



Hartshorne CE Primary & Governor Run Nursery - Home Learning Protocol

This protocol has been designed to support schools and parents during a self-isolation period and /or a bubble/class/school closure period to reduce the impact of loss on learning from school. In the event that your child needs to self-isolate or lessons are suspended for any period of time, we aim to establish a rigorous home-learning protocol to enable children to continue their education away from the school site with appropriate support structures to ensure equity for all children.

This policy aims to set out:

- Procedures and expectations for the wellbeing and safety of children and staff
- Provide a framework for learning and associated resources to support children's learning
- Ensures a consistent approach across the school, with expectations for children, parents, and staff

Should your child be subject to self-isolation or the school be forced to close or go through sustained periods of extended closure due to the virus all children will be provided with a range of learning resources. We will try to support families to access these resources through either full online recorded or live teaching, or through a combination of online and website-based learning. Schools will provide a suggested structure for families to follow and there will be a degree of expectation by the government that families follow these suggestions. Each school will ensure teachers are able to interact with children and families through the following platform(s). We acknowledge and realise the difficulty that some families face due to the lack of digital devices. We are applying for help from the Government support schemes, offering to support families to be able to purchase cheaper devices via Get Help With Technology Service.

- Email (with limited response timings for replies)
- Microsoft Teams (the main learning platform for EYFS, Reception children only, KS1 & KS2 children)

We will provide learning through other online applications to seamlessly provide learning content within MS Teams. Learning will usually take the format of an 'explicit teaching' content block - with the teacher delivering a pre-recorded or live short learning input such as an introduction through an animated power point or video. Timings of these will reflect the age of the children. There will be lots of opportunity for children to practise what they have learnt using both traditional methods and digital applications. Additionally, some learning materials (around 15-20 minutes) will be dedicated for practise on fluency and recall.

The learning content can be accessed through a variety of means: -

- Microsoft Teams
- Email
- School text system with links

Some examples of the supplementary applications that may be used are shown below:

- Maths (TTRockstars, White Rose Maths, Mr Bee, Maths Ninja)
- English (Vocabulary Ninja, phonics play)
- Science (BBC Bitesize)

It is important to remember that schools fully understand the challenges of Home Education whilst handling other work and family commitments. Our schools will provide a range of learning materials for support but will also provide a range of solutions for parents to access online facilities where schools can respond to parents' enquiries.

We also recognise that some families will need long-term support to develop the capacity within their home for their children to access all the learning resources.

Please note that all learning materials produced by a school can be shared widely. However, pupil logins to website subscriptions that the school has purchased must not be shared externally.

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Structure of the School Day (KS1-KS2)

The intention of this policy is to provide guidance for parents to ensure children can experience a range of educational learning experiences. It is not designed to provide a replacement structure for formalised learning. However, routines and structures are important, and to that end, we have provided an example of what an effective learning week might look like. It is not a formalised structure for families to follow but it is recommended, and we do advise that you try to adhere to the schedule as much as possible. The learning platforms will be open from 9am to 3pm.

Each lesson or project will have a clearly defined objective and outcome which will be assessed by the teacher through verbal comments with MS Teams. Feedback will be given but will not be instantaneous and will vary due to the nature of remote learning. Your child will receive feedback by the end of the working school week though. Your child's teacher will send a timetable of activities or events for the week specific to your child, which may be different from their siblings attending the same school. A typical structure is shown below.

KS2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am – 9.30am	Registration Children to register attendance using Microsoft Forms, sharing their feelings, thoughts, and challenges Watch Class teacher video (max 5 mins) explaining the day ahead Decide on a time slot for the daily / weekly collective worship.				
9.30-10.00	Maths	English - Grammar	Maths	English - Spelling	Project Days (Humanities/RE focus) or Intervention Activities Topic
Break - 10.00-10:30					
10.30-11.30	English - Grammar	Maths	English - Grammar	Maths	
11.30-12.00	Group interaction time	Group interaction time	Group interaction time	Group interaction time	
Lunch - 12.00 – 13.00					
13.00-14.00	Topic learning				
14.00-14.30	Connect Time An opportunity to discuss the days learning with the class teacher and ask questions if required. There will be an opportunity to evaluate the days learning (parents and children)				

KS1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am – 9.30am	Registration Children to register attendance using Microsoft Forms with their parents, sharing their feelings, thoughts, and challenges Watch Class teacher video (max 5 mins) explaining the day ahead				
9.30-10.10	Maths	English - Phonics	Maths	English - Phonics	Project Days (Humanities/RE focus) or Intervention Activities Topic
Break 10.10-10:50					
10.50-11.50	English - Phonics	Maths	English - Phonics	Maths	
11.50-12.00	Reading practice	Reading practice	Reading practice	Reading practice	
Lunch 12.00 – 13.00					
13.00-14.00	Home Projects set by teacher				
14.00-14.30	Connect Time An opportunity to discuss the days learning with the class teacher and ask questions if required. There will be an opportunity to evaluate the days learning (parents and children)				

EYFS (Reception) Timetable					
Time (GST)	Monday	Tuesday	Wednesday	Thursday	Friday
9.00-9.30	Registration & Basic Skills Parents to register attendance using Microsoft Forms Children to carry out some 'Basic Skills' games with an adult where possible Watch Class teacher video (max 5 mins) welcoming to class and explaining the days focus - This will be posted on the VRC				
9.30-10.00	Phonics Activities available to all children (teacher video - Will be posted on the VRC or Microsoft Teams)				
Break 10:00-10.30					
10.30-11:30	Teacher Input This will be posted on the VRC or live through Microsoft Teams. This will Cover all other areas of EYFS Learning and Development. There will be one different activity a day posted; this could be: <ul style="list-style-type: none"> - Personal, Social and Emotional - Communication and Language - Physical Development - Maths - Literacy - Expressive Arts and Design - Understanding of the World There will be a Question and Answer session at the end of the Teacher input.				
11:30-12.00	Free-flow activities Your class teacher will share some ideas for activities that you can do around the house, to help develop your child's skills according to the day's focus. This may be: <ul style="list-style-type: none"> - Mark making patterns/ Name writing - Fine motor activities/ Playdough - Movement and dancing These will be a bank of activity ideas to draw upon to mirror our classroom 'Free-Flow' activities.				
Lunch 12.00-1.00					

