

## How will remote learning look at Radnor: A Parents' Guide – January 2021



At Radnor House, we have taken steps that provide you with the best example of remote learning based on our previous experiences as well as feedback from staff, parents and children. Please see what remote learning will look like at Radnor if we are needed to teach remotely for any reason. The following is a guide to what you can expect on a typical day and how you can best support your child(ren) at home during this time. In the event of the whole year groups or the whole school entering a remote learning situation, the school will provide a full online curriculum timetable using Microsoft Teams, Microsoft OneNote and Tapestry to complement our curriculum offer. Details as to how that will look can be seen below.

### A day in the life of a Pre-Prep child – Nursery - Year 2:



A new channel will be set up by teachers each day on Teams for you to be able to access the online classroom and a daily reminder note will be uploaded each day by the class teacher to remind all children of behavioural expectations.



Teachers and specialists will endeavour to make sure that all activities for the day are uploaded to Tapestry by 6pm the previous day. This is so that you can manage your time at home around a schedule that suits your family and have time to download and print any resources to help to support learning at home.

Class teachers will post a good morning message to begin the day on Teams by 8.20am. Parents, we would require you to support your child in replying to these messages so that your teacher knows that you are online and ready to learn! Then, a morning 'meeting' will begin at 8.25am for children to join and see each other and say good morning. These meetings will include elements of the PSHEE curriculum and supporting the well-being of the children. Children will not be able to comment before this time as their ability to comment on Teams will be suspended every evening at the end of the school day. For any required communication after school hours, children and parents are asked to email the class teacher.

We would like cameras to be on throughout these meetings as well as microphones to be muted (unless asked otherwise by the teacher) to promote our core value of respect.

All children will take part in either a live, staggered and differentiated phonics session for between 20-30 minutes each day. In Year 2, the phonics sessions may be replaced by an English lesson as the children progress through the curriculum. Times for your child's phonics/English session will be issued by the class teacher. Children and parents will need to comply with the school IT Acceptable Use Policy and should not record any online lesson content.

Break will be from 10.40-11.00am. From 11.00am – 12.00pm (12.30pm for Reception), children will take part in a live staggered and differentiated maths session for between 20 and 30 minutes each day. Times will be issued by the class teacher.

Lunch for Reception will be from 12.30-2.00pm. For all other year groups in Pre-Prep – Pre-School, Year 1 and Year 2, lunch will be from 12.00-1.30pm. This is to allow families to spend quality time together away from screens.



Independent work will always be set on Tapestry for children to access. For the times that children are not in a live session with their teacher, they are free to complete other work set by specialist teachers timetabled for that day or other independent work that they have been set. This can all be accessed through Tapestry.

The timetables for each Pre-Prep year group can be found on the following page. Here you will find when afternoon live lessons are scheduled throughout the week as well as when optional tasks will be available on Tapestry. Some of these optional tasks will contain pre-recorded content from your child's class teacher. Your child may choose to watch these pre-recorded lessons before completing the associated task set for them. In both Years 1 and 2, weekly PSHEE lessons will also be taught live. Swimming will not take place whilst children are taught remotely.

At 2.45pm there will be an 'End of the Day' meeting for Reception for children to join. For Years 1 and 2, these meetings will begin at 3.15pm. All children are expected to join this meeting. The class story or other PSHEE whole class activity will be delivered to the children. The Pre-Prep day will end by 3.30pm.

We understand that this time is incredibly tough for everyone, and there may well be days when the Pre-Prep children are finding it difficult to engage with online learning – it is a completely different environment, and it is harder for some children to engage through a screen. If you experience this, please discuss this with your child's class teacher. You may find that this leads to occasionally needing to take some time away from remote learning and come back at another time. As we do when a child has been absent due to illness, we will ensure that any gaps are filled at an appropriate time. Once the children return to school in person, we will assess and continue to support their academic and emotional well-being from this point.

