



Online Learning Guidelines

Spring Term 2021

Welcome to our Online Learning Guide



Dear Parents,

Welcome to the Spring Term of this academic year. This is not the way we would wish to welcome you back. No teacher or school wants to be in this position, but we have to respect the rules governing the latest lockdown and ensure we remain positive for our pupils and be supportive and understanding of each other.

We will be providing all children at Dunannie with a programme of online learning, Reception to Year 3. Teachers and staff will be beavering away behind the scenes making sure we deliver our unique way of accessing the diverse curriculum in an accessible online format.

Please read through this guide for more information about online learning at Dunannie. Please remember, you are not alone. We are in this together and teachers are here to support the whole of the Dunannie community.

All the Dunannie children will be using Microsoft Teams for Registration and for one-to-one or small group sessions throughout the day. Reception and Year 1 children will also be using Tapestry for accessing lessons. We hope after reading this Guide (and email instructions you have received) you will be able to set up Microsoft Teams easily and efficiently.

If you are unfamiliar with Teams, please don't worry - we will go at a pace suitable for our pupils - but as with all things technological you will be amazed how quickly they will take to it. Since the last period of online learning Teams has been refined and I believe it is a very good tool for online learning.

Flexibility and adaptability will be key, along with the

understanding that individual family circumstances will inevitably vary. The health (both physical and mental) of all your loved ones is the overriding priority in all circumstances.

For the first few days of term we will aim to keep things as simple as possible, allowing us to check that everyone is comfortable with the technology and to allow children and families to find their rhythm and above all be happy and comfortable.

Once we are all comfortable and more confident, we will, as appropriate, increase the opportunities for all children to upload work for feedback, and introduce more one-way, two-way and group work to happen.

We will continue to communicate to you as we go along and your feedback will be gratefully received. As ever, your child's teacher is your first port of call:

- **Reception** - Natalie Callis (ncallis@bedales.org.uk)
- **Year 1** - Leanne Payne (lpayne@bedales.org.uk)
- **Year 2** - Camilla Bell (cbell@bedales.org.uk)
- **Year 3** - Catherine Claasen (cclaasen@bedales.org.uk)

Staff will be teaching throughout the working day between 8.30am and 3.30pm and aim to reply to emails, queries and requests from 4-5pm each day.

Other important contacts:

- **Academic matters** - Catherine Claasen, Director of Teaching and Learning (cclaasen@bedales.org.uk)
- **Pastoral/safeguarding matters** - Sharon Rose, Deputy Head (srose@bedales.org.uk)
- **Absences and general enquiries** - Rachel Hinett, Head's PA (dunannie@bedales.org.uk)
- **iSAMS/technical issues and enquiries** - Yvonne Fletcher, Senior Academic Administrator at Bedales Prep, Dunhurst and Pre-prep, Dunannie (yfletcher@bedales.org.uk)

The Friday Letter will be key to staying connected and up to date with current information. Please do look out for this each week. In addition please do follow our social media accounts and use the hashtag [#DunannieAtHome](https://twitter.com/DunannieAtHome) when sharing any photos or videos of your children working at home:



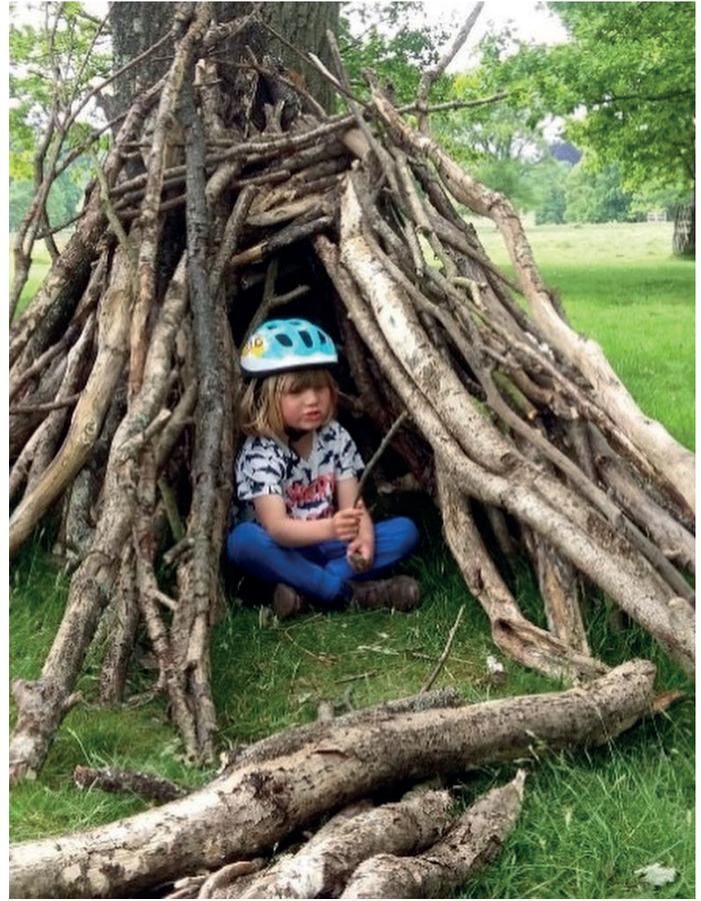
These are difficult times but all the staff at Dunannie will continue to deliver the very best education they can for your children. Please be kind to yourself and others and take one day at a time.

