

Remote Learning Policy

1. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including SEND pupils) who are not in school, through use of quality online and offline resources
- Provide clear expectations members of the school community with regards to delivering high-quality interactive remote learning
- Align high-quality remote education as closely as possible with in-school provision.
- Ensure consistency of in-school education where staff are quarantined or self-isolating, but healthy
- Include continuous delivery of the school curriculum, as well as supporting motivation, health and well-being, and parents
- Support effective communication between the school and families and support attendance

2. Who is this policy applicable to?

- All children being educated remotely during periods of National or local lockdown.
- A child (*and their siblings if they are also attending Morningside Primary*) who is absent because they (or a household member) are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child whose whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19, as advised by PHE.
- A child who is medically advised to isolate due to being extremely vulnerable to Covid-19
- Teachers who are isolating due to a Covid-19 contact, but who are well

Remote learning will be shared with families when they are absent for Covid related reasons. Teachers who are isolating due to a Covid-19 contact will teach their class remotely.

3. Curriculum

The curriculum offered by Morningside Primary School will continue to be ambitious and broad in all subjects during 2020-21. All curriculum areas have been reviewed and essential missed content from 2019-21 has been prioritised and assimilated into the 2020-21 curriculum. Due consideration has been given as to how gaps in core knowledge will be filled. In Reading, a new programme will be introduced giving children the opportunity to read a wider variety of texts. In Mathematics, a daily Maths Meeting will give children additional opportunities to practice additional areas of Maths outside the daily Maths lesson. Morningside will return to its normal curriculum in all subjects by the summer term 2021.

Pupils will be assessed, both formally and informally, at appropriate intervals to establish starting points, monitor progress and support curriculum adaptation.

4. Remote Learning

Remote learning is fully integrated into the Morningside curriculum. This is outlined for each subject and year group in the appendices below. In the event of self-isolation or local/National lockdown, Morningside has the capacity to offer immediate remote education. The curriculum is carefully sequenced which facilitates the provision of high-quality online and offline resources.

5.i Content and tools to deliver remote education

Resources:

- High quality online tools for all children, Google Classroom (years 1 – 6), Google Sites (EYFS)
- Use of recorded videos and narrated PowerPoints for teaching and assemblies (asynchronous)
- Phone calls home
- Live Google Meets sessions: year group, class and small group (synchronous)
- Printed learning materials
- Physical materials such as reading books and stationery
- Use of carefully chosen school subscription sites: Times Tables Rock Stars, Numbots, Bug Club, Reading Plus, Read Write Inc, Oxford Owl, Spelling Shed

5.ii Challenges to remote learning

There are a number of challenges faced by the Morningside Community when moving to remote learning:

- It is estimated that only 25% of our families have access to a laptop or desktop computer (for each child) with reliable internet access. We have distributed our DfE allocation of Chromebooks and reconfigured a number of laptops and tablets as netbooks to give to families who have no suitable device but do have a reliable internet connection. Routers and data SIMs have been provided for families who need internet access.
- Families often have only a tablet or a phone, and/or only one device and multiple children in different years. Our families have told us that they prefer a mix of pre-recorded videos and short live sessions. This is because they can choose when is the most suitable time for a child to watch a video lesson. These can also be accessed using a smartphone.
- Where families have no internet service or device, then Morningside will provide workbooks and printed work. Teachers and pastoral staff will maintain daily contact by telephone.

6. Home-school partnership

Morningside School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Morningside School will provide online, telephone and in-person support for families on how to use Google Classroom and Marvellous Me as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Morningside Primary School would recommend that each 'school day' maintains structure. Parents are encouraged to support their children to follow the timetable of the school day. Children have one screen-free afternoon of activities each week to promote physical activity.

We encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Work will be available on Google Classroom at 9:00am each day. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

7 Roles and responsibilities

7.i Teachers

To note: the suggested responsibilities below relate to where a local/national lockdown or where whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

Morningside School provides refresher training and induction for new staff on how to use Google Classroom, Google Sites and Marvellous Me.

