Remote Learning Summary of Procedures	
Circumstances	
Child is off sick and unable to attend	

• Illness (not Covid-19 related)

school / complete work remotely

Short-term illness

Remote Learning Plan

Child is unable to complete school work and will be able to catch up, when well enough to return to school / re-commence home learning.

Parents are asked to contact the school office to inform us of the child's illness, so that this can be recorded on our attendance register.

The admin staff will ensure that your child's teacher knows that your child will not:

- be able to attend school (key worker / identified vulnerable children) or
- for those learning remotely, that they will not be able to complete set work.

Child has to self-isolate at home because:

- Child is awaiting test results (Covid-19)
- Someone else in the family is awaiting test results (Covid-19)
- The admin staff will ensure that the class teacher is aware of this as soon as we are informed by the parent. Parents are asked to contact the school office to let us know.
- If the child is well enough, parents are asked to keep their child learning remotely see below
- Parents are asked to keep encouraging their child to read.
- Test results are usually returned within a couple of days. If the child is returning to school because the Covid-19 test is negative (Key worker and vulnerable children) they will also be able to catch up on return to school
- If the absence becomes prolonged, children should continue with our remote learning offer.

Child has to self-isolate at home because:

- Child tests positive for Covid-19
- Someone else in the family tests positive for Covid-19

Pupils in school, will follow the same curriculum content as those working remotely at home.

The class teacher will be responsible for providing the direct teaching as follows: Nursery:

OR

Your child is learning remotely during the Tier 4 partial closure of school

- All learning will be sent home through Tapestry (any parents who haven't yet accessed Tapestry please email nursery@sacredheart.wigan.sch.uk and we will help you with this)
- Learning each day will include a story session and gather times activities
- Activities reflecting the planned learning in Nursery will be sent home regularly through Tapestry
- Please send photos and videos of the children via Tapestry or the nursery email address we love to see what the children have been doing.

Reception

- Learning will be provided through SWAY. The links for SWAYS will be emailed to the parent email address.
- Each day the children will have a session of phonics, maths and story. They will also have Literacy, Come and See (RE), topic and PE timetabled over the week.
- A 'SWAY each day' with the day's learning and activities on will be emailed to parents each evening, with the learning for the next day.
- At the end of, or over the week parents are invited to upload photos and their child's work etc. to Tapestry.
- The teachers will keep in touch with the parents through email and Tapestry

Resource packs will be available to pick up from school on Friday 8th January 2021. These contain an exercise book and printed support materials.

Year One and Year Two

- Each day the children will have a session of maths using a link to White Rose Maths, phonics through a link to Read, Write Inc this is linked to daily lessons on YouTube. The phonics lesson will be either set 1, 2 or 3 speed sounds and you will have a message for your child each day to direct them to the correct set of sounds.
- Over the week, they will also have lessons related to our history and geography topic about London and the Great Fire of London, Come and See (RE), Joe Wicks PE and our English book Silly Billy by Anthony Browne (Year One) and Charlie and the Great Fire of London (Year Two).
- We will send via email, a Read, Write Inc. PDF book on a weekly basis. This will be at the level your child has currently been reading in their RWI group. Year Two pupils will also have work in reading comprehension. We are unable to change reading books as normal.
- A 'SWAY each day' with the day's learning and activities will be emailed each evening for the next day.
- We look forward to receiving photos or work, which can be can be emailed to the teachers through the class email.
- The teachers will keep in touch with the parents through the class email.
- Resource packs will be available to pick up from school on Friday 8th January 2021. These contain an exercise book and printed support materials.
- If there are any issues with access or resources or anything please email the class teacher who will then be able to reply at the end of the school day.

Key Stage Two (Years Three, Four, Five and Six)

- Teaching and Learning will be provided through 'Sway for a Day' approach and through Microsoft teams.
- The Daily sways will change each day, based on a weekly timetable to ensure that your child is provided with lessons based around the curriculum, including daily English and Maths lessons.
- Your child will be provided with a writing book and a Maths book. We would like all written work to be completed in the writing book and any calculations, such as start of the days and Maths work to be completed in the Maths jotter. Your child will also be given a green and orange pencil, alongside a yellow highlighter, to assist them with their edits.
- For those pupils without internet access, or without a device, learning will be provided through printed resource packs, which aim to keep your child learning at home, at the same rate as the rest of the class. Work packs will be provided on a weekly basis and will need to be collected from school.
- Your child's teacher will contact you via email with details of how to collect your packs. The first packs will be available for collection from school on Friday 8th January 2021.
- Teachers will be in regular contact with you and your child, either through Microsoft Teams or by phoning you / emailing you regarding your child's work.
- Teachers will also aim to have 'live' lessons and check-ins, where children have face to face contact with their teacher through Microsoft Teams. This will ensure that the teacher receives feedback about your child's learning and is able to help and support any areas of difficulty.

	 Regular telephone call / Teams chat will be made by the teacher as appropriate to the age and stage of development of the child to ensure that your child is able to access, understand and progress in their learning.
	 Parents can help by: Ensuring their child completes work each school day at home in line with the Pupil Remote Learning Policy (available on our school website) Establishing routines and expectations, developing good habits from the start. Chunking the days into predictable segments and helping children to start the day by getting up, getting dressed and being ready to learn at a reasonable time. Setting up a physical location that's dedicated to school-focused activities. Making sure it is quiet, free from distractions and has a good internet connection. Checking that that their child has all the resources that they need and are able to process all instructions they receive from their teachers. Ensuring their child logs onto Microsoft Teams each morning to access the work for that day (KS2) Supervising the child's learning -provide support and encouragement and expect your child to do their part. Struggling is allowed and encouraged. Don't help too much. Becoming independent takes lots of practice. Contacting the class teacher about any difficulties the child has with learning. This can be done through the class teacher's email address. Returning all learning packs, resources and completed work to school promptly when requested.
Key Worker / vulnerable children sent home, because their bubble at school has closed. The child may be at home for at least 14 days following advice from the Health Protection Team / DFE.	Remote learning, at home will continue for all children as above.