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## Pre-Prep Remote Learning Timetables:

TIMETABLE FOR:		Year Reception			Remote Learning	
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PREP	PREP					
Reg	8.25	Registration	Registration	Registration	Registration	Registration
1	8.40	Phonics timetabled groups - 20 mins each				
2	9.10					
3	9.40					
4	10.10	Assembly				Assembly
	10.40	BREAK				
5	11.00	Maths timetabled groups - 20 mins each	Live PE			
6	12.00					
	12.30	LUNCH				
	13.30		Live Music			
7	14.00	Phonics timetabled groups - 20 mins each		Live Makaton with Mrs Granger	Live French	
8	14.40					
9	14.45	End of the Day meeting				
	15.30					

Reception optional tasks set on Tapestry and estimated duration	
<b>Monday</b>	Independent task – 15 minutes French – 30 minutes Topic – 30 minutes
<b>Tuesday</b>	Independent task – 15 minutes Topic – 30 minutes Drama – 30 minutes
<b>Wednesday</b>	Independent task – 15 minutes Computing – 30 minutes
<b>Thursday</b>	Independent task – 15 minutes PE – 30 minutes Music – 30 minutes
<b>Friday</b>	Independent task – 15 minutes Forest School – 60-90 minutes

TIMETABLE FOR:		Year 1			Remote Learning	
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PREP	PREP					
Reg	8.25	Registration	Registration	Registration	Registration	Registration
1	8.40	PSHE timetabled groups - 30 minutes each	Phonics timetabled groups - 20 minutes each.			
2	9.10					
3	9.40					
4	10.10	Assembly				Assembly
	10.40	BREAK				
5	11.00	Maths timetabled groups - 20 mins each	Maths timetabled groups - 20 mins each	Maths timetabled groups - 20 mins each	Maths timetabled groups - 20 mins each	Maths timetabled groups - 20 mins each
6	11.30					
	12.00	LUNCH				
7	13.30	Live Music			Live Computing	Live Forest School
8	14.00	String Babies - Timetabled groups - 15 minutes each	Live Topic	Live French		
	15.00	End of the Day meeting	End of the Day meeting	End of the Day meeting	End of the Day meeting	End of the Day meeting

Year 1 optional tasks set on Tapestry and estimated duration	
<b>Monday</b>	Independent task – 15 minutes Clever Fingers – 15 minutes French – 30 minutes Art – Pre-recorded – 60 minutes
<b>Tuesday</b>	Independent task – 15 minutes Clever Fingers – 15 minutes
<b>Wednesday</b>	Independent task – 15 minutes Clever Fingers – 15 minutes Drama – 30 minutes History/Geography – Pre-recorded – 60 minutes PE – 30 minutes Library reading – Pre-recorded – 30 minutes
<b>Thursday</b>	Independent task – 15 minutes Clever Fingers – 15 minutes RE – Pre-recorded – 60 minutes Music – 30 minutes
<b>Friday</b>	Independent task – 15 minutes Clever Fingers – 15 minutes Science – Pre-recorded – 60 minutes PE – 30 minutes

TIMETABLE FOR:		Year 2			Remote Learning	
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PREP	PREP					
Reg	8.25	Registration	Registration	Registration	Registration	Registration
1	8.40	English timetabled groups - 30 minutes each.				
2	9.10					
3	9.40					
4	10.10	Assembly			Independent English	Assembly
	10.40	BREAK				
5	11.00	Maths timetabled groups - 30 mins each				
6	11.30					
	12.00	LUNCH				
7	13.30	Live Topic	Live Drama	Live Music		
8	14.00				Live Computing	Live Library
9	14.30			Live French		Live PSHE (2.55pm)
	15.15	End of the Day meeting				

