

Maxwellton Primary School

Remote Learning Guidance



Jan 2021



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What is 'Remote Learning'?

Remote learning is learning that is directed by practitioners and undertaken by children and young people who are not physically with the practitioner while instruction is taking place.

Remote learning involves a combination of 'live' interactions between teacher and learners, and also learning which takes place away from the direct presence of the class teacher.

It may involve a range of learning experiences which take place in a variety of learning spaces, including outdoors and includes active and physical learning

(Education Scotland)



Definition of Continuity of Learning – Lockdown

The South Lanarkshire Council definition of Continuity of Learning in this context is the continuation of educational experience in the event of National Lockdown.

It is a critical component of school emergency management, as it promotes the continuation of teaching and learning despite circumstances that interrupt normal school attendance.

Our aspiration is that continuity of learning during lockdown should be as close to the daily face to face experience as context allows.

(South Lanarkshire Council)



Maxwellton Primary School - Guiding Principles

Maxwellton Primary School's remote learning offer has been shaped by the following principles...

- Our remote learning guidance will closely align with both Local and National guidance
- Maxwellton will offer consistency across the school with minimum expectations agreed
- Class teachers retain responsibility for planning and organising children's and young people's learning, with learning supported by parents and carers
- The learning experience for individual learners should involve new and progressive learning
- Teachers should plan quality learning experiences for pupils, linked as much as is possible to the curriculum that would be covered had the children been in school.
- Pupils should expect live and regular engagement from their teacher in their learning each school day.
- Teachers will plan for the provision of learning activities to ensure engagement for all, considering the age and stage of development of learners, and introducing increasing opportunities for independent study as appropriate
- Teachers will use approaches to assessment of learning and provide feedback that support and capture learners achievements in school and at home
- A mixture of live and recorded opportunities for learning will be provided , as well as periods of time where children will be asked to work independently on high-quality tasks set by the teacher.
- Maxwellton will include provision of learning activities for learners who require additional support for learning and any learners who may be particularly vulnerable or disadvantaged
- Maxwellton will continue to endeavour to tackle digital exclusion, including the provision of devices and connectivity solutions to support learning
- Maxwellton will develop a shared understanding between home and school of the remote learning approach and the respective roles and responsibilities of all involved
- Maxwellton will rigorously track the engagement in learning of all pupils during periods of lockdown and isolation and contact families to understand how they can support improving this. Follow-up actions should be taken on the back of any concerns about engagement. Tracking engagement is also a key aspect of safeguarding pupils.
- Maxwellton will carry out regular engagement sessions with staff, parents, and learners to gather feedback on their remote learning provision, to ensure that further development can be carried out.

Contacting Us

If at any time you need to contact the school during lockdown, please remember that we are here every day. We wish to support our families during this time so if you need help or support in any way, please do not hesitate to make contact with us.

Phone

01355 222 521

Email

School Office –

gw14maxwelltonoffice@glow.sch.uk

Head Teacher Mrs Laing – gw14maxwelltonht@glow.sch.uk

Principal Teacher Mrs Brown – gw19browncarolyn@glow.sch.uk

If you wish to contact your child's class teacher during lockdown please do this directly through the school office email to ensure that all emails are passed on and follow the correct procedures so that any enquiries can be addressed as quickly as possible.



Physical Resources



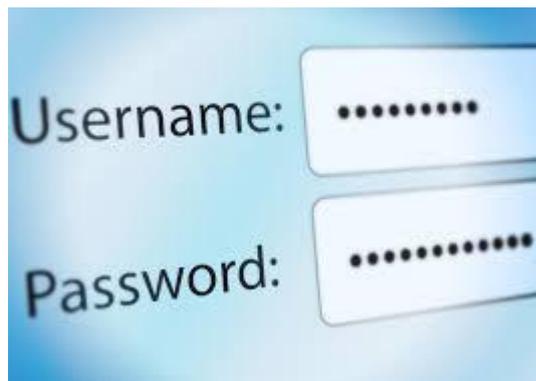
Paper Home Learning Packs

We have again compiled paper home learning packs for your child. These have been created for you to use with your child as you wish.

