

Short Term Remote Learning Protocol KS2

1. Purpose and Scope

This protocol ensures that all KS2 children can continue their education effectively during short-term absences from school due to self-isolation, quarantine, or partial/full school closures. It aims to provide equitable access to learning, maintain engagement, and support wellbeing for all pupils.

2. Learning Provision

- **Remote Curriculum:** Learning will mirror in-school journeys as closely as possible.
- **Platforms:** Initial communication to parents regarding remote learning will be via class Dojo. Pupils will be able to access all their learning through Microsoft Teams. Pupils individual work will be set in OneNote. Pupils will have access to other learning platforms through ClassLink.
- **Access:** Children need to know the email address and office365 passwords to be able to access all learning platforms. Children will login into ClassLink to access all other learning platforms. <https://login.classlink.com/my/dsat> This will be available on the school website <https://parklandprimary.co.uk/pupil-zone/> but you can also paste the link in Class Dojo. Reading books will also need to be sent home.

3. Daily Structure and Expectations

- Teachers should send a message to parents via Class Dojo to parents to explain that there are planned learning activities to complete throughout the school day. They should explain that there will be a specific timetable of activities that will be set and pupils will be able to access on computer and mobile devices. The link to ClassLink to be shared and instruction on how pupils who access their learning.
- There is no expectation to set up and deliver live lessons unless you want to. There is an expectation of creating/sharing short videos that model learning or support learning expectations.
- **Timetable:** A suggested daily structure will be shared with families, including core subjects (English, Maths, Reading) and foundation subjects, to provide routine and consistency. This will be posted to parents via Dojo and will be shared on Teams (remote learning channel)
- **Engagement:** Children are expected to participate in daily learning activities and submit work as directed by their teachers. Teachers should include **@everyone** in

Teams channel communication to ensure that all pupils within the Team are notified that there is a message

- **Feedback:** Teachers will provide regular feedback throughout the day in the following ways:
 - Whole class feedback via Teams posts in remote learning channel
 - Specific pupil feedback on the pupils OneNote
 - Celebration of learning with parents on Class Dojo

4. Roles and Responsibilities

- **Teachers:** Plan and deliver remote learning aligned with in-school provision, monitor engagement, provide feedback, and maintain communication with families.
- **Parents/Carers:** Support children in accessing learning, encourage routine, and communicate any issues to school staff.
- **Pupils:** Engage with learning activities, ask for help when needed, and follow the agreed timetable.

5. Safeguarding and Wellbeing

- **Contact:** Regular check-ins will be made via Teams, email, or phone to monitor pupil wellbeing and address any concerns.
- **Support:** Teachers can create a share short videos to model learning, or support presentation expectations.

6. Communication and Support

- **Information Sharing:** Protocols and expectations will be communicated clearly to parents and carers, with updates provided as needed.
- **Technical Support:** The school will assist families with technical issues and provide guidance on using digital platforms.

Appendix

Initial message to parents

Even though we are unable to attend school due to the snow, there is an expectation that pupils will complete learning at home. To support this, I have created timetable for the day which outlines the learning that should take place. Pupils will be able to access their learning platforms using ClassLink. I have attached the links to this below. Pupils

will need to login to this platform using their school email address and password. Once they have done this, they will have access to all other platforms.

<https://login.classlink.com/my/dsat>

<https://parklandprimary.co.uk/pupil-zone/>

Below is a suggested timetable for the day. All learning will be signposted in Teams through the Remote Learning channel. I will be on hand throughout the day to support if needed. I will be monitoring the learning and will be providing feedback.

I understand that having snow means an opportunity to make snowmen and enough some time outside. I have also factored this into the daily timetable.

Pupils have been using the platforms identified regularly in school and should be able to navigate them confidently. All the platforms we use in school can be used on laptops, desktop computers and mobile devices (phones and iPads). If you are using a mobile device, some platforms may look slightly different.

If you have concerns or questions throughout the day, I will be available on Class Dojo and pupils will be able to send a message on Teams.

Kind regards

Example Timetable

Time	Activity	Where this is located
8:40 – 9:15	Morning work - TTRS	TTRS
9:15-10:15	Maths	OneNote
10:15 – 10:30	Break	
10:30 – 11:30	English	OneNote
11:30 – 12:00	Guided Reading	OneNote
12:00 – 1:00	Lunch	
1:00 – 2:00	Century Nuggets	Century
2:00-2:30	Reading	Reading Coach/reading book
2:30 – 3:00	Play in the snow!	Outside!

Setting up the Remote learning channel

Remote Learning Channels have been set up. They may be hidden. Ensure that they are visible in your main channels by hovering over the channel/clicking on the 3 dots/select show.

Announcement posts

All posts created in the remote learning channel should be done using an announcement post. This will be done by selecting post in channel and then clicking on the announcement tab.

Add a subject

Announcement

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Type a message

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Post

Please encourage all pupils to respond under the announcement post.