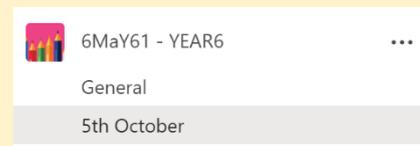
Year 2 optional tasks set on Tapestry and estimated duration	
<b>Monday</b>	Independent English and Maths tasks – 30 minutes Story time – Pre-recorded – 30 minutes Music – 30 minutes French – 30 minutes
<b>Tuesday</b>	Independent English and Maths tasks – 30 minutes Story time – Pre-recorded – 30 minutes Art – 60 minutes PE – 30 minutes
<b>Wednesday</b>	Independent English and Maths tasks – 30 minutes Story time – Pre-recorded – 30 minutes Science – Pre-recorded – 60 minutes Forest School – Pre-recorded – 60 minutes
<b>Thursday</b>	Independent English and Maths tasks – 30 minutes Story time – Pre-recorded – 30 minutes RE – Pre-recorded – 60 minutes Music – 30 minutes Drama – 30 minutes
<b>Friday</b>	Independent English and Maths tasks – 30 minutes Story time – Pre-recorded – 30 minutes PE – 30 minutes

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### A day in the life of a Prep child – Year 3 - Year 6:



A new channel will be set up by teachers each day on Teams for you to be able to access the online classroom and a daily reminder note will be uploaded each day by the class teacher to remind all children of behavioural expectations.



Teachers and specialists will endeavour to make sure that all activities that require printing or preparing at home will be uploaded to OneNote by 6.00pm the previous day so that resources are available for the next day's learning. All other work will be uploaded to OneNote in good time for it to sync and for children to be able to access the following day.

Class teachers will post a good morning question to begin the day on Teams by 8.20am. Children are expected to respond to this question with an answer so that your teacher knows that you are online and ready to learn! Parents, we would like you to ensure that children are doing this.

Children will not be able to comment before this time as their ability to comment on Teams will be suspended every evening at the end of the school day. For any required communication after school hours, children and parents are asked to email the class teacher.

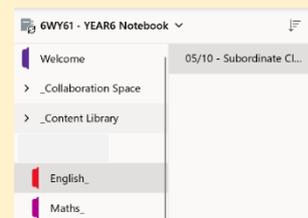
A morning 'meeting' will begin at 8.25am for children to join and see each other and say good morning.

We would like cameras to be on throughout these meetings as well as microphones to be muted (unless asked otherwise by the teacher) to promote our core value of respect.

The first lesson will begin at 8.40am. Children will follow their current school timetable throughout the morning. All class teachers and specialists will deliver their lessons in the online classroom on Teams and begin their lesson with a live meeting. Children should comply with the school IT Acceptable Use Policy and should not record any online lesson content. Any pupil found to be capturing personal information in this way will be sanctioned according to the school behaviour policy. There may be occasions when a lesson is pre-recorded. However, if a lesson is pre-recorded, teachers will be on hand throughout the timetabled time for the lesson to offer further support. Once children are directed to their tasks, the live meeting will continue to run so that those children who require support or feedback on their independent work can access this.



Prep children's independent work can be accessed either through Teams or OneNote as advised by the teacher. Work on OneNote will be organised according to the subject and clearly titled showing the date and either the learning objective or a short phrase in reference to the work set. Independent work for PE will be set on Teams under the 'Files' section.



Break will be from 10.40-11.00am and lunch will be staggered with Years 3 and 4 having lunch from 12.00-1.30pm and Years 5 and 6 from 12.30-2.00pm. The staggering of lunch is to coincide with the class timetables and the length of the lunch break is to allow families to spend quality time together away from screens. After lunch, children will follow their normal school timetable from 1.30pm or 2.00pm.

On certain days during the week, however, some year groups have timetabled lessons 30 minutes before their lunch is due to end. These lessons will take place as normal and so lunch will be 30 minutes shorter for these classes on these days.

Swimming will not take place whilst children are taught remotely. When your child's class are due to have swimming, a further lesson will be timetabled in place as directed by your child's class teacher.

At 3.30pm, Prep teachers will ensure that an 'End of the Day' meeting has been set up for children to join. All children are expected to join this meeting. The class novel or other PSHEE whole class activity will be delivered to the children. The Prep day will end at 3.45pm.

We understand that this time is incredibly tough for everyone, and there may well be days when the Prep children are finding it difficult to engage with online learning – it is a completely different environment, and it is harder for some children to engage through a screen. If you experience this, please discuss this with your child's class teacher. You may find that this leads to occasionally needing to take some time away from remote learning and come back at another time. As we do when a child has been absent due to illness, we will ensure that any gaps are filled at an appropriate time. Once the children return to school in person, we will assess and continue to support their academic and emotional well-being from this point.