When providing remote learning, teachers must be available between 8:45am and 3:45pm

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for the pupils in their classes/year group. Year group teams can work together to provide recorded lessons but must have Google Meets/Zooms with their year group in the morning and own classes in the afternoon
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly/daily work will be shared using Google Classroom (Years 1 – 6) and Google Sites (EYFS)
- Teachers will have live contact with children, using Google Meets or Zoom, each day, to provide explanations of new learning for children, unpick misconceptions, provide feedback, and teach small groups.
- Videos and high-quality curriculum resources will be available through Google Classroom and include those provided by our schemes of work e.g. White Rose Maths.
- Teachers will provide recordings of lessons using narrated Flipcharts/PowerPoints for pupils
- Teachers will adjust the pace/difficulty of work, in accordance with normal classroom practice for all children including those with SEND.
- Current medium-term plans will be annotated to show the remote learning capability for each unit of work
- Work must be saved in teacher's planning folders with dated file names
- Where teachers are self-isolating due to Covid-19 contact, they will use the above methods to maintain the in-school teaching for their class but will additionally provide live teaching for their class using Google Meets/Zoom
- During periods of local/national lockdown: 1 teacher per year group in school teaching critical worker and vulnerable children; one teacher teaching remotely, on a one-week rota; follow the M class timetable for both classes; teaching in school follows M class timetable and usual (Covid) expectations; all planning/PowerPoints/Google Slides documents to be saved on Google Drive

Providing feedback on work:

- Reading and maths work – teachers will provide answers and feedback during the afternoon class meeting. Writing and foundation subjects- all completed work submitted by 1pm to be guaranteed teacher response and comments by 3:45pm. Comments can be typed or recorded using Mote.
- Tasks submitted by 3.30pm will be commented on by the end of the week.

Keeping in touch with pupils who are not in school and their parents:

- If there is a concern around the level of engagement teachers should inform a member of SLT who will ensure that the pupil/s parents are contacted via phone to assess whether school intervention can assist engagement. Log any issues on the Phone Log tab of the Attendance Log
- All parent/carer emails should come through the class email account (e.g. class5S@morningside.hackney.sch.uk)
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT; for any safeguarding concerns, refer immediately to the DSL using My Concern

7.ii Teaching Assistants

Teaching assistants must be available between 8:30am and 3:30pm.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistants must complete tasks as directed by a member of the SLT.

They must attend the daily class Google Meets sessions.

When not in school, teaching assistants run daily interventions sessions for specific pupils over Google Meets or Zoom e.g. Jump into Reading, SaLT

7.iii Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Providing staff with the tools and resources to provide effective remote teaching, including:
 - a school laptop with remote access to school systems
 - login details and access to pupil accounts for all appropriate e-learning platforms
 - a class email address
 - training to use Google Classroom, Google Meets and any other appropriate elements of the Google Suite, e.g. Google forms for setting assessments
 - training to make narrated PowerPoints into videos
 - training to save flipcharts and PowerPoints in pdf form to make them easier to access remotely
 - designing a comprehensive, broad, well planned, and well-resourced curriculum which sets out what is to be learned when. The curriculum maps will show what should be learned during any period of lockdown or isolation
 - recorded assemblies for remote learning
 - maintain Google Drive planning systems
 - Share documents using Google Drive for remote access
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or collecting feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring that the current curriculum is carefully planned and mapped throughout the year to build knowledge and skills incrementally. There is complete clarity about what is intended to be taught and practised in each subject, and when it is to be taught. This will enable a smooth transition from in-school learning to remote earning
- Supporting the class teacher with the provision of home learning for individual children who are isolating (where the class teacher is in school teaching the class).

7.iv Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy and addendum.

7.v TurnItOn IT Technicians

TurnItOn technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

7.vi The SENCO

- Liaising with the TurnItOn technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support needed for children on the SEND register

7.vii The Finance and Admin Officer

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

7.viii Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any concerns known to staff

7.ix Governing Board/Morningside LAB

The Morningside LAB is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

8 Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for Phone calls, Video conferencing and recorded video
- Agreements for Google Classroom

Appendices

Appendix 1: Learning Overview

EYFS

Nurseries	<ul style="list-style-type: none"> Learning Packs to be delivered/taken home covering main curriculum areas (10 day isolation) Daily contact with teachers via Zoom to share news, songs and stories Google Sites (Rainbow and School) to share the following: A daily recorded pre-phonics activity A daily pre-recorded Maths activity
Reception	<ul style="list-style-type: none"> CGP Learning Packs covering phonics, maths and writing to be delivered/taken home covering main curriculum areas. These should be annotated to show which sections to complete to match the missed in-school curriculum (10 day isolation) Daily contact with teachers via Zoom to share news, songs and stories Twice weekly small group reading lessons A Google Site to share the following: A daily recorded phonics lesson A daily link to an appropriate Maths lessons e.g. White Rose Maths session or Numberstacks Links to Oak Academy EYFS units where appropriate

