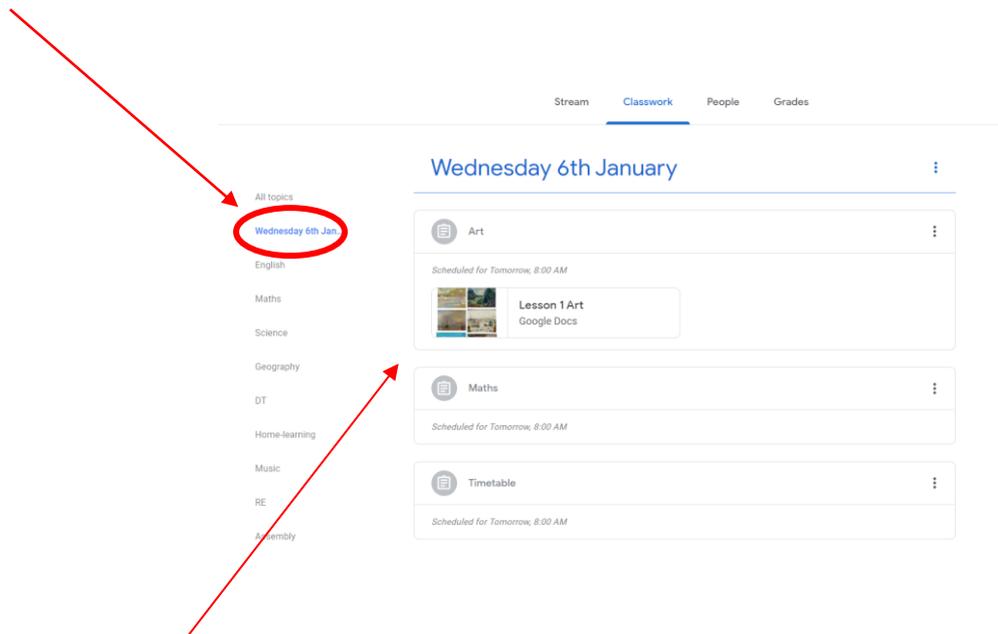




## New Haw Remote Learning Contingency Plan: A Guide for Parents

Google Classroom will be the platform used for all remote learning. Once signed in, your child(ren) will be able to access their Google Meet link which can be found on their class homepage. Work for each day will be set in separate topic folders, organised by date.



Resources for each lesson will be uploaded into this folder, along with the daily timetable. This will explicitly communicate which lesson pupils must attend via Google Meet, as well as the learning that needs to be uploaded. Further guidance on Google Classroom and how to navigate around this platform can be found below.

Please ensure your child has muted their sound, turned on their video and that they have 'pinned' the class teacher so that this is their main view. During this first session, class teachers will register the children, outline the structure of their remote learning and set out expectations.

### Timetables for remote learning

#### **Year 3**

| <b>Time</b>  | <b>Routine</b>                  | <b>Details</b>  |
|--------------|---------------------------------|---|
| 9.00         | Registration with class teacher | Children to log in to Google Meet.  |
| 9:00 – 10:00 | Lesson 1                        | Children should stay on Google Meet for their first lesson (Maths or English). The teacher will deliver an input for all the children. The teacher will then specify whether the children need to stay on Google Meet to complete the independent work or whether they can log out. |
| 10:00-10:15  | Year 3 Break                    | Children will leave Google Meet for a break.  |
| 10:15-11.45  | Lesson 2                        | Children will then enter Google Meet for next lesson. The teacher will deliver an input for all the children. The teacher will then   |

|             |                                     |   |
|-------------|-------------------------------------|---|
|             |                                     | specify whether the children need to stay on Google Meet to complete the independent work or whether they can log out.  |
| 11:45-12:35 | Lunch                               | Children will leave Google Meet for lunch.  |
| 12:35-3:10  | Afternoon foundation subject lesson | Children will join Google Meet for an introduction to the lesson and an explanation of their afternoon activity. The children will then leave Google Meet to complete the task. |
| 3:00        | Review and work submissions         | <b>All</b> work completed during the day must be submitted on Google Classroom by 3.00 so the teacher has time to review it.  |

