



January 2021

JUNIOR SCHOOL REMOTE LEARNING: PUPIL AND PARENT GUIDE

This guide is to support all pupils and parents at St Chris Junior School to access remote learning throughout the period of physical closure due to the COVID-19 outbreak.

Please do feedback any issues or questions you have in regards to this document as we will work with pupils and parents to update it.

OVERVIEW

IT Requirements and Platform

- To access remote learning pupils will need access to wifi, video and audio facilities on either a laptop, desktop, tablet or (though not ideal) a mobile phone.
- Remote learning takes place via Microsoft Teams.
- Resources for lessons will be uploaded to Teams prior to the lesson.
- Videos with further information about how to access and use your Microsoft Teams accounts can be found online here: <https://www.stchris.co.uk/covid19/>
- If a pupil is having technical difficulties this should not disrupt the lesson; they may need to work independently on that occasion until they are able to resolve the problem.

What you'll need for your lessons:

You'll need these things to take part in your lessons

- A laptop, tablet or phone
- Headphones with a microphone (ideal not essential) or speakers and a microphone.
- A quiet space to work
- Paper to produce work on
- Pens and/or pencils and any necessary stationary.
- Access to any work sent on Teams for the lesson ahead

REGISTRATION & MORNING TALKS

Registration

- Teachers will "open" their Registration at 8:45 each morning, and be available on-line from then
- We will follow up any absences by contacting parents in the normal way
- Afternoon Registration takes place at 1:00pm, with the teacher following up on any absences with the child / parent, as required.



- Parents and children can also contact their child's teacher or a member of the Senior Leadership Team depending on their question, concern or query.
- Contact details can be found at the bottom of this guidance, or online here: <https://www.stchris.co.uk/about-us/staff/>

Morning Talks

Morning Talks take place three times a week from 8.50 to 9.10am.

- Monday - All pupils
- Wednesday - All pupils
- Friday - All pupils

Pupils will find the Morning Talks in the Microsoft Team "TEAM" called **Junior School Children and Staff**

TEACHING & LEARNING

Guide to Lessons

- Lessons will take place according to the timetable sent out by class teachers
- You will be sent a Microsoft Teams invitation from your teacher via your school email, which will include instructions on how to join your lesson. Nearly all lessons will be via a video feed from your teacher
- Please be online ideally in a quiet space, 5 minutes before the start of your lesson time.
- Pupils should be at a desk, in a quiet room (not their bedrooms), with books, notes, pens and paper ready.
- Pupils should be dressed appropriately, as you would for a normal lesson at school.
- Before joining a Team, pupils should ensure that their microphone and camera are disabled until the teacher says otherwise. This can be done on the screen.
- You should behave in a manner appropriate to the classroom. The text chat should only be used to ask questions to the teachers.

Use of Video and Recording

- If you are unable to join a lesson in real time i.e. because you are learning in a different time zone, encounter technical problems or because you are ill, you will be able to access the lesson as a recording.
- All lessons will be recorded and will be available for a week. A link will be available a few minutes after the lesson has finished in the "Chat" section of the lesson.

Behaviour Expectations

Running a productive remote learning lesson is not straightforward and relies on positive engagement and co-operation. Expectations about good behaviour when participating in remote learning are very important. Students causing disruption or preventing the smooth flow of the lesson through either video, audio or the chat



facility will be warned and if they do not respond they will have the privilege to participate removed.

Staff Absence

If a member of staff is absent and ill/unable to teach remotely, the School will inform remote learners and parents. The member of staff, or SLT, will set cover work for their lessons, which will be sent to students.

What to do if there is a Problem

My connection on Microsoft Teams keeps dropping out

1. Turn your Wi-Fi Connection off and on again
2. Restart your browser and/or restart your laptop/computer
3. Send an email to your teacher letting them know about the issue
4. Do not worry - lessons are recorded and available for a week.

I cannot connect to Microsoft Teams

1. Check your connection works at home.
2. Check you are joining the right Team group at the right time for your lesson.
3. If you have a persistent problem, contact your Adviser or Head of Year.
4. If you are based in a country that does not allow access to Microsoft Teams, please be aware that we are working on a solution to send you the recorded lessons.