KS1

Subject	Remote teaching and learning provision	Printed Resources	School Subscription sites
Reading <i>daily</i>	<ul style="list-style-type: none"> Daily phonics lesson recorded by teacher Daily story shared by teacher Daily RWInc reading session in small groups Feedback during daily meeting 	Books at appropriate level	Bug Club Oxford Owls: RWInc
Writing <i>4 x weekly</i>	<ul style="list-style-type: none"> Introduction from class teacher over Google Meets Flipcharts annotated for pupil use and shared via Google Classroom Annotated and narrated PowerPoints Children upload work to Google Classroom Teaching units and coverage precisely mapped Individual and small group feedback 	Writing grids with pictures from current story stimulus/ word mats CGP books Spelling booklet	
Maths <i>daily</i>	<ul style="list-style-type: none"> White Rose Maths scheme followed Links to daily home learning video saved in Google Classroom and on school website Teachers talk through learning and support children in Google Meet session Feedback during daily meeting Small group sessions 	CGP books: children directed to specific sections White Rose resources for appropriate units of work	Numbots Times Tables Rock Stars
Science, History or Geography* <i>3 x weekly</i>	<ul style="list-style-type: none"> Teaching units and coverage precisely mapped Teacher input videos/pdfs/narrated PowerPoints saved in Google Classroom Children's work and activities saved in Google Classroom Teacher to talk through work during Google Meet sessions Oak Academy sessions where appropriate Individual and small group feedback 	Worksheets if appropriate Knowledge organiser	
Computing <i>weekly</i>	<ul style="list-style-type: none"> Units linked to Oak Academy 		Coding
RE <i>weekly</i>	<ul style="list-style-type: none"> Teaching units and coverage precisely mapped 	Worksheets if appropriate	

	<ul style="list-style-type: none"> Teacher input videos/pdfs/narrated PowerPoints saved in Google Classroom Children's work and activities saved in Google Classroom Teacher to talk through work during Google Meet sessions Oak Academy sessions where appropriate Individual feedback 		
DT* <i>weekly</i>	<ul style="list-style-type: none"> recorded lessons/flipchart saved weekly by the specialist teacher 	lessons will take into account materials that children can easily access at home	
Art* <i>weekly</i>	<ul style="list-style-type: none"> Drawing activity calendar 		
Music <i>weekly</i>	<ul style="list-style-type: none"> Recorded session from music teacher 		Charanga
PE <i>weekly</i>	<ul style="list-style-type: none"> Teacher to introduce a fitness challenge during Google Meet session Monthly activity calendar Joe Wicks 		
PSHE <i>weekly</i>	<ul style="list-style-type: none"> Jigsaw materials saved to Google Classroom Weekly PSHE focused assembly PSHE focus Google Meet session 		Purple Mash

* only set work for the current focus curriculum area

KS2

Subject	Remote teaching and learning provision	Printed Resources	School Subscription sites
Reading <i>daily</i>	<ul style="list-style-type: none"> Focus texts and extracts shared on Google Classroom Activity sheets shared on Google Classroom Teacher to outline learning and give feedback during Google Meet session Daily story shared by teacher Small group live sessions 	Reading Extracts Comprehension Questions Vocabulary Activity Books at appropriate level	Bug Club Reading Plus (Ys 5/6)
Writing <i>4 x weekly</i>	<ul style="list-style-type: none"> Introduction from class teacher over Google Meets Extracts and video prompts for writing available in Google Classroom Flipcharts/narrated PowerPoints annotated for pupil use and shared via Google Classroom Children upload work to Google Classroom Teaching units and coverage precisely mapped Individual and small group feedback Small group live sessions 	CGP books Writing grids with pictures from current story stimulus/word mats Planning jotter sheets Spelling booklet	SPaG.com (Year 6)
Maths <i>daily</i>	<ul style="list-style-type: none"> White Rose Maths scheme followed Links to daily home learning video saved in Google Classroom and on school website Teachers talk through learning and support children, and give feedback in Google Meet session Small group live sessions 	CGP books White Rose resources for appropriate units of work	Times Tables Rock Stars Diagnostic Questions (Ys 5/6)
Science, History or Geography* <i>3 x weekly</i>	<ul style="list-style-type: none"> Teaching units and coverage precisely mapped Teacher input videos/pdfs/narrated PowerPoints saved in Google Classroom Children's work and activities saved in Google Classroom 	Worksheets if appropriate Knowledge organiser	