#### Year 4

| Time         | Routine                             | Details   |
|--------------|-------------------------------------|---|
| 9.00         | Registration with class teacher     | Children to log in to Google Meet.  |
| 9:00 – 10:15 | Lesson 1                            | Children should stay on Google Meet for their first lesson (Maths or English). The teacher will deliver an input for all the children. The teacher will then specify whether the children need to stay on Google Meet to complete the independent work or whether they can log out. |
| 10:15-10:30  | Year 3 Break                        | Children will leave Google Meet for a break.  |
| 10:30-11.45  | Lesson 2                            | Children will then enter Google Meet for next lesson. The teacher will deliver an input for all the children. The teacher will then specify whether the children need to stay on Google Meet to complete the independent work or whether they can log out.                          |
| 11:45-12:35  | Lunch                               | Children will leave Google Meet for lunch.  |
| 12:35-3:10   | Afternoon foundation subject lesson | Children will join Google Meet for an introduction to the lesson and an explanation of their afternoon activity. The children will then leave Google Meet to complete the task.   |
| 3:00         | Review and work submissions         | <b>All</b> work completed during the day must be submitted on Google Classroom by 3.00 so the teacher has time to review it.  |

#### Year 5

| Time         | Routine                             | Details   |
|--------------|-------------------------------------|---|
| 9.00         | Registration with class teacher     | Children to log in to Google Meet   |
| 9:00 – 10:30 | Lesson 1                            | Children should stay on Google Meet for their first lesson (Maths or English). The teacher will deliver an input for all the children. The teacher will then specify whether the children need to stay on Google Meet to complete the independent work or whether they can log out. |
| 10:30-10:45  | Year 3 Break                        | Children will leave Google Meet for a break.  |
| 10:45-12:40  | Lesson 2                            | Children will then enter Google Meet for next lesson. The teacher will deliver an input for all the children. The teacher will then specify whether the children need to stay on Google Meet to complete the independent work or whether they can log out.                          |
| 12:40-1:35   | Lunch                               | Children will leave Google Meet for lunch.  |
| 1:35-3:15    | Afternoon foundation subject lesson | Children will join Google Meet for an introduction to the lesson and an explanation of their afternoon activity. The children will then leave Google Meet to complete the task.   |
| 3:00         | Review and work submissions         | <b>All</b> work completed during the day must be submitted on Google Classroom by 3.00 so the teacher has time to review it.  |

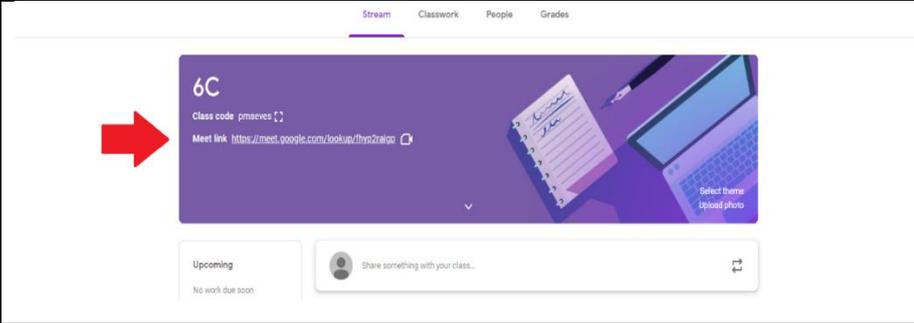
## Year 6

| Time         | Routine                             | Details   |
|--------------|-------------------------------------|---|
| 9.00         | Registration with class teacher     | Children to log in to Google Meet and complete a teacher-led maths or English activity.   |
| 9:00 – 10:45 | Lesson 1                            | Children should stay on Google Meet for their first lesson (Maths or English). The teacher will deliver an input for all the children. The teacher will then specify whether the children need to stay on Google Meet to complete the independent work or whether they can log out. |
| 10:45-11:00  | Year 3 Break                        | Children will leave Google Meet for a break.  |
| 11:00-12:40  | Lesson 2                            | Children will then enter Google Meet for next lesson. The teacher will deliver an input for all the children. The teacher will then specify whether the children need to stay on Google Meet to complete the independent work or whether they can log out.                          |
| 12:40-1:35   | Lunch                               | Children will leave Google Meet for lunch.  |
| 1:35-3:15    | Afternoon foundation subject lesson | Children will join Google Meet for an introduction to the lesson and an explanation of their afternoon activity. The children will then leave Google Meets to complete the task.  |
| 3:00         | Review and work submissions         | <b>All</b> work completed during the day must be submitted on Google Classroom by 3.00 so the teacher has time to review it.  |

