



CARGILFIELD

Cargilfield Remote Learning: Simple Guide

Wednesday 15th April Timetables for remote learning distributed via School Post and/or available on website

Friday 17th April

11.30 Learning Packs complete
13.00 Postage of distant packs
13.00-onwards Packs in Edinburgh delivered (perhaps also through the weekend)
Various pm Form Teachers contact Upper School children via MS Teams
Form Teachers telephone Pre Prep parents

Monday 20th April

08.30 Headmaster's address in Chapel
08.45 Upper School form periods and Pre Prep teaching starts
Watch out for instructions from the form teacher on Friday – plans can be flexible if parental circumstances don't suit this.
13.00 Lunch break for all.

Friday 25th April Cargilfield reviews its first week of remote learning and tweaks things for the next week.

All the remote learning information will be stored on the 'Remote Learning' section of the website (Essential Information/Remote Learning). There you should (soon) find:

- Acceptable user agreement (what we will ask all families to follow to keep everyone safe and sensible).
- Online safety information (guidance for managing your children online and keeping them safe).
- Contact email addresses and useful numbers (**key contact is a child's Form Teacher**)
- Remote Learning Plan - more detailed explanation of process for different age groups.
- Upper School and Pre Prep Curriculum Overviews – what the children will be learning.
- Recommended timetables.
- 'How to...' guides explaining how to use the technology.

Summary

Nursery

Suggested tasks communicated by Mrs Aitchison

Pre-Prep

Physical activity is first thing in the morning followed by literacy and numeracy and then topic and independent learning and reading groups on line.

Form 4&5

Five 45 minute lessons each morning with afternoon topic-based activities.

Form 6,7&8

Five hour long lessons across the day.

Each child from P1 upwards should have their own account for Microsoft office 365. The principal means of communication will be on Microsoft Teams. If you child has forgotten how to use this, the 'How to...' guide on the website should allow you/them to do this.