



Palermo Avenue  
Coventry CV3 5EH  
Tel: 024 7641 1711

Headteacher: Miss S Cooke  
[admin@howes.coventry.sch.uk](mailto:admin@howes.coventry.sch.uk)  
[www.howesprimary.co.uk](http://www.howesprimary.co.uk)  
@HowesCoventry

## Remote Teaching and Learning – Parents Guidelines

### Introduction

This document has been written in the context of the Coronavirus Covid-19 outbreak of 2020. It is intended to support families in understanding what we will do as a school to support the ongoing education of the children should there be a need to self-isolate or if we have to partially or fully close the school.

### Self- isolation/waiting for a test result

When a child(ren) is at home self- isolating whilst waiting for a test result for themselves or a family member or no test is available and they are having to isolate for 14 days we will:

- Post/email a pack of work to you for your child(ren) to use at home within two days of your child(ren) being absent from school.
- The pack will contain:
  - A list of useful websites to access to support remote learning
  - A list of websites/apps used within school and for homework
  - A link to the school website to access the previously uploaded activity packs
  - Some suggestions of key skills that can be regularly completed i.e. read a book, write a shopping list etc.
  - Activity packs that cover a range of subjects such as Reading, Writing, Maths, Science etc.
- If your child(ren) are absent for more than a week, we will ensure that we call you weekly to talk to both you and your child(ren). Parents must be present in the room with their child(ren) when they are talking to a member of staff. We will ask you questions such as:
  - How are you?
  - Do you need any help with work from the pack/online links?
  - What work have you been doing?
  - Is there anything else we can help you with?
  - Do you have a date where you think you will be back at school?

### School to home communication

During this time, we will communicate with you by:

- Phone call or text- please ensure that your phone number details held by the office are up to date.
- Email- it is vital that we have at least one email address on record for you.
- School website- please check for any news and general communication with families.
- Twitter and Facebook- please check for any news and general communication with families.

### Home to school communication

During this time, we encourage families to communicate with us using the following methods:

- Telephone to school office 02476411711
- Email to [Howes@howes.coventry.sch.uk](mailto:Howes@howes.coventry.sch.uk)

# Full bubble closure or complete school closure

Should the school need to partially or fully close:

- Packs will be sent home with the children on the last day of schooling or posted/emailed to families within two days of the closure.
- The packs will cover a wide range of subjects such as Reading, Writing, Maths, Science etc.

## School to home communication

During this time, we will communicate with you by:

- Phone call or text- please ensure that your phone number details held by the office are up to date. Children can communicate with a member of staff via these phone calls. Parents must be present during the calls.
- Email- it is vital that we have at least one email address on record for you.
- The school website- please check for any news and general communication with families.
- Twitter and Facebook- please check for any news and general communication with families.
- Online learning- it is vital that we have at least one email address on record for you.

## Home to school communication

During this time, we encourage families to communicate with us using the following methods:

- Telephone to school office 02476411711.
- Email to [Howes@howes.coventry.sch.uk](mailto:Howes@howes.coventry.sch.uk).
- Children can communicate with teachers and teaching assistants via an online lesson at the beginning and end of the week (lessons have been timetabled for year groups- see further below). Parents must be present whilst online learning is taking place.

## Online Learning

(This will not include planned holiday periods, unless otherwise directed by the Government.)

### Overview

Online lessons will be taught via Zoom on a Monday and a Friday:

	Monday- introductory online lesson	Friday- feedback online lesson
Year 6	9am	9am
Year 5	9:40am	9:40am
Year 4	10:20am	10:20am
Year 3	11am	11am
Years 1 and 2	11:40am	11:40am
Early Years (Reception and Nursery)	12:20pm	12:20pm
HIU	12:20pm	12:20pm

The Class Teacher and Teaching Assistant will lead these lessons.

The session must **not** be recorded by any child, parent or member of staff.

The teacher will record a set of instructions and this will be uploaded to our Youtube channel for any families that miss the live sessions.

### Early Years

On a Monday, an overview will be given of activities linked to areas of learning from the EYFS.

- Each week here will be a range of activities linked to the different areas of learning. (Not all areas will be covered each week).
- There will always be a focus on English and Maths.
- An overview of the activities will go onto social media and the school website each week with links to where the children and parents can find support with for example strategies such as using Oak National Academy videos <https://www.thenational.academy/>.

### Years 1-6

Tasks for the week will be shared in the online lesson on the Monday.

