

# Lincoln Gardens Primary School



## Virtual Learning Information Booklet

**'LEARN, GROW, PARTICIPATE, SUCCEED'**

As part of the Government Guidance for Education, there is a high emphasis on remote learning should there be a local lockdown or any form of school closure. It states that schools:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

At Lincoln Gardens Primary School we will be using the Microsoft teams platform. The children have all been provided with their own username and passwords and have spent time in school learning how to use the platform. If you require further support on how to use Teams, please refer to the step by step video tutorials that we have put together for you.

How to use Teams on a desktop/laptop - <https://youtu.be/ULj2dFLDAOI>

How to use Teams on a mobile device - <https://youtu.be/aF7fgc9pj1Q>

How to use Class Notebook - <https://youtu.be/OOUiHSvsgjk>

If you require further support, please get in touch with your child's class teacher via the school number ( or class email address (class name followed by @lincolngardens.net)

# Virtual Timetable

In the unfortunate event of a whole school closure or a year group bubble closure, the following timetable will be followed during the school week.

| Time          | Lesson/Activity  |
|---------------|--|
| 8:55-9:00     | Live Teacher   |
| 9:00 - 9:20   | Children to log on, register the class and complete morning activity<br>Live Teaching<br>Maths teacher input |
| 9:20-10:00    | Teacher online for Maths work support, marking work and responding to any questions.                         |
| 10:00 - 10:30 | KS2 Reading Comprehension<br>KS1 Phonics<br>Part live teaching part teacher online available                 |
| 10:30 - 10:50 | Teacher online for reading comprehension support, marking work and responding to any questions.              |
| 10:50-11:10   | Break<br>Live Teaching<br>English teacher input  |
| 11:10 - 11:50 | Teacher online for English work support, marking work and responding to any questions.                       |
| 11:50 - 13:00 | Lunch  |
| 13:00 - 13:05 | Live Teacher<br>Children to log on, register the class   |
| 13:05 - 13:25 | Live Teacher<br>Foundation subject input   |
| 13:25 14:05   | Teacher online for Foundation work support, marking work and responding to any questions.                    |
| 14:05 - 14:25 | Children - reading for pleasure  |
|               | Teacher online for any questions - until 15:30   |

## Nursery Children

Live- 9.00 am - welcome song, register, literacy/Theme input- this will likely be a story with a Q&A time.

After this session, the teacher will set a practical task for the children to complete

Live- 1.00pm- register and maths input

Recorded- 2.30 pm- story time session.

## Teams Code of Conduct

When online using Teams, it is important that the following rules are adhered to by both parents/carers and children.

### Parents/Carers

- If accessing the live lessons, ensure your child is prompt so they don't miss the beginning.
- Do not screenshot or copy any information or messages to share on social media or any other platform. If parents have an issue they must contact the teacher via the class email address.
- Wear suitable clothing.
- Use appropriate language.
- If your child doesn't have photo consent the camera must be turned off.

### Children

- Suitable clothing must be worn - school uniform is optional
- Any devices used must be in appropriate areas, for example, not in bedrooms and have a plain background with no personal items in view.
- Be punctual for live lessons.
- Follow the teacher's instructions given during lessons, including instructions involving cameras and microphones.
- Engage with the lessons and work to the best of your ability following the six learning behaviours.

All live teaching sessions will be recorded and uploaded onto teams in the files section. This will then allow the lessons to be accessed at any point throughout the day which will support any families with more than 1 child, who may have to share devices.