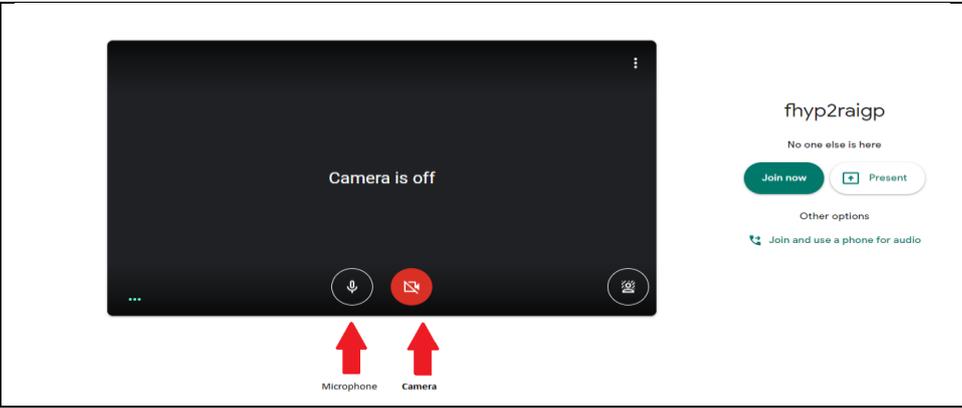
Included below:

- How to access Google Meet for live teaching
- Submitting work via Google Classroom
- Curriculum
- Expectations for pupils and parents
- Protocols for online learning

### LIVE TEACHING VIA GOOGLE MEET

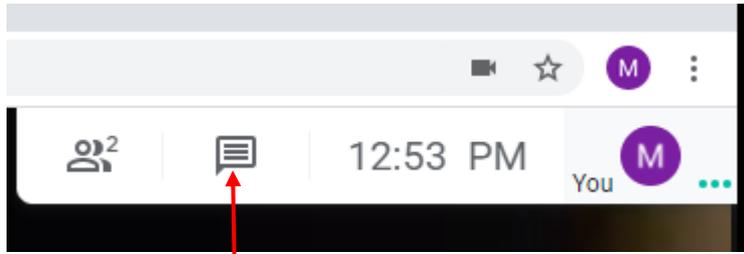


The link for the live teaching session will appear in the coloured box at the top of the 'stream' page once your child has logged into Google Classroom. Your child's class teacher will make this link available just before the start of the lesson.



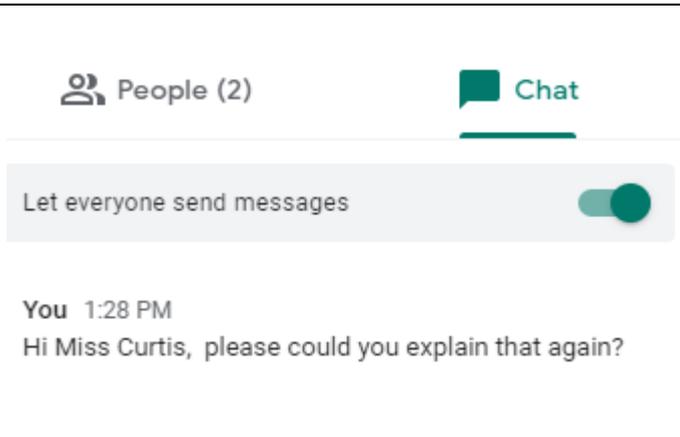
Once you click on the link, you will see the following screen. You will need to ensure your camera is turned on. Click on the 'Join now' button on the right hand side of the screen.

Once they have joined, the children should mute their microphone.

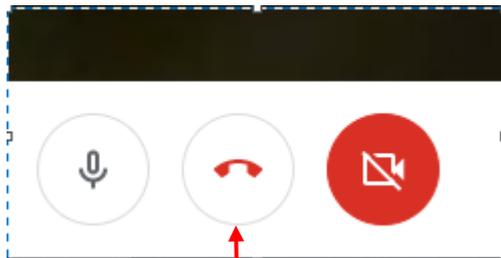


Chat icon

During the live teaching, the children should stay muted unless the teacher asks them not to. If they want to ask the teacher a question, they should use the chat function. The chat icon can be found on the top right of the screen.



