



Remote Learning Guidelines

Summer Term 2020



Welcome to our Remote Learning Guide



 [Click here to watch a video message from Victoria](#)

Dear Parents,

Please read through this guide for more information about remote learning at Dunannie in the weeks ahead.

Nursery and Reception parents will already be familiar with Tapestry the online tool which you will be using. For those of you with children in Years 1, 2 and 3, we hope after reading this guide you will be able to set up Microsoft Teams easily and efficiently.

This is new to all of us and it is unlikely to go without the occasional hiccup and so we are asking that flexibility and adaptability should be the order of the day, along with, of course, the understanding that individual family circumstances will inevitable vary and the health of all your loved ones is the overriding priority.

First Phase

For the first few days we will aim to keep things as simple as possible, allowing us to check that the technology works and for children, families and teachers to find their rhythm and above all be happy and comfortable.

Once we are all 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 live.

We will continue to communicate to you as we go along and therefore your feedback will be gratefully received. We really want to ensure that we can walk safely before we attempt to run!

Best wishes,

Victoria

Victoria Homewood
Head of Bedales Pre-prep, Dunannie

Remote Learning in Early Years

During this unprecedented time our aim is to continue to make learning from home for Nursery and 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.

Please only do what is manageable for your family and we will fill any gaps when the children return to school.

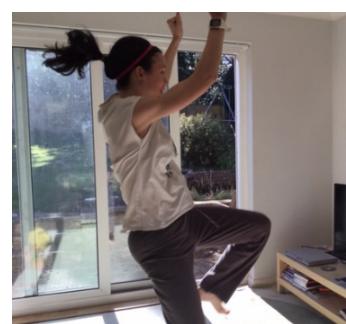
For Early Years children we recommend that you try, wherever possible, to keep the children in a routine, including story time and bedtime as if they were at school.

Please try to achieve a little Literacy and Maths each morning as a priority – this can be simple number games or a short reading session.

We will send a plan for each week of suggested activities in advance via email. In addition every day we will send your child a short film clip to support the plan. The film clip will be available to you by logging into your Tapestry account. If you have any problems accessing Tapestry, please email Rachel Hinett at dunannie@bedales.org.uk.

Please keep in touch and show us any work completed by adding it to Tapestry or by emailing it to Sharon (srose@bedales.org.uk) or Natalie (nwhitfield@bedales.org.uk) - we will be using this work as our primary means of tracking the children's progress.

It is also important that you send an email to Sharon or Natalie each day to 'register' your child, so that we can maintain our records and support you the best way we can. If for any reason your child cannot participate in online school we also still need to be notified.



Remote Learning for Years 1-3

Keep a routine...

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 have been working hard 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.

Registration

Every morning there will be a registration at 8.45-9.00 with your class teacher 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 remote learning please email dunannie@bedales.org.uk.

Microsoft Teams

[Click here for guidance for using and installing Teams](#)

Microsoft Teams is best supported on a laptop/PC, however, it will work well on other devices such as tablets and smart phones. This platform is incredibly intuitive and has been proven to work with young children. There will be time within the first week for pupils to learn how to use Teams effectively, we will all be learning together, and teachers are really mindful to help pupils in a natural and progressive way.

There will be pre-recorded assemblies sent through to you via email for the children to watch.

While we are remote learning we want to ensure the children have the best time during this experience. Therefore we have planned activities to accomplish as and when, which means you can dip in and out if you are finding keeping to the exact timetable hard to fit around your other children or your own work.

Lessons

We will send a plan for each week of lessons and activities in advance via email. Lessons are flexible but we will indicate an expected length for each session. There is no 'standard' format of what an online lesson will look like, but one typical session might include:

- Introduction, sign in, 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 work off line.

We will be developing lessons as we learn with the children, so this is not fixed. Some lessons may vary in duration and as I have mentioned might include pre-recorded content or links to other websites. Teachers will remain online and accessible for the duration of the lesson.

Breaks

There will be breaks between each lesson. This is necessary for a screen break and for teachers and students 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.

Your child will be able to access the resources and a recording of the lesson after the timetabled lesson slot. Teachers can be contacted during the school day for additional support or to answer any questions you may have. Please use your class teacher's email address.



Remote 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 you have trouble accessing the curriculum due to technical issues, please contact the ICT helpdesk (icthelpdesk@bedales.org.uk)
- Staff will be available throughout the working day between 8.30am and 3.30pm to reply by email to queries and requests.
- In the interests of the safety of everyone involved, any 1-to-1 interaction between your child and a member of staff will be pre-agreed and 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 distractions; we understand that this may well be tricky. Please do get in touch if you have any questions surrounding establishing a purposeful work space.
- 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 communicated to the teacher and other children in the class.

Lesson Etiquette

- The children must be suitably dressed for the lesson.
- Please do not record the lesson. Staff will be doing this for the children and sharing the recording via the Microsoft Teams platform.

Remote Learning Platforms

- We will be exclusively using Microsoft Teams and Tapestry to deliver the online curriculum.

Control and Filtering Systems

- Please remain in control of the device your child is working on. Whilst the children have a right to their privacy, please ensure that you are aware of what your child is doing online.
- If you have concerns over your filtering system at home, please either contact the ICT helpdesk (icthelpdesk@bedales.org.uk) or use the following link to help you attain the required level of protection – www.internetmatters.org/parental-controls/

We are committed to ensuring that the remote learning experience is as positive as possible for staff, children and parents alike. Please do feedback to us if there is anything you are finding



difficult or concerned about. Equally, do let us know what is working really well so that we can do more of it!

If you require any technical or online safety support, please do not hesitate to contact us. For further advice and guidance please see:

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

Lastly, but importantly, if you have any concerns of a safeguarding nature about the remote learning process, please contact Sharon as the 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 summer term.

Get in touch

We have worked hard to make this process as simple as possible and we see it as a real opportunity for us all to work together. By being flexible and adaptable, and all simply doing our best, our school community will come out of this even stronger.

If you need any guidance, please do not hesitate to contact your child's teacher in the first instance, or Rachel or Victoria - we are here to help.

Year	Contact	Email
Head	Victoria Homewood	vhomewood@bedales.org.uk
Head's PA/Admin	Rachel Hinett	dunannie@bedales.org.uk
Pre-nursery/Nursery	Natalie Whitfield	nwhitfield@bedales.org.uk
Reception	Sharon Rose	srose@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



BEDALES 
Nursery & Pre-prep, Dunannie