

Child-friendly remote learning information

Staying safe when learning at home

We have put together some guidance to help you with learning at home. It can help you to understand our expectations whilst you are learning from home, provide you with information about how to stay physically and mentally well, and give you some useful tips for staying safe online.

If you need some more help, please ask your parents to contact us for you via telephone or email. Or you can ask a question on PurpleMash.

Learning at home

Even if you cannot attend school, we want to make sure that you can keep learning, even at home. We have made a work plan for you so that you know how much work we expect you to do, how long you should spend on each task, and how to submit your work.

For Key Stage 2 (Years 3,4,5, and 6)

Lessons will be set to complete each day which can be accessed via Purple Mash or Microsoft Office 365.

A daily or a weekly timetable will be put on the school website providing you with this information. You will be expected to produce work of the same standard as you would complete in school. The daily plans will include:

- Spellings (e.g. Spelling Frame)
- Daily Reading (with a link to on-line texts e.g. First News, Book Trust, Oxford Reading Owl)
- English lesson – This could be a writing activity, comprehension activity or SPAG.
- A mathematics sessions (White Rose Mathematics)
- Lessons based on wider areas of the curriculum. E.g. RE, Science, History, Art, DT etc.
- PE – daily exercise
- Activities to look after your mental well-being.

Lessons will follow the same sequence, as much as possible, to the timetable you follow in school. Lessons will be a reflection of the curriculum you would be taught in school.

We will continue to use a range of teaching methods to cater for all different learning styles These include:

- Purple Mash
- Recommended education sites e.g. Oak Academy, BBC Bitesize, TT Rockstars
- Microsoft Education - pre-recorded lessons.
- Home Resources Packs

You will be expected to **complete work set daily between 9am and 3.15pm**. We do not expect you to complete activities outside of these hours. We also want you to take **regular breaks in the morning, afternoon and at lunchtime**.



You will be asked to share your work in a range of ways. For example, uploading work onto Purple Mash (if completed on this platform) or upload work onto MS Teams. Your teacher will provide instructions around this and the deadline they expect work to be uploaded by. Most work will be asked to be uploaded on completion or by the end of each day.

If you are worried that you will be unable to access remote learning, speak to your class teacher as soon as possible. You can ask a parent to call school or tell your teacher on PurpleMsh.

We understand that there will be more distractions at home than in your classroom, so we don't expect you to work a full six hours with no break! It is important that you maintain a routine and ensure you are still learning, even during these circumstances.

Whilst you are learning from home, try to:

- Complete the activities set for you. Do not spend more than 45 minutes on a task – unless told to. Teachers will plan lessons based around the timings on your usual class time table as much as possible. But it may vary.
- Any recorded lessons will not last longer than 45 minutes.
- Tell your parents if you need help with a task.
- Send in any work you have completed by the end of each day.

It is also important that you:

- Take regular breaks from schoolwork (e.g. every hour, take a ten-minute break).
- Make yourself a plan for your school day and stick to it if you can – don't worry if you stray off path!

How to stay well

It is important to make sure you look after your physical and mental health.

To avoid any unnecessary aches and pains, you should make sure you have a sensible place set up to learn from. If possible, you should sit at a table or desk, ensuring your back is supported, rather than laying on your bed or the sofa. If you think you are missing any important equipment or a suitable space to work, make sure you speak to your class teacher.



If you ever feel unwell or unable to complete the work set, you should tell your parents and make sure you let your class teacher know as soon as possible, ideally before the start of the school day.

You must ensure you also look after your wellbeing while you are at home. To make sure you are staying mentally well, try some of these ideas:

- Get into a routine – you could make sure you wake up and go to bed at the same time each day
- Set yourself some achievable tasks – you could try a new recipe you've been wanting to try for ages!
- Talk regularly with your friends or extended family – you should always talk with your parents about how to set this up
- Stay active – try getting out for a walk every day with your family
- Eat normally – make sure you have three meals a day at regular times

- Try practising breathing techniques – the charity Mind has lots of helpful information here: <https://www.mind.org.uk/information-support/tips-for-everyday-living/relaxation/relaxation-exercises/>
- Use the time to develop a new skill – you could start painting, learn a language or learn how to bake!
- Make sure you get some rest
- Keep your room tidy to make sure you feel relaxed
- Don't do your schoolwork in the evenings or weekends – you need to balance your home life and school life
- Keep a journal or diary
- Read more often
- Talk to someone if you have any worries or concerns – you can also find a whole list of places that can help if you don't want to speak to your family here: <https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>
- Childline has a website called 'Toolbox', where you can find games, videos and methods to help you with your worries. There is even a 'Calm zone' for helping you let go of your worries. All of this can be found here: <https://www.childline.org.uk/toolbox/>



Staying safe online

If you are spending all day at home, you will likely be spending more time online. Whilst there are many positive aspects of using the internet, such as keeping in contact with those you can't see and staying entertained, you must also remember to use it sensibly.

