



Lingfield College Prep Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

[We have put together a Remote Learning timetable and plan which supports children, parents and staff in ensuring remote education is effective.](#)

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

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

We will implement our Remote Learning Plan to all those children affected straight away.

To summarise we have focused on two main scenarios: Planned Closure and immediate Closure. .

For **Planned Closure** i.e. a period of planned Remote Learning during a lockdown, we will move straight to our REMOTE LEARNING TIMEABLE with resources on Firefly and sent via Email (as appropriate). Access to staff will be through Microsoft Teams and teaching will consist of Live Teaching throughout the curriculum.

For **Immediate Closure** of in school teaching i.e. An individual or a 'Bubble' being sent home, we will have access to learning on Firefly uploaded to Firefly and will send Emails (as appropriate) to those year groups affected.

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?

We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects due to the nature of content, and effectiveness of delivering some elements remotely.

'Live' Specialist teaching will continue as appropriate, with offline learning available as well. Practical demonstrations of learning will take place via 'Live' teaching on Teams, videos and appropriate content chosen from online sources.

Remote teaching and study time each day

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

We will follow our plan of delivering English and Maths core learning in the morning sessions. This will be delivered 'Live' by class and set teachers. There will be accompanying work set on Firefly with support and enrichment resources and activities to aid learning.

There will be a specialist lesson on most days for children, although offline tasks will be set as well.

Access to resources such as 'Mathletics', 'TT RockStars' will be available as well, as well as links to relevant websites to support learning.

An example plan can be seen below, this is subject to change but will be published in the event of Remote Learning taking place for longer than a few days for an entire Bubble.

V3.5 18.1		Session : 9.00am		Session 2: 11.00am		Session 3: 1.30pm		Session 4: From 2.30				
M	REGISTRATION 8.45 - 9.00	Y1	ENGLISH	B	Y1	MATHS	B	Y1	2.30 PE			
		Y2	ENGLISH		Y2	MATHS		Y2	3.00 PE			
		Y3	ENGLISH		Y3	MATHS		Y3	MUSIC – 3A 2.30 / 3B 3.00			
		Y4	ENGLISH		Y4	MATHS		Y4	DRAMA			
		Y5	MATHS		Y5	ENGLISH		Y5	MFL – 5A 2.30 / 5B 3.15			
		Y6	ENGLISH		Y6	MATHS		Y6	PSHECE			
Teaching and Email Feedback 9.00-12pm (with breaks)												
T	REGISTRATION 8.45 - 9.00	Y1	ENGLISH	R	Y1	MATHS	R	Y1	2.30 MUSIC			
		Y2	ENGLISH		Y2	MATHS		Y2	3.00 MUSIC			
		Y3	ENGLISH		Y3	MATHS		Y3	PE			
		Y4	ENGLISH		Y4	MATHS		Y4	MFL – 4A 2.30 / 4B 3.15			
		Y5	MATHS		Y5	ENGLISH		Y5	DRAMA			
		Y6	ENGLISH		Y6	MATHS		Y6	COMPUTING			
Teaching and Email Feedback 9.00-12pm (with breaks)												
W	REGISTRATION 8.45 - 9.00	Y1	ENGLISH	E	Y1	MATHS	E	Y1	FIREFLY ART/DT			
		Y2	ENGLISH		Y2	MATHS		Y2		HUMANITIES		
		Y3	ENGLISH		Y3	MATHS		Y3			2.45 PE	
		Y4	ENGLISH		Y4	MATHS		Y4				
		Y5	MATHS		Y5	ENGLISH		Y5				
		Y6	ENGLISH		Y6	MATHS		Y6	FIREFLY ART/DT			
Teaching and Email Feedback 9.00-12pm (with breaks)												
T	REGISTRATION 8.45 - 9.00	Y1	ENGLISH	A	Y1	MATHS	A	Staff Planning and Preparation Time				
		Y2	ENGLISH		Y2	MATHS		Y1	MFL 2.30	Y2	MFL 3.00	
		Y3	ENGLISH		Y3	MATHS		Y3	PSHECE	Y3	PE	
		Y4	ENGLISH		Y4	MATHS		Y4	RE	Y4	MUSIC – RECORDER SET 1 2.30 / 2 3.00	
		Y5	MATHS		Y5	ENGLISH		Y5	RE	Y5	GP1 CURISOITY	GP2 DRAMA
		Y6	ENGLISH		Y6	MATHS		Y6	GP1 MUSIC	GP2 CURIOSITY	Y6	
Teaching and Email Feedback 9.00-12pm (with breaks)												
F	REGISTRATION 8.45 - 9.00	Y1	ENGLISH	K	Y1	MATHS	K	Teacher Online				
		Y2	ENGLISH		Y2	MATHS		Y1	FRIDAY FUN TIME! finishing, feedback or fun activities from firefly			
		Y3	ENGLISH		Y3	MATHLETICS		Y2				
		Y4	ENGLISH		Y4	MATHLETICS		Y3				
		Y5	MATHS		Y5	ENGLISH		Y4				
		Y6	ENGLISH		Y6	MATHS		Y5	2.45 PSHECE	Y6	MFL GROUP 2 / FFT	
Teaching and Email Feedback 9.00-12pm (with breaks)												

