



CARGILFIELD

PLAN FOR REMOTE LEARNING FOR SUMMER TERM 2020

General

From the start of the Summer Term the School will be operating a remote learning system. It is our intention to continue to provide high quality education for our children. We have detailed below how we intend to make this work. Of course, circumstances may change but we are ready to alter plans as required.

The Upper School

Subject teaching

Subject teachers have been working on preparing remote learning. They will provide work and will be available to discuss problems and issues (see technology below). Work will be uploaded by the teacher either in individual lessons or in blocks with guidance on how long this should take to complete. The academic curriculum will be covered and PE/Games, Design and Art will be covered by way of group challenges or recommendations of activities or tasks to families. Music Practice and Theory will also be covered. Individual music lessons will be covered in a separate communication.

Staff will set work which children will be asked to complete. However, should you decide your children will not complete a particular piece of work, then we will be flexible. Please feel free to discuss this with your child's form teacher if you have any concerns about the way this is operating for your child.

You will find plans on what we intend to teach next term on the School Website (on the Home Page please go to 'Essential Information' and you will see a section called 'Remote Learning'.)

Contact with our staff

Form Teachers have a crucial role to play and will be keeping an eye on each child in their form and will be responsive to issues and problems as they arise. **We will introduce a Form Period each morning between 9 and 10** when Form Teachers will be available online to discuss issues and problems with the children in their form. Parents are also welcome to email and arrange a time to chat. We will try to be as responsive as possible although please don't expect communication outside office hours unless a teacher has encouraged this (some teachers with their own childcare or other commitments may be working more frequently outside office hours).

Form Teachers will have an overview of what the expectations are in terms of work for each child. They will be happy to talk to you about expectations and how these can be managed in your particular circumstances.

You may also wish to speak directly to a member of our subject staff. Again, please send an email and they will arrange a time for a conversation with you.

Resources

Most of these will be posted online. We are aware this may present some difficulties for families with slow internet connections (see technology below). Please let Mr Murdoch know if you anticipate any problems with this and we will do our best to sort it out.

Some resources may need to be in hard copy. In this case **these resources will be available for collection, see timetable below**. Your child's Form Teacher will have prepared an envelope containing what you need. At the same time, please drop off anything that requires marking or to be returned from the week before. Collection and drop off may not be possible for everyone every week and so please let your child's Form Teacher know if this is a problem and we will do our best to arrange something else. Parents might also be able to help by delivering envelopes for other children who live near to them. Where materials can be sent online, this is clearly preferable.

The first pack will be available for collection on the Friday before term starts (**Friday 17th April, 12 noon until 5pm**) from the School Office.

Timetable

We have not insisted on a fixed daily timetable. However, key things to note are –

- **First hard copy packs available on Friday 17th April 12 noon to 5 pm (and every Friday thereafter for drop off and collection)** (see resources above).
- **Online Form periods will start Monday 20th April 9am.**
- **Online lessons will be available from Monday 20th April.**

Technology

Each child at Cargilfield has their own Microsoft Office 365 account. Instructions on how to do this were sent in a SchoolPost email by Mr Murdoch. If your child has any issues with logging on to this, please email rmurdoch@cargilfield.com and Mr Murdoch will help get them online.

The main resource on Office 365 is **Microsoft Teams**. Form and Subject Teachers have set up remote learning groups for their classes. The children who were in school last week have been shown how to use it but during the holidays, Mr Murdoch will be putting together some video tutorials and help sheets not just for Teams but for the Office 365 Apps that we believe are useful.

In terms of teaching remotely, there are two ways to deliver the lessons - Synchronous and Asynchronous learning. With synchronous learning, children can receive immediate feedback from their fellow students or teacher over instant messaging or live video link (a bit like being in the classroom). Asynchronous learning doesn't enable that type of interaction as it involves the teacher uploading preloaded instructions through video or text which children go away and look at in their own time.

We believe that trying to go down the synchronous route will work less well for our children. We don't want to pressurise children (or parents) into making sure they are logged on at a certain time to access the materials; likewise, we know that there might be issues with technology in the home and internet speeds. We are planning to be somewhere in between - we won't be delivering whole class live interaction lessons but there will be the opportunity for children (and parents) to contact the teacher – in a group form using their Team chat or separately through email or the chat function in Teams should they have any questions about the work.

