotely to be contactable during the school day, although it is recognised they will not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help from the class teacher in the first instance if they need it. Alert teachers or teaching assistants via Seesaw, Tapestry or the class email.

### **Parent expectations:**

Make the school aware if their child is ill or otherwise can't complete work, by email to the school office. Be respectful when making any complaints or concerns known to staff.

Provide support for your children by:

- establishing routines and expectations
- defining a space for your child to work in
- monitoring communications from teachers
- beginning and ending each day with a check-in
- taking an active role in helping your children process their learning
- encouraging physical activity and/or exercise
- checking in with your child regularly to help them manage stress
- monitoring how much time your child is spending online
- keeping your children social but setting rules around their social media interactions.
- seeking out and communicating with school staff as different needs arise.

### **Establishing routines:**

In between the remote lessons, it is important that students get up and move around. From the first day you will need to establish routines and expectations. We believe the scheduled morning and afternoon Zoom registrations will help establish routines. It is important that you set these expectations as soon as distance learning is implemented, not several days later after it becomes apparent a child is struggling with the absence of routine.

### **Wellbeing:**

Being confined to home for an extended period of time can cause stress and conflict. Tips for looking after your children during isolation include:

- Talking to your whole family about what is happening. Understanding the situation will reduce their anxiety.
- Help your children to think about how they have coped with difficult situations in the past and reassure them that they will cope with this situation too. Remind them that the isolation won't last for long.
- Exercise regularly. Options could include exercise DVDs, dancing, floor exercises, yoga, walking around the garden or using home exercise equipment, such as a stationary bicycle, if you have it. Exercise is a proven treatment for stress and depression.
- Encourage your children to keep in touch with family members and friends via telephone, email or social media (where appropriate).

### **Timings:**

We understand that it is not viable for us to have all teachers zooming pupils at the same time because siblings at home may be sharing a device. As such, we have carefully timed our morning registration periods and afternoon check-in sessions. Our live registration and check-in sessions will not commence until Thursday 7<sup>th</sup> January.

The timings for these can be seen below, but teachers will also share these with you on Seesaw and Tapestry:

Morning Registration Zoom:

Year 5 and 6	9.00 am
Year 3 and 4	9.15 am
Year 1 and 2	9.30 am
EYFS	9.45 am

Afternoon Check-in session:

Year 5 and 6	2.15pm
Year 3 and 4	2.30 pm
Year 1 and 2	2.45 pm
EYFS	3.00 pm

Friday Fun Zoom (Please note this zoom will replace the check-in session on a Friday):

Year 5 and 6	1.30 pm
Year 3 and 4	2.00 pm
Year 1 and 2	2.30 pm
EYFS	3.00 pm

## Useful Contacts:

If parents have any questions or concerns about remote learning, they should contact the following individuals:

### Safeguarding:

Mrs Harrison or Miss Smith                      [ismith@rackham.cambs.sch.uk](mailto:ismith@rackham.cambs.sch.uk)  
[office@rackham.cambs.sch.uk](mailto:office@rackham.cambs.sch.uk)

### Curriculum Leads:

EYFS	Mrs Boyden	<a href="mailto:aboyden@rackham.cambs.sch.uk">aboyden@rackham.cambs.sch.uk</a>
Key Stage One	Miss Turner	<a href="mailto:gturner@rackham.cambs.sch.uk">gturner@rackham.cambs.sch.uk</a>
Lower Key Stage Two	Mrs Herselman	<a href="mailto:sherselman@rackham.cambs.sch.uk">sherselman@rackham.cambs.sch.uk</a>
Upper Key Stage Two	Miss Wakefield	<a href="mailto:swakefield@rackham.cambs.sch.uk">swakefield@rackham.cambs.sch.uk</a>

Family Liaison and Mental Health:      Miss Smith                      [ismith@rackham.cambs.sch.uk](mailto:ismith@rackham.cambs.sch.uk)

Free School Meals:                              Mrs Baxter                      [cbaxter@rackham.cambs.sch.uk](mailto:cbaxter@rackham.cambs.sch.uk)

Pupil Premium:                                      Mrs Baxter                      [cbaxter@rackham.cambs.sch.uk](mailto:cbaxter@rackham.cambs.sch.uk)

EHCP / SEND Team:                              Mrs Boyden                      [aboyden@rackham.cambs.sch.uk](mailto:aboyden@rackham.cambs.sch.uk)  
Miss Wakefield                      [swakefield@rackham.cambs.sch.uk](mailto:swakefield@rackham.cambs.sch.uk)

I would like to take this opportunity to thank all staff at Rackham for the amazing efforts they are making to ensure calm continuity within school. I feel happy that we have done all we can as a school and this is thanks to the hard work and efforts of our staff and our supportive community. A special thank you to our curriculum leaders for coordinating the continuity plan for our curriculum, to Miss Wakefield for ensuring our digital platforms are up and ready to go and to our office staff for managing with the enormously increased administrative workload.

Lastly, once again I thank the parents and carers for your unwavering support at this challenging time.

We will give you more information about remote learning as our experience progresses. We will continue to take on board your feedback and comments to improve our provision as much as we can.

Yours sincerely,



Mrs B Harrison  
Headteacher

