

# The Belvedere Preparatory School



## Remote Learning Guidelines

UPDATED: January 2021

In the event of needing to self-isolate or household-isolate, some children may have to be absent from school for up to 10 or 14 days respectively. If this is the case, these children and their families can access our Belvedere Remote Learning Programme to ensure that they continue with their education whilst they are away from school. The school's approach and expectations for the Belvedere Prep Remote Learning Programme are flexible and will be adapted where appropriate to meet the needs of the children isolating.

## Accessing Remote Learning

We will continue to provide regular, structured work for any children who are at home for isolating purposes due to COVID-19. We will upload a timetable for each isolating class by 7 pm each Sunday evening, with a list of resources needed for the week, and ask that parents ensure, where possible, that their child completes this learning. The timetable we provide will cover a range of subjects. When individual children from classes are isolating, or during periods of national lockdown, we will ensure that they cover the same learning objectives as those being taught in school. By following the timetable of lessons, this will help ensure that all children (whether in school or not) will have covered the same content. It will help your child not to fall behind as a result of being absent from school.

Remote Learning will take place via the Seesaw platform (Appendix 1). Children will all be provided with a code and password which they will use to access work set, feedback and specific messages from teachers.

Daily learning will begin with a short video message from a Belvedere Prep teacher, welcoming children and introducing the learning for the day ahead.

From 7.00pm the day before, a minimum of three lessons will be available for children to access on the Seesaw platform, comprising of Mathematics, English and one other curriculum area. In addition to whole class lessons, shorter focused activities, personalised targets, comments and support/extension work will be provided where necessary.

Children can access the lessons throughout the day and should upload a summary comment or photographs of their work for their teacher to monitor. Children and parents can communicate with teachers throughout the day via the comments function on Seesaw.

There will be some daily interactive contact between the teacher and pupils who are learning remotely. This will take the form of a Zoom session where the teacher will address misconceptions and answer questions about the learning. If a Zoom session has not taken place, daily learning will conclude with a closing video message from a Belvedere Prep teacher, who will take this opportunity to summarise the day, address misconceptions and celebrate achievements.

Teachers will be available between 8.30 am and 3.30pm each day.

In addition to daily lessons set by teachers, children will also have ongoing access to: reading books via Oxford Owls, Read Liverpool and Oak Academy Virtual Library; times tables activities via Times Tables Rockstars and Numbots; and a range of phonics videos and activities where age appropriate.

Children will also be invited to join a weekly class Zoom call in order to maintain relationships with their teachers and peers. Parents are responsible for ensuring the following rules are adhered to:

- Zoom is only to be accessed by a device in a communal family space

- Attendees should be dressed appropriately
- All cameras must be switched on
- The meeting ID is to remain confidential and not to be shared with anyone that it was not designated to
- Recording, photos or screenshots of the Zoom meeting are not allowed by participants
- The Zoom meeting will be recorded by the hosting teacher and stored in line with the school GDPR and IT policy
- The Zoom meeting will be locked by teacher 5 minutes after the start time so that it can only be accessed by authorised participants
- Unfortunately, anyone arriving late to the meeting will not be able to gain access, even with meeting ID
- For participants, some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share
- The same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation.

Children's achievements in their remote learning will be shared in our weekly whole-school Celebration Assembly, or during a class Zoom assembly in the event of a national lockdown.

Where possible, children will receive a minimum of two recorded activities delivered by a specialist teacher each week.

At the end of each week, children are asked to upload a Learning Log detailing the learning activities they have completed during the week. This can include tasks completed at home such as baking and gardening, as well as learning set by school. Learning Logs can take the form of written responses, photographs or videos. Teachers will provide personalised written feedback to children on their Learning Logs via Seesaw.

A member of the Senior Leadership Team will make contact with parents of children isolating or learning remotely at the end of each week. The purpose of this call will be to check the wellbeing of the child and their family, offer support and receive feedback on the child's learning.

The work that we provide is likely to be new learning, matching what the children would be being taught in school. However, parents are not expected to be teachers. All work will be revisited when the children return to school.

If parents have any comments or queries, they can either contact teachers using the comment facility on Seesaw or, alternatively, they can email the school on

[enquiries@belvedereprep.com](mailto:enquiries@belvedereprep.com). A member of staff will respond to parent emails within 48 hours.

## Appendix 1: Seesaw

Each pupil has a unique Home Learning Code to access Seesaw. When signing in with their Home Learning Code, pupils can post to their journal, respond to activities, and view class announcements. Students do not see the work of any other student in the class.

**Never share codes on social media or another public forum. Instruct your child to keep their code safe like they keep their passwords safe.**

### HOW DO PUPILS USE THEIR HOME LEARNING CODE?

1. Pupils go to <https://app.seesaw.me> on a computer. Or install the Seesaw Class App on an iOS or Android device.
2. Pupils tap "I'm a Student".
3. Pupils scan their code using Seesaw's built-in QR code reader or type in their text code to access their Seesaw account.

### SAMPLE EMAIL INSTRUCTIONS FOR PUPILS OR FAMILIES

Pupils and families, we will be using Seesaw for home learning. Please sign in with your Home Learning code following the steps below:

1. Go to <https://web.seesaw.me> on a computer. Or install the Seesaw **Class** iOS or Android app.
2. Tap "I'm a Student".
3. Scan or type in your Home Learning code.
4. Post to your journal, respond to activities, and view class announcements.
5. Remember, this code is like a password. Keep it safe!

1. Go to <https://app.seesaw.me> on a computer. Or install the Seesaw **Class** App on an iOS or Android device.



2. Choose "I'm a Student".



3. Scan this code using Seesaw's built-in QR code scanner. Or type in these letters to access your Seesaw account: **HQIC UYEJ HNIM MITK**