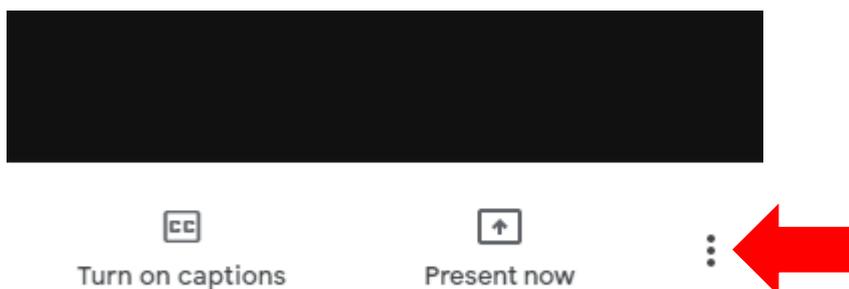
All children participating in the live lesson will be able to see questions being asked.



Leave icon

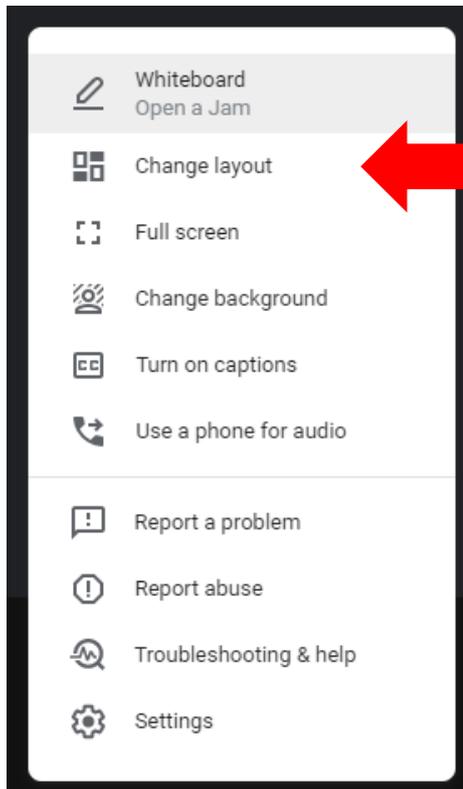
After the lesson has finished, the children should leave Google Meet by clicking on the leave icon.

### ENSURING THE CHILDREN HAVE A CLEAR VIEW OF THEIR TEACHER

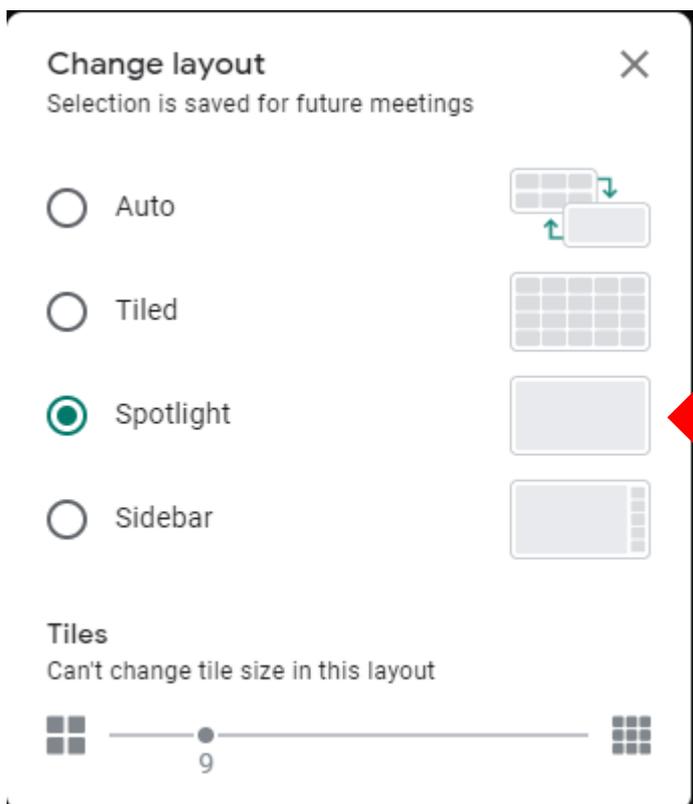


Click on the 3 dots at the bottom right of the screen.