While using the internet or learning platforms such as Purple Mash or Microsoft Education, it is important to follow our online safety rules.

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers/iPads for school work and homework or activities approved by someone working at the school.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will only log on with my own login details and will never use those of someone else.
- I will never store any passwords using the "remember me" option.
- I will not bring files into school without permission.
- I will ask permission from my parent/carer before using the Internet and will not visit Internet sites I know to be banned by the school.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by e-mail or in a chat room, unless my parent, guardian or teacher has given my permission and I take a responsible adult with me.

- I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes add-ons can cost money, so it is important I always check for these too.
- I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour.
- I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.
- I will take care of the computer and other equipment loaned by school.
- I know that if I break the rules, I might not be allowed to use a computer /IPad.

During 'catch up with my teacher time', I will also:

- I will wear suitable clothing – this includes others in your household.
- I will work in a family space within the home with an appropriate background. I will not access learning in my bedroom.
- I will use appropriate language and be polite and respectful of others.
- I will maintain the standard of behaviour expected in school.
- I will use the necessary equipment and computer programmes as intended.
- I will always remain aware that I am visible.
- I will not eat during catch up with my teacher time'.
- I will always have an adult with me in catch up with my teacher time'who will be visible on the screen with me at all times during the lesson.
- I will only use my school-registered accounts to access learning platforms, e.g. Microsoft Education.
- I will never share my login or passwords with anyone – only my parent /carer.
- I will not record or screenshot any part of the catch up with my teacher time'.
- I will follow my teacher's rules given at the start of each session and will be given the opportunity to respond appropriately.
- I know that if I show any inappropriate or disruptive behaviour in the lesson, my teacher may ask me to leave the session.
- I will leave at the end of the session once instructed to do so. My teacher will be the last person in the meeting to leave.

While you are spending more time at home, you should consider the ways you can stay safe and maintain a healthy relationship with the internet by doing the following:

- Having tech-free mealtimes
- Not keeping your phone or tablet in your bedroom
- Before contacting any friends using a device, ensuring you have asked your parents and that they have made sure the right settings have been applied to your account to keep you safe
- If you are contacting anyone by phone or video, make sure you do it in a family space
- Making sure you have the right settings applied to the apps and websites you use, so you don't see anything you don't want to and can limit who can contact to you



- Making sure you know how to report anything on the apps you use – most of the popular apps have a reporting function. If you need help with this, please ask your parents
- If you need to report something that you've seen online, ensuring you use Child Exploitation and Online Protection command (CEOP) (<https://www.ceop.police.uk/safety-centre/>) and the UK Safer Internet Centre (<https://www.saferinternet.org.uk/our-helplines>)
- Telling your parents if you are worried about anything you have seen online
- If you want to discuss any worries with someone else, contacting Childline (<https://www.childline.org.uk/>), Kooth (<https://kooth.com/>), or any of the contacts listed here: <https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>

What to do if you're worried

There may be times when you're feeling worried or concerned about something. You should always tell someone if you feel this way – even if it doesn't seem like an important thing. There are lots of different people you can talk to whilst you're at home, including:



- Parents, carers or someone else in your family.
- Teachers or members of school staff.
- Doctors, nurses or online counsellors.
- Anyone you trust.

If you are finding it difficult to speak to anyone, you can start the conversation with something small, like telling someone what you had for lunch, or what you learnt that day.

Some people find it helpful to write things down in a letter. Childline have a really handy letter builder you can find here: <https://www.childline.org.uk/info-advice/bullying-abuse-safety/getting-help/asking-adult-help/#Writesomeonealetter>.

We will stay in touch with you whilst you are learning from home, this will be via telephone calls to your parent/carer or via PurpleMash. If there's something that's worrying you, or you want to talk to a specific member of staff who you feel more comfortable with, you can discuss this on the phone call – remember, every worry is relevant, whether it is big or small.

If you are worrying about something relating to a classmate, this is also a very relevant concern. You should always tell a member of staff in this case and we will do what we can to help. We will always let you know if we need to share what you tell us with anyone.

Remember, you can get in touch with any of the organisations listed in the 'How to stay well' section of this handout.

If you experience any technical issues while learning at home, you should let your class teacher know via PurpleMash or ask a parent/carer to call school as soon as possible so that we can get these sorted for you.

Nutgrove Team