One to One Lessons

- If a pupil has any one-to-one lessons during the day such as music lessons, LAMDA or individual tutoring their teacher will contact parents directly to arrange this.
- The lessons must take place on MS Teams and be part of the normal St Chris day, as if the lesson were taking place in person.
- There must be a parent or carer supervising the child (in addition to the 'remote' teacher) when a session is taking place.
- All one to one sessions must be recorded.

PASTORAL SUPPORT

St Chris is committed to excellent pastoral care, which we recognise is more important than ever at the moment. It is something that parents and families have always chosen St Chris for, and the School is committed to delivering excellent pastoral care no matter where a child is based during remote learning.

SAFEGUARDING

- Safeguarding and Child Protection is everyone's responsibility during remote learning. Keeping pupils and teachers safe during remote education is essential.
- St Chris will continue to follow the Department for Education statutory guidance, '*Keeping Children Safe in Education*'.
- In addition we have developed an *Online Teaching and Learning Policy (April*



2020) to reflect the changes that are in place due to the pandemic.

- Our remote learning guidance takes into account other St Chris policies and procedures, including Code of Conduct, Curriculum, Behaviour and Online Safety.
- Copies of all of these policies are available on our website (<https://www.stchris.co.uk/about-us/policies/>) or by contacting toni.warner@stchris.co.uk
- There are appropriate pathways for children and their families to report safeguarding concerns arising through work with teachers or SLT
- There are systems in place for staff and tutors to report safeguarding concerns arising through work with children and their families. The most direct route is via the DSL team and MyConcern.
- All academic lessons should be recorded and all classes can be accessed by the DSL team.
- For further information, please refer to the government guidance on safeguarding and remote education here: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#safeguarding-pupils-and-teachers-online>

KEY STAFF & CONTACT DETAILS

Katie Wright

Head, Junior School

Email: katie.wright@stchris.co.uk

Zareena Subhani

Deputy Head, Junior School, Year 6

Email: zareena.subhani@stchris.co.uk

Joanna Pitts

Office Manager

Email: jo.pitts@stchris.co.uk

Bryan Anderson

Year 6 (D Group)

bryan.anderson@stchris.co.uk

Marcia Bonanni

Year 3 (G Group)

marcia.bonanni@stchris.co.uk

Sarah Brown

Nursery

sarah.brown@stchris.co.uk

Louise Day

Year 2 (H Group)

louise.day@stchris.co.uk

Lesley Farrell

Lead Nursery Teacher

lesley.farrell@stchris.co.uk

Lyn McGregor

PE and Games

lyn.mcgregor@stchris.co.uk

Carly Ougham

Year 1 (J Group)

carly.ougham@stchris.co.uk

Natasha Paxton

Nursery Nurse

natasha.paxton@stchris.co.uk

Chrissie Parry

Year 2 (H Group)

chrissie.parry@stchris.co.uk

Claire Plain

Year 5 (E Group)

claire.plain@stchris.co.uk

Jim Sands

Year 4 (F Group)

jim.sands@stchris.co.uk



Rebecca Simon
Reception (K Group)
rebecca.simon@stchris.co.uk

Ellie Snow
Year 6 (D Group)
ellie.snow@stchris.co.uk

Lydia Somerville
Year 5 (E Group)
lydia.somerville@stchris.co.uk

Iain Wheeler
Year 5 (E Group)
iain.wheeler@stchris.co.uk

Junior School Individual Needs

Karen Hoyle
Lead Individual Needs Coordinator/Junior School Individual Needs Coordinator
karen.hoyle@stchris.co.uk

Jennifer Rigby
Individual Needs Tutor (2 days a week)
jennifer.rigby@stchris.co.uk

Seana Wallis
Individual Needs Tutor (2 days a week)
seana.wallis@stchris.co.uk

Joanne Clarke
Individual Needs Teaching Assistant
joanne.clarke@stchris.co.uk

ENDS