Click on 'Change layout'



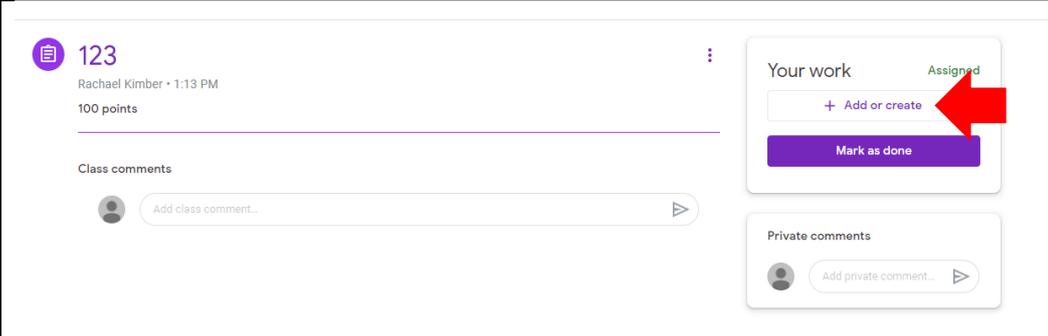
Click on 'Spotlight'. This will ensure the children are able to see the teacher clearly throughout the lesson by 'pinning' them.



### **SUBMITTING WORK VIA GOOGLE CLASSROOM**

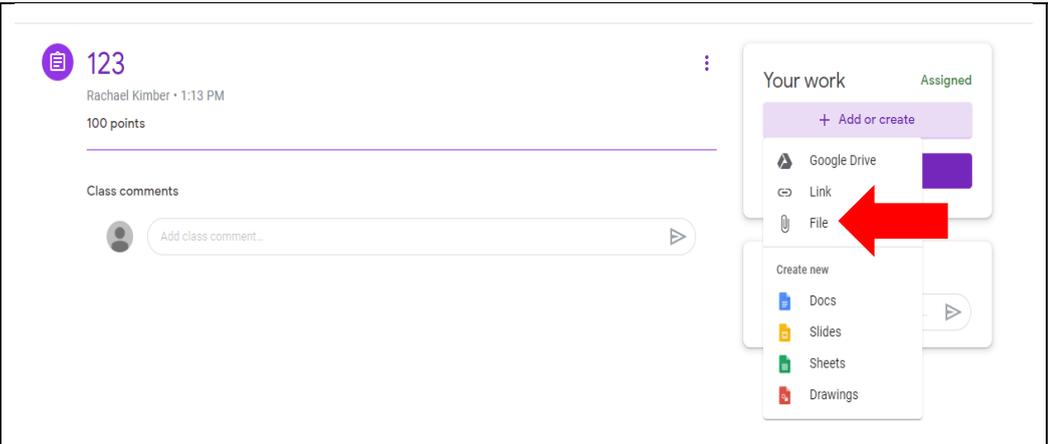
During each live teaching session, the teacher will set independent work for the children to complete. This may be something that children complete on Google Classroom or it may be something that is handwritten in their English, Maths or Home Learning book. Your child's class teacher will state where each piece of work needs to be completed. The independent work will be found in the 'Classwork' tab.

If the work is completed in their English, Maths or Home Learning book, please take a photo of the work and submit it in the following way:



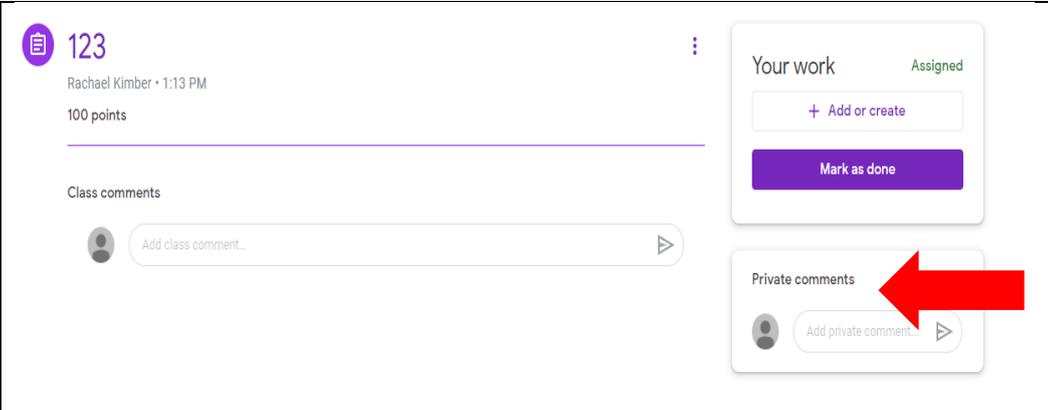
The screenshot shows a Google Classroom assignment page for '123' by Rachael Kimber. The assignment is worth 100 points and is marked as 'Assigned'. On the right side, there is a 'Your work' section with a purple '+ Add or create' button and a 'Mark as done' button. A red arrow points to the '+ Add or create' button. Below this is a 'Private comments' section with an 'Add private comment...' button.