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### Whole School Guidance and Expectations:



The normal school timetable will be delivered to all children whilst we are remote learning. In Pre-Prep, this will be in the form of live teaching for the teaching of phonics and maths as well as some specialist lessons. Whilst children are being taught remotely, there will be no homework set by class teachers. In Prep, the curriculum will be delivered in the form of live teaching using Teams to deliver the input and then using OneNote for children to access independent work.

We encourage all of the children to follow the Radnor House Core Value of **Respect** whilst they are working online. This includes having cameras on for all live lessons and microphones to be turned off unless asked to contribute. For safeguarding purposes, the children may like to consider blurring their backgrounds if they are working in their bedrooms and their personal effects are on show.

Please encourage your child to wear appropriate sports clothing for PE which is something that they can move in easily. Children should also dress appropriately for lessons. For normal lessons, they should wear clothing that they would be allowed to wear to school on a home clothes day. Make up is not appropriate. Your children are in their own homes, and we know that sometimes you are trying to juggle different lunchtimes and breaktimes. We are happy for children to eat whilst they are attending online lessons, provided that it does not prove to be a distraction to them or their peers whilst they are doing so.

For those 'Critical Worker' or 'Vulnerable' children in school during a period of remote learning, they will continue to follow the same timetable as their peers but remotely in school instead of being at home. They will be supported by a member of staff in school and provided with all of the equipment that they need to fulfil the learning whilst in school.

If we are back in school but your child needs to work remotely because they are self-isolating but in good health, teachers will be providing work to either Tapestry or OneNote, as appropriate, for them to complete and receive feedback on. If your child is unwell, work will not be set as they will need the time to get better.

Most feedback on independent work will be verbal and in the form of live feedback, but there will be the need for some written feedback where appropriate. Teachers will follow the school's usual rewards and sanctions guidelines as detailed in the Behaviour Policy Appendix. They will also email parents if there are ongoing concerns.

Children will not be permitted to use the 'Private Chat' function on Teams, and they will have the ability to comment on Teams suspended every evening at the end of the school day. For any required communication after school hours, children and parents are asked to email the class teacher. The ability to comment on Teams posts will be reinstated by 8.20am the following morning.

Parents are encouraged to support their children's work, including finding an appropriate place to work, printing out worksheets when required, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks. We understand that parents may need to sit with younger Pre-Prep children to facilitate their learning, whether that be supporting work that has been uploaded to Tapestry or whilst they are engaging in live or recorded online lessons. Please discuss the situation with your child's teacher if you are finding it difficult to provide this support and they will suggest strategies to make this more manageable.

For those children who require additional support, work will be scaffolded and resources available to meet the individual needs of the children. In Pre-Prep, this includes teaching phonics and maths in differentiated small groups. Children will also be supported by the class teachers to make sure that everyone is able to meet the objectives set for them. Mrs Duncan, the school SENDCO will be available to offer additional support to children who need it and can be contacted via email - [eduncan@radnor-sevenoaks.org](mailto:eduncan@radnor-sevenoaks.org). Mr Woodward, the Director of Studies, is also available for children to be supported in lessons and can be contacted via email – [awoodward@radnor-sevenoaks.org](mailto:awoodward@radnor-sevenoaks.org). If you wish to discuss the support that is provided for your child, please contact your child's class teacher in the first instance.

Attendance at all online lessons will be logged and monitored in the normal way, and the school will contact parents if there is non-attendance of which the school has not received prior notification.

If you are having problems accessing the remote learning for any reason, please discuss the situation with your child's class teacher in the first instance. The IT department can also be available to support with any technical difficulties that you may be experiencing. They also have a limited number of devices which may be able to be loaned out to you, if needed. They can be contacted on [IT@radnor-sevenoaks.org](mailto:IT@radnor-sevenoaks.org).

