



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.

Teaching and Learning

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 by way of group challenges or recommendations of activities or tasks to families. Music Practice and Theory will also be covered.

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 our school website (on the home page please go to essential information and you will see a section called remote learning.)

Pre- Prep and Nursery

Nursery

Mrs Aitchison will be communicating on a regular basis with parents and children through the online learning journals, by telephone and email. Each week a One Drive folder will be sent out which will contain a plan for the coming week including instructions and videos introducing the topic theme, a range of activities relating to this, upcoming birthdays etc. along with some story times. The learning experiences suggested will replicate what children would do during group time. Such experiences will aim to be as fun and active as possible.

Parents may wish to record what has been done on the learning journal which will allow Mrs Aitchison to monitor progress and offer further suggestions. 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. 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.

Primary 1 - 3

Class teachers are preparing work to send out to pupils which will ensure ongoing progress for each child in maintained in literacy and numeracy. Some resources to facilitate this over the coming weeks will be contained in the initial pack and others will be post online through Microsoft Teams. In some cases, reading materials will also be included, but in the main parents and children will be guided by teachers to a range of online reading resources appropriate to the stage of reading development. Staff will run online, guided reading sessions throughout the 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 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 will be provided as appropriate and obviously the flexibility is there for you to decide whether your child will complete a task or not. 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 and physical challenges to following a recipe or weeding a flowerbed. Each day will start with an online assembly followed by a Get Active half hour.

Individual Music Lessons

Once term starts again, we will send out blank timetables on a weekly basis via Schoolpost using Doodlepoll which will enable you to sign up your child for a lesson at a time to suit you. These will initially be within 45-minute slots, although the lessons will remain 30 minutes in length. The extra time is in order to enable connection and set-up.

Teachers will offer lessons via Skype, Zoom, Facetime or WhatsApp, depending on the technology they and you have available. They are happy to be flexible to make things work as well as possible, so if you have another method of connection that will work better for you please let them know.

Obviously, in the first instance children will need the support of an adult to get a lesson going and with younger children a parent may continue to be needed for the lesson, but we would imagine that once we all get used to the new system it will become relatively routine and children should be able to manage independently. Some of the teachers already offered remote lessons in this way before the current situation, and one of the advantages is the ability to record a lesson so that the pupil can go back over the learning points.

The teachers will keep a register of lessons taken which will be charged on the end of term fee account as usual. You will be charged for the number of lessons signed up for - we are keen to be flexible to your circumstances which may mean that regular weekly lessons are not optimal - whatever helps support the children in their learning and makes things easier for families in this tricky situation. We appreciate that remote lessons won't be for everyone, but would urge you to give it a try if you feel able. As with other aspects of remote learning, we will adjust things as experience and parent feedback are gained.

Timetables

In response to your comments in relation to providing a structure for the day we have produced three timetables, one for Forms 6, 7 and 8 and others for Forms 4 and 5 and Primary 1 to 3. There will be no fixed timetable for Nursery. These will be emailed to you before the start of term. Teaching staff will be available to speak to their classes or may schedule video-based lessons in these timetable slots. Please do not feel that you need to adhere strictly to these timetables; they are for guidance and we intend to be as flexible as we can around this.

Contact with staff

Upper School

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 8.45 and 9 am for all Upper School children and again between 4.45 and 5 pm for children in forms 6,7,and 8** 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.

P1-3 Class Teachers

With our younger children we feel it is very important to have regular contact with parents. Class teachers will be in regular contact and you can contact them anytime during office hours by email and they will call you back. 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 we will be encouraging them to use to communicate with the class teacher using this to send photos or even videos of their learning. There will be a form period arranged each Monday and Friday afternoon to allow the children to catch up with each other. There will also be a daily assembly at 8.45am which will provide an opportunity to share what everyone has been doing.

Resources

Most of these will be posted online using Microsoft Teams. Separate arrangements will be made for those families who have already indicated issues with their technology at home and form teachers will liaise with subject staff in these instances.

Some resources may need to be in hard copy. In this case **these resources will be delivered or posted to you**. Your child's form teacher will have prepared an initial pack containing what you need to get started but please wait for guidance from staff before using these. Other resources may be sent out as the term progresses.

Technology

Each child at Cargilfield has their own Microsoft Office 365 account. Instructions on how to do this were sent in a SchoolPost email from 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 Upper School children who were in school during the last week of term have been shown how to use it but during the holidays, Mr Murdoch has put together some video tutorials and help sheets not just for Teams but for the Office 365 Apps which we believe are useful. These will be posted online and will be accessible from the Remote Learning page on the school website.

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 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 during the set down lesson in their timetable; this might be in a group form using the chat function in Teams or separately through email 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.