The idea behind the paper pack is that your child has some prepared and ready at hand work that they can use whenever they need to.

There may be an occasion when your child is unable to access the computer due to other family members using it or an IT difficulty and the paper packs have been designed as a back up to supplement Google Classroom.

Within these packs are also a reminder of your child's Glow login and password and a copy of their Sumdog login and password



We have also put in the packs, jotters for your child to record their Literacy and Numeracy work

Resources

If during lockdown your child requires any additional resources, please contact us through the school office email or telephone and we will do all we can to meet any resource needs.

If additional jotters are required, please email us and we will ensure these get to you.

Google Classroom

Google Classroom is the digital platform that will be used by your child to access all their schoolwork during lockdown.

This is accessed through your child's glow account and children have been trained in how to access this over the past few months during their digital technology lessons.

Detailed step-by-step instructions have also been sent out to all parents and carers.

Should you have any issues accessing Google Classroom at all, please contact us immediately where we will rectify this for you and support in the best way we can.



Google Classroom Rules & Etiquette

Google Classroom rules and etiquette will be established with each class for using the digital space.

Parents should speak to their children regarding this reinforcing and that a respectful, positive attitude to others should always be displayed, when interacting using any digital media.

Class Teachers will be explicit about behaviour and what is acceptable on the digital platform.

If any child is inappropriate on the platform then this will be reported to the Head Teacher and the Head Teacher will contact parents to support with this.

Learners and Families

Learners and families will be responsible for completing the work and uploading it to Google Classroom.

A step-by-step guide regarding how to upload work to Google Classroom has been issued to all parents.

We strongly urge all learners to comment and upload work to their Google Classroom to benefit most from the platform.

Pupil engagement will be monitored by the senior leadership team so that we can best support any child that isn't engaged.

Class Teachers – A Consistent Approach

Class Teachers will be responsible for posting **learning and teaching** to Google Classroom on a **daily basis** for their class

Class Teachers will be available and responsive to their pupils throughout the school day 9am – 3pm unless stated on Google Classroom.

Class Teachers will be responsible for posting **daily literacy & numeracy learning and teaching activities**. This will be the main focus and responsibility of class teachers.

These lessons should be...

- ┆ High quality learning and teaching experiences
- ┆ Differentiated to meet the needs of groups and individuals
- ┆ Purposeful
- ┆ Learning should be sequential and building on previous learning
- ┆ Learning Intentions should be explicitly stated
- ┆ Instructions and task boards should be clear to parents and learners
- ┆ **Involve new learning and move learning forward**
- ┆ Take into consideration adaptations for any ASN needs within the class
- ┆ There should be a substantial amount of work posted for our learners
- ┆ Promote the use of AiFL and reflection and self-evaluation of the learners own work
- ┆ Pupil views and feedback should be encouraged in the chat function



Literacy

There should be a balance of reading, writing, spelling & grammar lessons posted across the week as it would be in class

Numeracy

Numeracy should be the focus. A weekly mathematics topic however may be introduced, to give pupils variety if the class teacher choose

- **A weekly overview timetable should be made available to pupils**
- **A daily task board of work should be made available too.**
- **All learning activities should be set to drop down on Google Classroom at 8am each day.**
- **High quality feedback should be given to learners. Class teachers should decide how to manage this as they would within their classroom. E.g. a specific group receiving it one day.**
- **Learners should be encouraged to upload and hand their work in for feedback**

Over the course of the week each learner will experience *live, recorded* and *supported* interactions on Google Classroom