At Radnor House, we all understand that remote learning can be hard and that the learning environment at home is very different to that in school. We also know that you, as parents, know your child best, so if there are times when they are finding it difficult to focus on their remote learning, please communicate this to your child's class teacher and take some time away to do something different with them away from a screen or a worksheet for a short period before returning to the work later. The well-being of your children, yourselves as parents but also our teaching and support staff is of the utmost importance and we will strive to do all we can to support everyone through this difficult period.

# How will remote learning look at Radnor: A Parents' Guide – January 2021

## Frequently Asked Questions:

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

In the event that individual children are sent home from school to self-isolate, teachers will upload work onto Tapestry for Pre-Prep (Reception-Year 2) or OneNote (Years 3-6). This will be the same work and resources that those children in school are completing so that no learning is missed. Support will be offered by the Director of Studies for those children who require it. If a whole year group or whole school are required to work remotely, we will immediately switch to a full remote learning offering the following school day.

### 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?

During a period of remote education, the children in Prep (Years 3-6) will follow the same timetable as they would do in school. The only adaptation to the school timetable is a longer lunch break to allow for more time away from screens and to support the well-being of teachers and children. In Pre-Prep (Reception-Year 2), children will receive daily live phonics/English sessions and daily live maths sessions. They will also receive several short, live specialist lessons each week with non-compulsory independent work added to Tapestry for children to complete. These adaptations have been put in place based on parental feedback to support the well-being of parents and children at home.

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

The work set by class teachers should take no longer than the length of a normal lesson. Teachers will adapt tasks for remote learning and set time during remote lessons for children to complete work independently. However, we understand that working online requires different skills that may take time to adjust to. Therefore, time will be planned into the school week for children to complete work, if required. Also, teachers will only feedback to children on the work that has been completed.

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

Throughout the Prep School, children will be using Microsoft Teams for daily live meetings in the morning and at the end of the day. In Pre-Prep, live lessons will be provided on Teams whilst pre-recorded lessons will be uploaded onto Tapestry in the form of either video files or links to the video itself. Independent work will be set via Tapestry. Parents and children can use this to download independent work set and to upload evidence for class teachers to see and feedback on.

In Prep, live lessons will be provided on Teams. Children will complete independent work set for them via OneNote. Teachers will upload work for children to be able to access and then will feedback on the work produced.

If children do not have a device to access remote learning at home, then the school's IT department have a limited number of devices that can be loaned out.

If you are having problems accessing the remote learning for any reason, please discuss the situation with your child's class teacher in the first instance. The IT department can also be available to support with any technical difficulties that you may be experiencing.

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

In Pre-Prep, children may require some technical support initially to log on and respond to early morning messages to let the class teacher know that they are present. This support will also extend to work being downloaded for them from Tapestry. However, the majority of work set by teachers should be able to be completed independently or with little support.

Prep children should have the IT skills to access Teams and OneNote independently. The work set for them should also be of a level that they can complete independently or with little support from parents at home. Teachers will continue to be available throughout live lessons to support any children who need help with any work set.

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

Parents in Pre-Prep will need to upload independent work onto Tapestry for teachers to be able to see and feedback to. The parents of Prep children are able to view the work that children have completed on OneNote and the feedback that has been received.

If there are any concerns, class teachers will inform children that there is work outstanding. If there is an ongoing concern, then Ms Green (Pre-Prep) or Mr Woodward (Prep) will get in touch to see how the school can support both parents and children with remote learning.

### How will the school assess my child's work and progress?

Independent work will be assessed using the school's feedback and marking policy. This has been adapted slightly for remote learning but includes regular verbal and written feedback on your child's work.

The school will still issue Behaviours for Learning grades at the end of each term across all subjects in Prep (Years 3-6) and for English and maths only in Pre-Prep (Reception-Year 2). For your child to receive a Behaviour for Learning grade, regular attendance in lessons will be required. Radnor Levels for reading, writing and maths will still be used to measure progress and attainment during a period of remote learning. If children are not regularly in attendance for lessons or not completing work, then your child's progress will not be able to be measured and so your child's level will remain unchanged from the previous term.