Staff will identify what the children need to complete from resources/commonly used websites/packs sent home.

Years 1-6 will provide:

- English work with a focus on writing, spelling, grammar, reading and phonics
- Maths work with a focus on times tables, arithmetic, calculations and reasoning.
- A topic activity
- An overview of the English activities, Maths activities and the topic activity will go onto social media and the school website each week for each year group with links to where the children and parents can find support with for example strategies such as using Oak National Academy videos <https://www.thenational.academy/>. The children are familiar with this site as it was recommended during lockdown and staff have used resources from it in school.
- A topic web with a range of activities to be accessed over a longer period. These will be uploaded to the school website.
- Accelerated Reader will also be available for KS2 children to quiz at home.

Parents will be able to find additional support with for example strategies such as using Oak National Academy videos <https://www.thenational.academy/>.

At the start of the year, parents were given an overview of what is expected for each year group. Please refer to these to help you when supporting your child with their learning.

We ask you to support your child(ren) in completing what they can each week. Please email us if things feel overwhelming for you or your child(ren) or if you need any additional support in helping your child.

#### Limiting printing

Activities will not necessarily all be worksheet based. We will suggest a range of games, activities, exploratory challenges to engage and enthuse the children, not have them sat at a computer for hours. We also do not wish for parents to incur huge costs in printing.

#### Feedback

In the lesson on the Friday, the children will share their learning, for example go through answers, discussing finding etc:

- Staff will provide feedback in the general conversation focused on the work set.
- Staff will always acknowledge hard work and effort.

#### SEND

Teachers will consider which children in their class have additional needs that they might need extra support to access the content available. If you need further guidance or help with any tasks set, please email [Howes@howes.coventry.sch.uk](mailto:Howes@howes.coventry.sch.uk) and ask for your email to be passed on to Mrs Mair or Miss Car (HIU).

#### Children in School

If there were to be a full lockdown where schools had to close, some children may need to still attend school, such as the children of key workers. These children will where possible complete tasks based on those set for them by class teachers.

If you have any questions about any of the information above please email [Howes@howes.coventry.sch.uk](mailto:Howes@howes.coventry.sch.uk) and we will be able to pass your query on to the right member of staff to help you.

Miss Cooke

Updated December 2020



# Remote Learning Protocol for children and parents

In order to ensure safety for all staff and children when completing remote learning at home the following must be followed.

## Setting up a Zoom meeting

- The Zoom meeting link will be sent to families in advance.

## The Zoom meeting

- Staff will use the Monday session to set work for the children.
- The meeting must **not** be recorded by any member of staff, by a child or a parent.
- The children will be reminded about how we use computers/the internet etc safely within each session.
- The session will be no more than half an hour long.
- The session on the Friday will give the chance for the children to feedback about how they got on, to discuss any areas they found challenging etc.

	Monday- introductory online lesson	Friday- feedback online lesson
Year 6	9am	9am
Year 5	9:40am	9:40am
Year 4	10:20am	10:20am
Year 3	11am	11am
Years 1 and 2	11:40am	11:40am
Early Years (Reception and Nursery)	12:20pm	12:20pm
HIU	12:20pm	12:20pm

## Technical Issues

- If a member of staff has any technical issues in accessing the internet or with Zoom at the time of their session, they will contact either Miss Cooke or Mrs Bolland who will send an email to families to explain.

## Contacting staff

- The email address that the Zoom link will be sent from is not checked by staff throughout the week, please use [Howes@howes.coventry.sch.uk](mailto:Howes@howes.coventry.sch.uk) if you need to contact school.

## Work for the children

- Please see the information above.

## Video for Youtube

- Teachers will create a short video to explain the weekly work. The video will be added to our YouTube channel and a link to the video will be uploaded onto our website:  
<https://howesprimary.co.uk/news-events/remote-learning/>

## Rules for the Zoom call when working at home

- Children must not be in their bedrooms.
- Children must be fully dressed.
- Families must consider what is in the background when the children are using their cameras e.g. it must be appropriate.
- The children must be reminded that they need to behave appropriately, as they would do in school.
- The children will be reminded about how we use computers/the internet etc safely within each session.
- The children will be reminded that they need to be respectful and listen to others.
- The children will put up their hand if they have something to say/would like to answer a question.
- An adult from the family must be available to support the children during the session.
- **No child or adult at home is allowed to record the session.**