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Primary school-aged pupils	3-4 hours – we have designed the timetable to include breaks for both staff and pupils.
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Accessing remote education

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

<p>As previously we will use the children's school Microsoft account – school email and password. This will allow access to Emails, Office 365 and Teams.</p> <p>Firefly will be the main access point for resources and information.</p> <p>Assessment of learning will be undertaken in a variety of ways with staff choosing the more appropriate method for the task and age of child. These will include, instant feedback via Teams, Teams chat feedback, Breakout Room discussions, work uploaded to Firefly, emails to teachers.</p> <p>Emails will also be sent as required.</p>

If my child does not have digital or online access at home, how will you support them to access remote education?

In the Summer Term 2020 we recognised the issues families had in accessing online learning so we made sure that we recorded 'Live' lessons so they were available on Firefly.

We also adapted our learning to reduce the number of printed worksheets required. In the event of any future remote learning we aim to reduce this further negating the need for the weekly Remote Learning Packs we produced for each year group and sets in Years 5&6.

We will, of course, constantly review our provision of printed material to support our families.

Families can contact staff to request support if required. This includes digital devices, workbooks or other educational resources.

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

- Microsoft Teams 'Live' lessons with class teachers and TA support where appropriate.
- Class and 'Set' teaching where possible and smaller group work to support main learning.
- Lessons recorded and children able to access these via lesson 'chat' and on Firefly.
- Textbooks have been sent home in Maths to support learning.
- We are running specialist teaching lessons for all pupils.
- Mixture of online and offline learning through the setting of different tasks. Staff are managing this as they see fit within their year group and timetable.

Engagement and feedback

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

We will provide material and resources for children to access learning throughout the school day, or when they are able to access it. We expect children to access what they can and for parents to support this. We work closely with our families to ensure all can access material effectively. Any issues with access can be raised with the class teacher or Director of Studies.

We encourage for children to keep to daily routines. Get dressed prior to registration and staying online and engaged as appropriate to their ability. We recognise this is different for each child but have given a Remote Learning Timetable for them to follow.

Parents should support as they see appropriate. Each child learns differently, at school and at home, and we will aim to provide material that all children can access with minimal support. However, we recognise that some age groups and children require more support than others and will adapt learning as best we can to enable this is effective for all involved.

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

Class and Set teachers will monitor children's work being submitted and will note any interactions with children. Informal registers may be taken and children who are not communicating often will be contacted via teams.

Staff will email parents if they feel they need to communicate with them in any way, or arrange a Teams call.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

- 'Live' feedback from teachers, including individual feedback if required.
- Work emailed to teachers as appropriate.
- Answers given on Firefly for children to self-assess.
- Use of Success Criteria to allow for children to self-assess and improve work independently.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some 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 those pupils in the following ways:

We will ensure that work is differentiated and learning presented in a way that all children can access it.

Recordings of 'Live' lessons and other tasks will allow children to repeat learning or watch instructions to a task again.

For younger pupils an approach will be used across Key Stage 1 where online learning is short for whole cohorts but smaller group access is available where appropriate. Children will have time away from the screen to complete learning tasks.

In EYFS staff will use pupils ILDs and contact parents via email.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

Our Remote Learning Plan allows us to provide Remote Learning for individuals.

Children will have access to the learning via Firefly or staff will use Email to communicate learning.

We will provide feedback via Teams as well as responding to work presented. The amount of contact will vary on the age of the children and level of feedback the task requires.

Parents will be able to contact staff as well during this time.