<p>Live</p> <p>Learners interacting with teachers online</p>	<p>Class Live Interactions</p> <p>Our classes currently use daily live interactions via the stream on Google Classroom. Learners use this for their daily check in's and their class teacher is available for live interactions throughout the school day.</p>  <p>Our classes will be using live interactions on Google Meet a weekly basis to begin with. Over the course of lockdown, we will continually add to our Google Classroom in the range of tools that we offer. We will be doing this in a staged approach so that it is not over whelming for learners, families and staff.</p> <p>Our classes will pilot a Google Meet with the children.</p> <p>Google Meet is a live interaction platform where the children will be able to see their teacher and other children.</p> <p>Education Scotland – e-sgoil</p> <p>Education Scotland have organised a programme of live lessons available for our learners also through their e-sgoil website. If you click on the link below you will be able to see the range of live lessons that are available through each week through e-sgoil</p> <p>http://www.e-sgoil.com/lockdown-live/</p> 
<p>Recorded</p> <p>Learners using pre-recorded learning sessions identified by their teacher or sourced themselves</p>	<p>Class Teachers- Screen Castify, PowerPoint with Voice Over, Video Footage</p> <p>Class teachers/school staff will use a range of pre-recorded direct teaching to support pupil learning on a daily basis. When appropriate, learning prompts and additional support may also be pre-recorded by support staff to provide targeted support for children with additional support needs</p> <p>South Lanarkshire Council</p> <p>SLC will also be offering some central lessons for pupils and class teachers will direct pupils to these through their Google Classroom.</p> <p>West Partnership</p> <p>Class teachers may also direct pupils to a variety of pre-recorded lessons from the National e-learning offer including those within the West Online School (West OS) powered by ClickView. This can be accessed through the West OS tile via Glow or links provided by the class teacher(s).</p>  <p>BBC</p> <p>The BBC are also offering arrange of Live Lessons throughout lockdown. For more information on this please visit the BBC Bitesize web page where you will find a programme for the week posted.</p> 
<p>Supported</p> <p>Learners using a variety of digital content identified by their teachers or sourced themselves</p>	<p>Each day the class teacher will post differentiated learning tasks to Google Classroom for each learner.</p> <p>Teachers will post links, PowerPoints etc to aid teaching and learning</p>

Video Conferencing with Learners

Please read SLC's '**Video Conferencing with Learners: Guidance for Learners & Parents/Carers**' posted on the [school blog](#) for more information on your child being 'live' online including roles and responsibilities.



Some key guidance can be found below:

- Please note that parents/carers can opt-out of your child(ren) being part of the Video Conferencing platform 'Google Meet'. When remote learning from home, please alert your own child(ren) to this. For children of keyworkers accessing it within the school building, parents/carers should alert the school via email only if they wish their child to 'opt out' of live interactions.
- Children's microphones should always be muted (until the pupil is invited to speak by the class teacher(s): a child can virtually 'put up their hand' to show that they have a question/comment. Cameras should also be turned off unless the children are instructed otherwise by the class teacher: virtual backgrounds should be used by the children at all times when cameras are permitted.
- Parents/carers are not permitted to participate in a 'Google Meet' live interaction in any way. If anything happens to the teacher's technology, all children should end the Google Meet immediately.
- Finally, only teachers are allowed to record meetings if they wish to do so for safeguarding purposes only. Children and parents/carers are not permitted to record any type of Video Conferencing (Google Meet) as this would be a breach of GDPR (General Data Protection Regulations).

Safe Guarding and Child Protection

As in school, Mrs Laing Head Teacher remains our safe guarding and child protection officer. If there is a concern over any child this should be raised immediately with the HT. Please telephone or email Mrs Laing directly 01355 222 521 gw14maxwelltonht@glow.sch.uk

Mrs Brown Principal Teacher will deputise as the safeguarding and child protection officer in the case of any absence.

During lockdown, we rely on all our school community being vigilant and reporting any concerns to the HT for the safety and well being of all.



A Weekly Overview of Google Classroom

	Google Classroom Learning Task			IT Task
Monday	Literacy	Numeracy	Social Studies Famous Scots	Sumdog RM Maths
Tuesday	Literacy	Numeracy	Health & Well Being Rights of the Child	Sumdog RM Maths
Wednesday	Literacy	Numeracy	Social Studies Our World, Our Voice	Sumdog RM Maths
Thursday	Literacy	Numeracy	PE Health & Well Being	Sumdog RM Maths
Friday	Literacy	Numeracy	Technology/Digital Technology	Sumdog RM Maths
Weekly Maxi Challenges	Writing Challenge Art Challenge Maths Challenge			



Daily Check In's

Each teacher will ask a question first thing in the morning at 9am. Whatever time your child logs on to Google classroom your child should comment and answer under this question **each day**. Please make your child aware of this daily question or check in. These daily questions are **being used as a register** and engagement monitoring so it is important that your child registers a response in this stream. .