Best wishes,

Sharon Rose

Sharon Rose
Deputy Head of Bedales Pre-prep, Dunannie

Online Learning Guide for Parents



Curriculum

Throughout this period of online learning, we will continue to deliver the breadth of our whole curriculum and to keep instilling a love for learning in our pupils. However, we also recognise there are limitations. We will need to adapt parts of the curriculum and be flexible in order to deliver online lessons most effectively.

English, Maths, Science, French, Spanish, Music, PE and extra Art sessions will be taught by both the Dunannie and Dunhurst teaching team.

We have learned a great deal from our experience of online teaching in the Summer Term and parental feedback from that time has helped us refine this term's offer.

Microsoft Teams/Tapestry

These platforms are incredibly intuitive and have been proven to work with young children. There will be time within the first week for pupils to be either introduced to or reminded as to how to use Teams effectively and teachers will be on standby to help pupils who are having difficulties.

An email has been sent out with a guide on how to install Microsoft Teams so your child is ready to use it at the start of the Spring Term. The best device for Teams is on a laptop or PC, however it will work well on other digital devices such as tablets or smart phones. We strongly recommend you install Microsoft Teams as soon as you are able to, so to avoid any last minute glitches.

We will be working on the final details of the setup over the days preceding the start of term, so Classrooms/Teams will appear and disappear - you do not need to do anything about this, and your child will not be able to access anything until the new Spring Term begins.

Teething Problems and Online Access Issues

No two households will have the same experience. Some pupils will have issues accessing the internet, especially with siblings or parents working from home. We want to work with all pupils to create the best version of online Dunannie. This will mean we need to be flexible or make adjustments in various ways. We can do this, please just keep us informed of any limitations or difficulties you have. Please email the Senior Academic Administrator, Yvonne Fletcher (yfletcher@bedales.org.uk) for support. Be mindful the first day or so will be busy for Yvonne dealing with a number of requests, so we suggest getting it all teed up at home before 14 January.

Registration

Every morning there will be a registration session at 9am with class teachers on Microsoft Teams where children will learn about the day and have time to connect with their teacher. If your child is unwell and unable to participate in online learning please email Rachel Hinett (dunannie@bedales.org.uk) who will inform class teachers.

Please can all the children be up and dressed each morning and be ready to learn having already eaten breakfast.

Please could you ensure children do not come online eating. We would love them to be focused and ready for their day.

Reception Class

Our aim is to continue to make learning from home for Reception children as manageable as possible for you. We recognise that the children will need the support of their parents and for those of you who are also trying to work from home, we appreciate this may be difficult. Our aim is to offer you the support you need to continue the children's learning journey despite the obvious disruptions.

For Reception children we recommend that you try, wherever possible, to keep the children in a routine, including story time and bedtime as if they were at school.

Please access the Literacy and Maths film clips each morning as a priority. The film clips will be available to you by logging into your Tapestry account.

Please keep in touch and show us any work completed by adding it to Tapestry - we will be using this work as our primary means of tracking the children's progress.

You will be provided with a Teams timetable of one-to-one reading sessions, phonics and maths groups for the week ahead. You will receive a pack of resources at your home to support the learning and creative activities on offer.

Years 1-3

This term Year 1 will use a combination of Tapestry for online lessons and Microsoft Teams for individual reading and phonics, and Years 2 and 3 will be using Teams.

For Years 2 and 3 there will be weekly packs of work in addition to the online lessons which will focus on the core subjects of Maths and English, and individual sessions with the class teachers to provide individualised feedback and support for the children. Teachers and Teaching Assistants will provide reading and spelling sessions in small groups and one-to-one for all children in Years 1-3.

We suggest children have a routine for their day as much as possible. For example, continuing developing their independence and having an early bedtime to ensure they are ready for learning every school day. The Teachers and Teaching Assistants have been working to prepare lessons that are as close to the Dunannie experience as possible and we hope that the children will fully engage with this new learning adventure.

Lessons

Teachers will indicate an expected length at the start of each session. A typical session might include:

- Introduction, remind the children about expectations
- Input from the teacher
- Independent task, teacher remains accessible in the 'Teams classroom', children can interact with a teacher in this time if needed or continue working offline.
- Small group work or one-to-one work with Teacher or Teaching Assistant where possible.



We will be developing lessons in response to the needs of the children. Some lessons may vary in duration and might include pre-recorded content or links to other websites. Teachers and Teaching Assistants will remain online and accessible for the duration of the lesson wherever possible.

