



Civitas Academy

Remote Education: Information for Parents

This information is intended to help pupils and parents or carers understand what to expect from remote education if pupils are required to remain at home for reasons related to Covid-19.

The remote curriculum: what is taught to pupils at home?

Will my child be taught broadly the same curriculum as they would if they were in school?

- We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, some of our children who require additional support may be provided with work tailored to their needs with a focus on using concrete resources to enable them to meet their individual learning targets.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Number of hours	2 hours in EYFS 3 hours in KS1 4 hours in KS2
Breakdown of hours	Suggested timetables for EYFS, KS1 and KS2 can be found at the bottom of this document.

Accessing remote education

How will my child access any online remote education you are providing?

Remote learning lesson resources can be found on the Civitas School Website. From Monday 1st February, these resources will be found in your child's Class Team on Microsoft Teams, further guidance on this will follow.

Live morning lessons and afternoon check ins will also take place on Microsoft Teams. Please see guidance below to support with accessing this. The timings for morning lessons are below and are staggered to support families with siblings within the school:

EYFS: 9.15am

KS1: 9.30 am

KS2: 10.00am

Alongside these live lessons, teachers also provide pre-recorded lessons via the school Youtube channel which will also support the children's learning.

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

The school have identified and issued laptops to pupils where necessary and device loan agreements have been completed. SIM cards are also available to support additional 4G data.

Pupils can access any printed materials needed, if they do not have online access, which they can collect from the school office in line with the current guidelines.

Pupils submit work through the class email addresses or through Microsoft Teams. EYFS work is submitted by Tapestry.

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

Daily live teaching of Maths and English take place through a Microsoft Teams video call. Within this call, the teachers and class also discuss the foundation subject learning taking place that day.

Recording teaching and reading aloud is provided for Reading and Phonics across the school.

Lesson slides and resources are provided as PDF files for children to access. These are supplemented by Youtube clips and from commercially available websites such as BBC Bitesize.

Children have ongoing access to a range of supportive websites; Accelerated Reader (KS2), Rising Stars (EYFS/KS1), Times Table Rock Stars (KS2) and My Maths (KS1/KS2).

EYFS engage in a social activity led by the teacher and following this, the teachers talk the children through their day and recommended activities and share the English and Maths planning. These are supplemented by videos that are also shared when necessary through the school website and Tapestry.

Afternoon calls are used across the school for teachers to check in with children and provide whole class feedback. It is also an opportunity for children to ask questions and share their learning.

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

Children are expected to attend the live teaching lessons daily. Teachers recognise the range of home learning environments and different circumstance of each family, however we do encourage children to work as independently as possible. Staff provide lessons that are of an identical format to those provided in school to support children in accessing the learning independently. Staff have focussed on encouraging self-assessment and self-marking since our return to school with September and lessons are structured to support and encourage this. Children are able to mark and reflect on their work. Suggested timetables (see above), can support families in organising their day.

Younger children in particular may need support in accessing online materials and staying focused with their remote learning. We ask that you help them as much as you can.

At the same time, we do not expect you to watch your child all day, and we wouldn't expect parents/carers to get involved in remote lessons in place of our teachers. But, it would be really helpful if you can take an active role in your child's learning by asking them about their day and what they've learned.

Our top tips:

- Try to encourage your child to be ready and dressed for the start of the school day, and to keep to their timetable. Routine is very important so having the same expectations of your child every day will support them.
- Distinguish between weekdays and weekends, and make it clear when the school day is over, to separate home and school life
- Plan breaks and exercise into the day to help keep your child active.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

Daily attendance is tracked for morning live lessons and afternoon check-ins. Our expectation is that all children should be in attendance for the daily input and live teaching of the core subjects every morning.

If a child is unable to attend the morning teaching session, please let the class teacher know by emailing the year group email account by 8.45am that day.

If staff notice a child has not engaged in a Teams call/remote learning for 24hrs, and no reason has been given, an email will be sent to the family from the year group email address.

If staff notice a child has not engaged in a Teams call/remote learning for 48hrs, and no reason has been given, a supportive phone call home will be made from a member of teaching staff.

Any absences from Teams calls/remote learning lasting longer than 48 hours, with no reason given, will automatically be escalated to the Senior Leadership and Safeguarding Team.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

A combination of feedback is provided by:

- Whole class feedback during the afternoon sessions.
- Individual feedback is provided regarding work submitted to the email account or on Microsoft Teams.
- In EYFS, children upload their work onto Tapestry and staff will provide feedback throughout the day.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

Differentiated learning that is adapted to children's needs is provided to our pupils of SEND.