Click on the 'Add or create' tab next to the assignment which has been set.



The screenshot shows the same Google Classroom assignment page. The '+ Add or create' button has been clicked, opening a menu with options: Google Drive, Link, File, Create new, Docs, Slides, Sheets, and Drawings. A red arrow points to the 'File' option.

Click on 'file' and upload your photo.



The screenshot shows the same Google Classroom assignment page. The 'Private comments' section is visible, with an 'Add private comment...' button highlighted by a red arrow.

If your child has questions about the independent work, they should message their teacher using the 'private comments' tab.

This can be found on the right hand side of the screen once they click on an assignment.

## CURRICULUM

- Children accessing remote learning will be following the same curriculum as they would in school. During the lockdown period all children, whether learning remotely or in school, will follow the same curriculum.

## EXPECTATIONS

- **Staff**
  - Teachers will deliver the timetable outlined daily for the whole period of lockdown. If a member of staff is unwell, the children will be taught by another member of staff from New Haw. If there is significant staff absence, the format for remote learning may be adapted.
  - Work and resources will be made available on Google Classroom prior to the start of the lesson.

- Work submitted via Google Classroom will receive feedback where appropriate, either during the live teaching or via private message.
  - Teachers will continue to assess pupil progress through engagement during live teaching and the independent work submitted via Google Classroom.
- **Children**
    - Children will attend all lessons unless they are unwell. Children who are not engaging with Google Classroom will be contacted by a member of staff from New Haw to offer support.
    - Children will join live teaching sessions promptly and have all resources needed for the lesson prepared (e.g. stationary and exercises book).
    - Work set by the class teacher will be submitted via Google Classrooms by 3.00 pm each day.
    - Work will be completed to the same standard expected of that pupil when in school.
    - Children will complete their work either on Google Classroom or in their Maths, English or Home Learning books. New books are available for collection from the school, if a child's current books become full.
    - Children will follow the New Haw protocols for remote learning outlined below.
  - **Parents**
    - Parents will ensure their child logs into Google Meet at the appropriate time and has all resources needed for the lesson (e.g. stationary and exercise book).
    - Parents will support their child to complete the independent work and submit it via Google Classroom. Work will be submitted by 3.00pm each day in order for the teacher to provide feedback for the following day.
    - Parents will inform the school office if their child is unwell and therefore unable to attend a Google Meet lesson.
    - Parents will ensure Google Classroom is only used as a forum for children to submit work. Any parents wanting to contact the class teacher should do so via the school office ([office@new-haw.surrey.sch.uk](mailto:office@new-haw.surrey.sch.uk)).

## **REMOTE LEARNING PROTOCOLS**

**Our School Council have designed the following protocols for virtual lessons:**

- During the sessions the children should be dressed appropriately, not in bed and not eating!
- Pupils and parents must not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then the pupil may be blocked from future sessions.
- Pupils should turn their microphones to mute as soon as they join the Meet, and when not talking, as this prevents noise disruption during the lesson.
- Pupils must behave appropriately at all times. The teacher can remove them from the session if it is felt that behaviour is not appropriate.
- During live teaching, questions about the learning should be typed in the comments section or the child should alert the teacher that they want to ask a question via the comments or the 'hands up' feature. Outside of live teaching, questions about learning should be messaged privately to the teacher rather than on the class stream.
- Google Classroom is a platform for pupils and therefore parents should not be using it to contact teachers. Parents should use existing methods of communicating with the school, e.g. by emailing [office@new-haw.surrey.sch.uk](mailto:office@new-haw.surrey.sch.uk).
- Parents should not get involved during the live teaching, but please do talk to your child afterwards and encourage them to take part. Engagement with Google Classroom will be monitored by the school.
- Where possible, please ensure no other people are visible or audible during the lessons.

### **CHILDREN WITHOUT ACCESS TO TECHNOLOGY**

- Children who do not have devices at home to allow them to access Google Classroom, will be loaned devices from school, where possible.

### **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES (SEND)**

- Children with SEND who are accessing remote learning will be in daily contact with their class teacher and experiencing live teaching. The class teacher will encourage the children to ask questions where further clarification is needed and check in with them on a regular basis to ensure they are able to access the learning.
- The SENCO will keep in regular contact with parents of pupils with SEND, in cases where support in addition to the above may be required.

The staff member with overall responsibility for remote learning is Mrs Carter-McQueen.