Breaks

There will be breaks between each lesson. This is necessary for a screen break and for teachers and children to prepare for their next activity. We strongly encourage children to be outside and active and have non-screen time in their breaks.

Management of time

Microsoft Teams has the functionality of recording and storing resources within a Team. We are fully aware that your child might need to re-arrange their learning day and fit in with other factors in your home and family life. Do let your teacher know if your child is unable to attend online lessons. There is the flexibility within the timetable to allow you to do what works for you.

Looking After Your Wellbeing in Lockdown

It is incredibly hard to gauge the impact of the COVID pandemic on our children's wellbeing. At Dunannie, we are passionate about our children's wellbeing and mental health.

The Boy, the Mole, the Fox and the Horse by Charlie Mackesy is never far away from our hearts. His advice is "if at first you don't succeed, eat cake!", but his wise wisdom goes further than just fun. It almost gives you permission to allow the feelings that you feel. "What is the bravest thing you've ever said?" asked the boy. "Help," said the horse. "Asking for help isn't giving up," said the horse. "It's refusing to give up."

The most important person for you to look after, is yourself

As parents, we put our children's needs first, which of course is important, but when your reserves are low, this will impact your family. Self-care is not selfish, it's essential!

When feeling overwhelmed or experiencing emotions that you cannot understand, it is important to remember to STOP and BREATHE. Below is a list of ideas that you can do to promote positive wellbeing in both yourselves and your children during this period of lockdown and beyond.

If you prioritise one thing from the list below, please make it sleep. If we keep a healthy sleep routine, we are more likely to manage the day. Holidays might be a time to let bedtimes creep later, but during online learning, it is essential for our minds to be alert and ready to learn.



Sleep

How is my sleep routine? 10-12 hours is essential for wellbeing in children.



Technology

Please be mindful of the amount of time you are spending on screens during the day.



Observe

Acknowledge your feelings. Feelings are like waves. They come and go.



Physical activity

When was the last time we enjoyed some physical activity? Do we need to get outside and move a little bit more today?

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Believe in yourself

You can do it! You are loved! You matter! Keep on keeping on! Your own self-worth, self-respect, self-belief and behaviour are essential for wellbeing.



Reflect, review and relax

Reflect on what has happened to make you feel this way. Review what has happened - what could be done differently next time? Relax - take a deep breath and practise some mindfulness. Live in the now!



Eat and drink

Keep hydrated and eat a varied diet to boost gut health which is linked to mental health. Food is our fuel.



Appreciate

Be grateful for everything you have. Practise gratitude by telling yourself three good things that have happened to you today. What you focus on, you get more of.



Take time out and talk to a trusted adult

Know your support network. All talking is good talking. Ask yourself, 'What do I need right now?'



Hug a human, animal or tree

We need the connection with others. Sometimes hugging a pet is all you need. Be kind to yourself and others.



Enjoy and connect with nature

Stop and look up. Feel the ground beneath your feet and the breeze on your face.

Please remember, this is a team effort and we are here to support not only all the children in our care but also you as parents. As we all know, it takes a village to raise a child.

Online Learning Safeguarding Guidelines for Parents



Contact

- Please ensure that we hold the most up-to-date contact information for you.
- If you have any concerns, please continue to contact your child's class teacher in the first instance.
- If your child is unwell and unable to take part in online learning, please let Rachel Hinett (dunannie@bedales.org.uk) know, so she can update class teachers.
- If you have trouble accessing the curriculum due to technical issues, please contact Yvonne Fletcher (yfletcher@bedales.org.uk).
- In the interests of the safety of everyone involved, any one-to-one interaction between your child and a member of staff will be pre-agreed and will be recorded.

Learning Environment

- Your child's learning space should be safe and appropriate.
- As a family, you need to decide where is best for your child to work with least distraction. We understand that this may well be tricky. Please do get in touch if you have any questions surrounding establishing a purposeful workspace.
- Make sure that anything the webcam might capture is appropriate.
- Remember that anything said in the background may be picked up by the microphone of the device your child is working on and could therefore be heard by the teacher and

other children in the class.

Lesson Etiquette

- The children must be suitably dressed for the lesson and be ready to listen and learn.
- Please do not record the lesson. Staff will be doing this for the children and sharing the recording via the Microsoft Teams and Tapestry platforms.

Additional Guidance

For further advice and guidance please see:

- **NSPCC Net Aware** - provides information on popular trending apps and websites: <https://www.net-aware.org.uk>
- **Internet Matters** - provides support for families to keep children safe online: <https://www.internetmatters.org>

Lastly, but importantly, if you have any concerns of a safeguarding nature about the online learning process, please contact Sharon as the Designated Safeguarding Lead for Dunannie (srose@bedales.org.uk).

We look forward to your continued support through this process and very much look forward to virtually welcoming everyone back for the start of the Spring term.

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