The 'accessibility tools' of Microsoft Teams are used to support pupils where necessary.

Our younger learners in Year 1 are supported with their learning through the live lessons and Youtube videos are used to support engagement.

EYFS have live teaching in the morning and provide activities which are open to a range of responses (e.g. talking, drawing, writing). Tapestry is used for children to share work with teachers through photos and videos and teachers provide feedback on this.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

The same lesson teaching slides will be provided to children learning at home that are used by teachers within school. Staff will use Microsoft Teams to provide these resources, check engagement and give feedback.

Further Information

Information and links to previous parent workshops can be found on the school website:

<https://civitasacademy.co.uk/parents/parent-workshops>

Parents can also find further information here about accessing Tapestry – the communication system used for families with children in EYFS.

Below are the suggested timetables for EYFS, KS1 and KS2 for remote learning.

EYFS Timetable

Lesson	Activity
9.15am: Teams Call	Register Social Activity Share daily plan Share Literacy and Maths Planning slides
9.30am: Phonics	Video lessons will be provided each day through a YouTube link accessed through the daily plan.
9.50am: Wake & Shake	Children to use this time to have an exercise break, e.g Join in with a 'Just Dance' video on Youtube
9.55am: Literacy	Literacy planning for each week can be downloaded from the class web pages and are also shared in the morning Teams call
10.15am: Snack	Use this time to talk to your child, encourage healthy eating
10.25am: Free Play	Children can choose what to play with, this could be a creative activity, building, playing with dolls/ people etc.
11.00am: Morning Air	Go for a walk, play in the garden
11.20am: Maths	Maths planning for each week can be downloaded from the class web pages and are also shared in the morning Teams call
11.40am: Quiet time	Puzzle, 'Zen Den' (YouTube), Reading
Lunch	
1.00pm: Hand-Writing	Dough disco on YouTube, practice letter formation ditties (can be found on class web pages): e.g. "all around the apple" write out a a a a a a
1.15pm: Topic	A daily topic activity is suggested on the daily plan. There is sometimes an accompanying video linked through the daily plan or on Tapestry.
1.30pm: Free Play	Children can choose what to play with, this could be a creative activity, building, playing with dolls/ people etc.
2.30pm: Reading	Read a book on Rising Stars (books can be read more than once)
3.00pm: Teams Call	Share work from the day Story / Singing

KS1 Timetable

	9.30-10.00	10.00-10.30	10.30-11.00	11.00-11.30	11.30-12.00	12.00-1.00	1.00-1.30	13.10-13.40	13.40-14.45	14:45-15:10
Mon	TEAMS Call Register English and Maths Learning	Complete English work	Break	Complete Maths work	Phonics	LUNCH	Whole Class Reading (Youtube)	PE	Break	TEAMS Call Any questions/feedback/sharing work
Tues	TEAMS Call Register English and Maths Learning	Complete English work	Break	Complete Maths work	Phonics	LUNCH	Whole Class Reading (Youtube)	Science	Break	TEAMS Call Any questions/feedback/sharing work
Wed	TEAMS Call Register English and Maths Learning	Complete English work	Break	Complete Maths work	Phonics	LUNCH	Whole Class Reading (Youtube)	Topic	Break	TEAMS Call Any questions/feedback/sharing work
Thurs	TEAMS Call Register English and Maths Learning	Complete English work	Break	Complete Maths work	Phonics	LUNCH	Whole Class Reading (Youtube)	Art	Break	TEAMS Call Any questions/feedback/sharing work
Fri	TEAMS Call Register English and Maths Learning	Complete English work	Break	Complete Maths work	Phonics	LUNCH	Whole Class Reading (Youtube)	PSHE	Break	TEAMS Call Any questions/feedback/sharing work

KS2 Timetable

	9.00-10.00	10.00-10.30	10.30-11	11-11.30	11.30-12.00	12.00-1.00	1.00-1.30	1.30-2.30	2.30-2.45	2.45-3.10
Mon	Whole Class Reading (Youtube)	TEAMS Call Register English and Maths Learning	Complete English work	Break	Complete Maths work	LUNCH	MyMaths TTRS Accelerated Reader	PE Topic Spanish PSHE	Break	TEAMS Call Any questions/feedback/sharing work
Tues	Whole Class Reading (Youtube)	TEAMS Call Register English and Maths Learning	Complete English work	Break	Complete Maths work	LUNCH	MyMaths TTRS Accelerated Reader	PE Topic Spanish PSHE	Break	TEAMS Call Any questions/feedback/sharing work
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How to use our school's Microsoft Class Team

Please help your child to follow these steps so they can join the virtual teaching and feedback sessions.