1.00- 1.30	<p>Storytime Stories will be posted from Teachers/ Support Staff/ Other Teachers from across the school. These will be posted on the VRC or live Microsoft Teams</p>
1.30 2.30	<p>Connect Time An opportunity to discuss the days learning with the class teacher and ask questions using Microsoft Teams -</p>

What the Home Learning experience will look like in Reception

For reception children we will be predominantly using Microsoft Teams to interact with parents and children, ensuring that there will be limited screen-time and as much practical activity opportunities as possible.

- There will be a daily morning welcome and hello from the class teacher explaining what they will be doing for the day. Following that videos will be posted onto the school website – class page and parents will be able to ask questions so that all will be able to see answers. Parents will be able to ask questions also on Microsoft Teams
- A small collection of school resources that could be useful and to support learning will be sent home with the children during the closure.
- Each day there will be a maths and phonics session with practical activities with resources that can be found around the house.
- Each day there will also be another practical activity to carry out which will support other areas of the EYFS Curriculum,
- There will also be daily story time sessions using staff from around the school.

What the Home Learning experience will look like in Y1-6

Years 1&2

- Year 1 will be using the MS Teams for Home Learning.
- Each day the Class Teacher will be assigning one English and one Maths activity to the year group.
- For most of the activities you will hear voice recorded instructions from one of the staff members.
- Phonics sound mats and a hundred square will be sent home with the children prior to closure.
- Extra reading books will be provided.
- Children will be encouraged to present their projects to their families and record these for teachers. Pupils can share their Project day presentations on the VRC for their teacher to see.
- Parents can use the class email to ask questions about the activities.
- Connect time will be via Microsoft Teams
- Parents are expected to fill in the daily attendance register with their child which will be shared through (MS Teams via MS Forms). Links will be sent via text.

Years 3-6

- Years 3-6 will be using Microsoft Teams as online learning platforms during Home Learning.

- Daily, learning activities will be uploaded onto School website – class pages for children to access.
- Microsoft Teams enables teachers to give feedback to children on their learning, and children will be expected to share their learning on Microsoft Teams to allow the class teacher to do so.
- KS2 children will be using Microsoft Teams as a means to discuss learning misconceptions as well as ask any questions children may have.
- Children will be expected to practice their tables
- Spellings will be given weekly and it is expected that an adult is to test the child at the end of the week.
- Children will be expected to read and engage with the class novel. Discussion groups will be set up through Microsoft Teams
- KS2 children will be offered a range of projects which they can chose to be part of over the term as self-directed learning these projects will be involved independent study, thought and some teamwork.
- Exercise books will be sent home for children to complete their learning in - a book for English, alongside a maths book will be sent home.
- All procedures are fluid and will be evaluated and reviewed accordingly.
- Parents are expected to fill in the daily attendance register with their child which will be shared through Microsoft Forms. The link will be sent via text

Inclusion Support

Children will continue to be supported by SSEN throughout the period of the shutdown. This may take the form of 1:1 mentoring/contact (Teachers and TAs) or specific learning activities set by SSEN. Where your child receives additional support from SSEN, please be mindful of your child's workload and consider that they may not be able to access all the lesson content in any given day.

- Children will access their specific learning activities through the VRC or Microsoft Teams.
- SSEN will provide feedback to children and parents with regards to the work they have submitted via emails.
- SSEN will work closely with the class teachers to ensure that misconceptions from classroom work can be addressed and additional activities and guidance can be provided.
- SSEN will provide their contact details for ongoing communication between children and families.

Roles and Responsibilities (Children)

Maintain your excellent progress at school by:

- Dedicating appropriate time to learning, your teacher will give you guidance to time expectations
- Check the class page to understand your teachers' expectations of what you are learning and what you need to produce
- When you are working at home make sure you choose a quiet space free from distractions (such as TV)
- Remember you should still do your own work! Parents/helpers can **help** but not do the work for you
- Keep healthy habits and take breaks away from devices between scheduled lessons
- No eating. You may have a drink at the table
- Be dressed in your clothes not your pyjamas
- Be at the table where possible

Questions related to:	Contact:	Typical Response Time
Your learning	Class teacher – use Microsoft Teams or class email	2-3 hours
Technology	Headteacher via school text service	1-2 hours
Any other issue related to distance learning	Headteacher	1-2 hours

Roles and Responsibilities (Parents)

Support your child/ren in their learning by:

- Consider the age of their child- adjust home learning environment to suit their educational needs.
- Providing an environment conducive to learning (access to technology, safe and quiet space during daytime).
- Engaging in conversations on posted materials, assignments.
- Respect that teachers will respond in a reasonable time frame but will not be instantly available.
- Monitoring time spent engaging in online and offline learning, including variables like that of preferred learning times (morning, afternoon, evening)
- Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play.
- Monitor their access
- Provide a learning space
- — Ensure they fully engage and follow expectation
- Support the class teachers and school in the provision for your children

Questions related to:	Contact:	Typical Response Time
Your child's learning	Class teacher – use Microsoft Teams or class email	2-3 hours
Technology	Headteacher via school text service	1-2 hours
Any other issue related to distance learning	Headteacher	1-2 hours