Story Sessions

The HT and PT participate in weekly recorded story sessions to promote literacy and reading for pleasure.

IT Learning

Pupils at Maxwellton will also have access **every day** to the following programmes.

These can be completed **in addition** to their learning programme every day.

- ┆ Sumdog – numeracy, spelling & grammar
- ┆ RM Maths



Log ins and passwords for these have been issued to all pupils in their paper home learning packs.



Weekly Maxi Challenges

Every week Maxi challenges will be set and posted to Google Classroom from the Management Team

These will be...

- A Head Teacher – Writing Challenge
- A Head Teacher – Art Challenge
- A Principal Teacher – Maths Challenge

These challenges are **optional** and are there as an extension for the learners that wish to take part

HT Awards

Each week there will be weekly HT awards. Class teachers will be asked to email the head teacher regarding pupils who have really stood out on GC this week with their learning.

The awards will be under the school values of **respect, compassion & resilience** and will help to celebrate the learning taking place.



Technical Support – All in it Together!



Mrs Brown IT Coordinator

If you need any technical support whatsoever with Google Classroom then please make contact with us. ***There is no question too small and we really are all in this together.***

Mrs Brown is our very own, IT helpdesk and is a whizz kid on Google Classroom solving many issues very quickly. Please call us.

Maxwellton Twitter

Please note that our twitter page is full of helpful digital tips also. Please access our Twitter page at **@MaxwelltonPS**. We have currently pinned a short video clip to our Twitter account that demonstrates how to upload work to Google Classroom.

Maxwellton Digital Support Booklet

As a school we also created a Maxwellton Digital Support Booklet and we emailed this to all our families before remote learning began on the 11th January. A copy of this booklet has been placed on our school blog also under the Remote Learning tab. Please find it here

<https://blogs.glowscotland.org.uk/glowblogs/maxwellton/>

South Lanarkshire Council – Remote Learning Support Site

South Lanarkshire Council has also created a site to help with remote learning support. Please copy and paste the link below to access it.

<https://sites.google.com/sl.glow.scot/slcremotelearning/home>

Nursery

Our nursery will be posting activities on a **daily basis** to your **child's Learning Journal**.

If you have any issues accessing your child's Learning Journal please get in contact with our school office immediately and we will rectify this for you and help support in any way that we can.



Each day, Mrs Hepburn our Nursery Team Leader and Mrs Carleton our Nursery Teacher will be posting learning activities and experiences for our children.

These activities are a suggestion for stimulating play and learning.

They will follow the pattern of the following...

Monday – 'Make it Monday'

Tuesday – 'Tasty Tuesday'

Wednesday – 'Work Out Wednesday'

Thursday – 'Thinking Thursday'

Friday – 'Feel Good Friday'

As well as this, your child's **keyworker** will post to your **child's learning journal every day** also.

This will focus on providing learning experiences for literacy and numeracy.

This will follow the pattern of ...

Monday – 'Story of the moment' learning experience

Tuesday – 'Numeracy focus' learning experience

Wednesday – 'Lockdown Learning' learning experience

Thursday – Rhyme of the moment' learning experience

Friday – 'Numeracy focus' learning experience

We will stay in contact with our families using the learning journals, twitter, emails and will **make phone calls** to our families on a **weekly basis** also to make sure that everyone is doing well.

The school is open throughout so if you need us for anything please contact our school office. We would love to see photographs of the children completing learning activities being posted on the learning journals and on twitter if you are able.

Additional Support Needs

Learners at Maxwellton are offered the same level of targeted support as they would experience in school as far as the remote context allows.

Our PT and ASN Coordinator calls all ASN learners weekly.

Learners have been supported in the following ways...