Note: your child will need their log-in details for their school Office 365 account to complete the steps below. If they can't remember these log-in details, please contact their class teacher on the year group email account.

Smartphones and tablets: download the free Microsoft Teams app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none">➢ Open the Play Store app➢ Search for 'Microsoft Teams'➢ Tap 'Microsoft Teams'➢ Tap 'Install'	<ul style="list-style-type: none">➢ Open the App Store app➢ Search for 'Microsoft Teams'➢ Tap 'Microsoft Teams'➢ Tap 'Get'

Once the app has downloaded, open it.

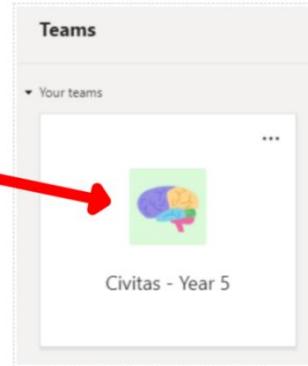
Then, your child needs to:

- Log in to their Office 365 account
- Tap the 'Teams' icon
- Your child should already be enrolled into their Teams Class. They can then click on this 'Team' to access virtual lessons.

Computers and laptops: download Microsoft Teams

Your child needs to:

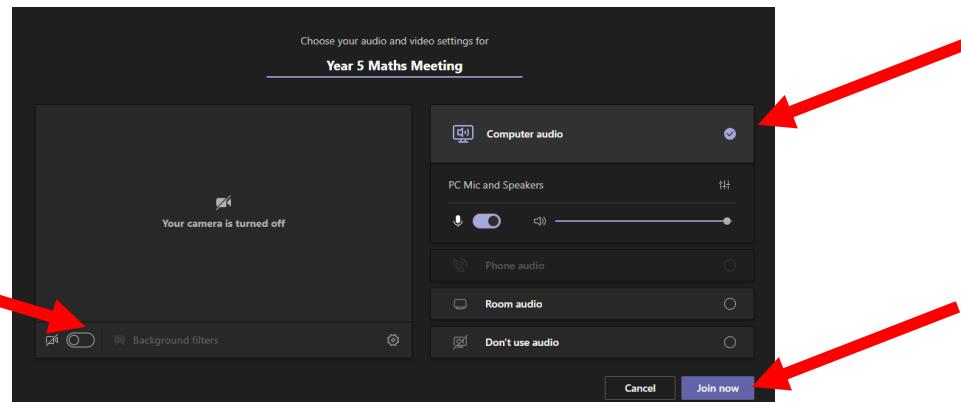
- Go to www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
- Click 'Download Teams'
- Once it's downloaded, click on the installer to run the app
- Log in to their Office 365 account
- Click 'Teams' on the left-hand side of the app
- Your child should already be enrolled into their Teams Class. They can then click on this 'Team' to access virtual lessons.



Join a Microsoft Teams Meeting

Your child needs to:

- Log in to their teams account and go to their year group team.
- The teacher will start the meeting. There will be a button that says 'join'. Click this.
- It will ask you to choose your microphone (select top option in most cases) and we would encourage all children to have their cameras turned **on** if possible. Click the switch under the camera panel to turn it on.



- During teaching, pupils will be muted so that everyone can hear the information. If you have a question, you can click the hand symbol at the top of the screen and your teacher will be able to unmute and speak to you.



Using Xbox or Play Station to access Microsoft Teams

Using XBox or Play Station to access Microsoft TEAMS

Xbox

1. Plug a keyboard in to the Xbox USB slot
2. Go to my games and apps
3. Find and select Microsoft Edge
4. Type in Microsoft TEAMS and then log in to your account using your school username and password
5. You can access all the online content for remote learning and watch live lessons
6. To move around, you use the Xbox controller or plug in a mouse
7. Use a headset to interact if you have one

PlayStation

1. Go to the library and find options for games and applications
2. Go in to applications and you will find the internet browser; it's a WWW with dots around it
3. Type in Microsoft TEAMS and then log in to your account using your school username and password
4. You can access all the online content for remote learning and watch live lessons
5. Use a headset to interact if you have one