As we have been learning over the past week, Microsoft Teams is a fantastic resource that allows us to do this. Teachers will be uploading content into their different Teams they have created and will be setting expectations along with this. As mentioned previously, we have other solutions should technology or internet speeds be an issue and would like you to get in touch should you feel this might be the case for you.

The Pre Prep and Nursery

Nursery

Key workers will be communicating on a regular ongoing basis with parents and children through the online learning journals, by telephone and email. Should you wish at any time to talk to them, or Mrs Aitchison, please send an email or call the Nursery directly. Mrs Aitchison asks that you please copy her into any emails (nursery@cargilfield.com) sent to keyworkers so she is kept in the loop.

Throughout each week children will be given learning experiences to complete which will replicate what they would do during group time. Such experiences will aim to be as fun and active as possible. Parents will be asked to record what has been done on the learning journal which will allow keyworkers to review progress, give feedback and set appropriate next steps. Please do not allow this process to be too onerous or a cause for concern if your circumstances do not allow this.

Ideas and resources will be provided to support the ongoing development of each child's key skills in literacy, numeracy, fine and gross motor control and problem solving. These will either be emailed or sent home in the weekly pack. **Packs will be available for collection see timetable below.** If you are unable to collect the weekly packs, ways of getting them to you will be investigated. Recommendations of suitable websites will also be made to support this and a range of ideas provided for developing learning through play. It would be very useful to ensure that you have a stock of writing and coloured pencils, a ruler, rubber, felt pens, glue and Sellotape available. If necessary we will be able to provide the essentials if you run out.

P1-3 Teaching and Learning

Class teachers are preparing work to send out to pupils which will ensure ongoing progress for each child in maintained in literacy and numeracy. Reading books will be sent out in the weekly packs and we will be asking for these to be returned the following week. The remainder of the curriculum will be covered through a departmental project which we are calling "All Around the World". Each week there will be a different theme and some core tasks will be set designed to be carried out mainly independently or together with siblings. A list of suggestions for other graded activities relating to the topic will also be provided for children to attempt should they wish to.

Within everything which is set, guidance on how to complete tasks will be provided as appropriate and obviously the flexibility is there for you to decide whether or not your child will complete a task or not. An outline plan for first half term for each year group will be put onto the website initially and will be updated from there. Your feedback on what is working well and what isn't is essential so we can ensure the quality of the remote learning is as good as it can be.

Each week a range of challenges will be set for children to work on independently or with siblings or parents. These will, for example, range from competitions to following a recipe or weeding a flowerbed.

Contact with P1-3 Class Teachers

With our younger children we feel it is very important to have regular contact with parents by phone and staff will arrange suitable times to call you. In addition, you can contact staff anytime during office hours either by email or phone if you need support. This will allow us to ensure the work provided is appropriate and will provide feedback to help staff plan the next steps in learning. The children all have their school email which can be accessed through Office 365 and we will be encouraging them to communicate with the class teacher using this to send photos or even videos of their learning. Teachers will also use this to send out work which is not included in the weekly pack. Mrs Buchanan can be contacted by email or phone if there is anything specific you would like to discuss with her.

Timetable

For Nursery there will be no fixed timetable. However, for P1-3 we will be sending out examples of ways in which you might structure the day along with guidance on how much time to spend on specific activities.

First hard copy packs available on Friday 17th April 12 noon to 5 pm (and every Friday thereafter for drop off and collection)

Resources

We are mindful that the computer provision you have at home may have to be shared by a number of people. Therefore, most of the work children will be set will not require computer access. However, it would be useful if you could let the class teachers know what devices you do have available for children to use. Some resources will be sent by email but the majority will come in the weekly pack. In the first pack, will be a range of resources which will be needed over the first weeks. Directions will be provided regarding the use of these and the workbooks in particular. If you are unable to collect the weekly packs, ways of getting them to you will be investigated. It would be very useful to ensure that you have a stock of writing and coloured pencils, a ruler, rubber, felt pens, glue and Sellotape available. If necessary we will be able to provide the essentials if you run out.

Technology and the Pre-Prep

Initially the Pre-Prep and Nursery will be limiting the use of technology as a form of communication to pupil and parent email. This will be reviewed once the process is up and running and we see what specific needs are and what technology is available to children.

Anjali Dholakia

Emma Buchanan

24th March 2020