- The provision of physical learning aids (classroom materials, coloured overlays etc)
- Targeted support within Google Classroom/Google Meet facilitated by a member of staff
- Continued planning with the child's additional support plan with regular reviews
- Weekly check in for learners who are vulnerable and require additional support
- A member of the Senior Leadership Team is available every day to support parents and pupils with learning queries.
- Access to an ICT Co-ordinator to assist with software and hardware issues

Specialist Support Teacher

Our SST continues to support and target the learners that she was working with. Ms Young has created her own Google Classroom and learners and families have direct access to her through this facility. Ms Young sets learning tasks and activities directly for these learners and advises class teachers on meeting the needs of these learners.

Digital Inclusion

As part of our 'Contingency Planning' and preparations we have worked hard to make sure that every child within Maxwellton is able to access Google Classroom in some way.

All families that made contact with us before Christmas have been issued with a brand new device.

We are delighted that Maxwellton has been able to **supply over 20 devices** to children and families that needed this.

We want all children in Maxwellton to have access to a device but we need families to inform us if there is an issue. Let us know so that we can help!



Monitoring Engagement and Attendance

At Maxwellton we understand the importance of rigorous monitoring of engagement and attendance of Google Classroom in ensuring the health and well-being of all. During periods of remote learning, it is important that pupils continue to engage with learning activities and interactions with other pupils and staff.

Families need flexibility during periods of remote learning to work around other commitments at home and school. We recognise that some pupils will complete learning activities at evenings and weekends.

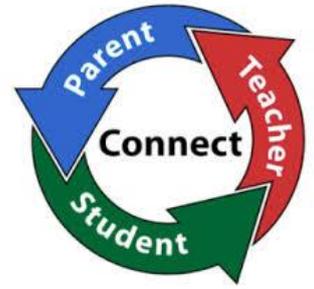
Engagement and attendance is monitored each day and SLT complete a weekly engagement monitoring sheet (please see appendix) which includes any follow up steps and actions. This is shared with staff and discussed in full.

The school engagement monitoring statistics are shared each week in our 'Remote Learning Newsletter' to make these available to parents and stakeholders.

Please see a sample below from Week 2 of Remote Learning in Maxwellton

	Active The learner has activated and signed on to the Google Classroom platform	Commented The learner has commented on the stream and is interacting with their teacher and peers	Posted Work The learner has returned their work and posted it on Google Classroom for their teacher to see and mark	Level 3 Engagement The learner is engaging in the fullest way on Google Classroom
Primary 1	88%	84%	84%	84%
Primary 2	96%	76%	76%	76%
Primary 3	100%	86%	81%	81%
Primary 4	100%	96%	92%	92%
Primary 5	100%	86%	68%	68%
Primary 6	97%	88%	73%	73%
Primary 7	97%	87%	70%	70%

Maxi Communication



Email

Our school office will continue to send out emails as our main form of communication. Please ensure that our office has an up-to-date email contact for you as this is a main way of communicating with parents. If you wish to email me directly as Head Teacher then my email address is gw14maxwelltonht@glow.sch.uk and I am usually on my email every evening.

Weekly Remote Learning Newsletters

To ensure we stay connected during this time we will be issuing a weekly Remote Learning Newsletter. Please look for these arriving in your mail box on a Friday.

Twitter

Twitter is now a main form of communication to our parents and community. News and reminders are often placed on Twitter and any immediate and urgent messages such as adverse weather will be placed on Twitter. As well as this photographs are put on Twitter every day, giving parents a feel for the learning taking place within the school. To follow us on Twitter please search for the handle **@MaxwelltonPS**. Please do consider following us to keep up-to-date with all information.

Primary School App

Our school also uses an app to deliver messages and news to parents. This is something that we are building on and plan to make a lot of use from this year. To get the app simply go to your app store on your phone and search for Primary School App. This can also be used to have instant messaging with parents and the app also contains the school lunches for everyday!

Blogs

Each class creates a weekly classroom blog to give parents a feel for the learning taking place within the classroom. These can be found at our blog site. This site also has a tab for 'Remote Learning' where all letters and information issued regarding this is kept in the one place.

<https://blogs.glowscotland.org.uk/glowblogs/maxwellton/>

Phone Calls

If you have any concerns or need any information please feel free to phone us at the school and we will be happy to help. On the occasion that you may get the answer machine, please leave a message and we will phone you back directly. We aim to return all our calls where possible immediately and within 24 hours of calling.