	<ul style="list-style-type: none"> • Teacher to talk through work during Google Meet sessions • Oak Academy sessions where appropriate • Individual and small group feedback 		
Computing <i>weekly</i>	<ul style="list-style-type: none"> • Oak Academy sessions where appropriate 		Coding
RE <i>weekly</i>	<ul style="list-style-type: none"> • Teaching units and coverage precisely mapped • Teacher input videos/pdfs/narrated PowerPoints saved in Google Classroom • Children's work and activities saved in Google Classroom • Teacher to talk through work during Google Meet sessions • Oak Academy sessions where appropriate 	Worksheets if appropriate	
DT* <i>weekly</i>	Recorded lessons/flipchart saved weekly by the specialist teacher	lessons will take into account materials that children can easily access at home	
Art* <i>weekly</i>	Art activity calendar		
Music <i>weekly</i>	Recorded session from music teacher		Charanga
PE <i>weekly</i>	<ul style="list-style-type: none"> • Teacher to introduce a fitness challenge during Google Meet session • Monthly Activity Calendar • Joe Wicks 		
PSHE <i>weekly</i>	<ul style="list-style-type: none"> • Jigsaw materials saved to Google Classroom • PSHE focus Google Meet session 		Purple Mash
Spanish <i>weekly</i>	<ul style="list-style-type: none"> • Language Angels sessions 		Language Angels

SEND

Children with SEND will have individual learning packages. These will include signpost to specific sessions provided by Oak Academy and small group synchronous intervention sessions.

Appendix 2: Year Group Specific Remote Learning

Nurseries

Nurseries	<ul style="list-style-type: none"> Learning Packs to be delivered/taken home covering main curriculum areas (10 day isolation) Daily contact with teachers via Zoom to share news, songs and stories Daily Activities on Google Sites (Rainbow and School) A daily recorded pre-phonics activity A daily pre-recorded Maths activity
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2 Year Old Provision		3 Year Old Provision	
What to Expect When Guide			
Topic	Links	Topic	Links
Me and My World	All about me , Let's be friends , Let's be kind ,	All About Mr	Me , My family , difference , feelings , birthdays
Black History	Seasons	Animals	Babies , On the farm , habitat , rainforests , polar habitat , under the sea
Autumn	Celebrations	Autumn	Seasons
Celebrations	Christmas	In the workshop	Christmas
Christmas	Seasons	Christmas	Christmas
Transport	Transport	Winter	Seasons
Food	Food CBeebies	Food and Colour	Food CBeebies
Chinese New Year	Chinese New Year	Farm Animals	Animals
Colours (Holi)	Holi	Spring	Seasons
Spring	Seasons	Easter	Celebrations
Easter	Celebrations	Minibeasts	Our planet
Animals	Animal tea party , Animals	Plants	
Eid	Eid	Under the Sea	Under the sea
Summer	Seasons	Summer	Seasons
Me and my world	Let's be friends , Let's be kind ,	How I have Grown	Growing up , Me

Reception

Reception	<ul style="list-style-type: none"> CGP Learning Packs covering phonics, maths and writing to be delivered/taken home covering main curriculum areas. These should be annotated to show which sections to complete to match the missed in-school curriculum (10 day isolation) Daily contact with teachers via Zoom to share news, songs and stories A Google Site to share the following: <ul style="list-style-type: none"> A daily recorded phonics lesson A daily link to an appropriate Maths lessons e.g. White Rose Maths session or Numberblocks Twice weekly small group reading lessons Links to Oak Academy EYFS units where appropriate
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Topic	Links	Literacy	Other
All about me	Me, My family, difference, feelings, birthdays		Music: All about me
My School Community	My friends		
Autumn	Autumn, Bonfire Night		
Journeys	Transport, journeys, space	Little Red Riding Hood	Music: journeys, space
Diwali	Diwali		
Materials	float and sink	The Three Little Pigs	
Hanukkah	Hanukkah		
Christmas	Christmas Story, Christmas Traditions		
Winter	Winter: Hot and cold	The King and the Moon	
Animals	Babies, On the farm, habitat, rainforests, polar habitat, under the sea	Bat Learns to Dance, Little Red Hen, Three Billy Goats Gruff, Mouse, Deer and Tiger, Goldilocks and the Three Bears, Fox's Sack	Music: habitats
Chinese New Year	Chinese new year		
My Community	My community, People who help us (Drs and Nurses), People who help us (Police), People who help us (firefighters), jobs	The Noisy House	Music: Out and About
Spring	Spring	The Lucky Duck	
Colour (Holi)	Holi		
Easter	Easter		
Plants	plants		
Minibeasts	woodland		
Eid	Eid		
Summer	summer	The Emperor's new clothes	
Country Study			
Food and Growing	healthy eating	The Sweet Talking Potato, The Giant Turnip, The Gingerbread man	Music: growth
How I have Grown	transitions		

Year 1 remote learning overview

Single child isolating

Paper provision pack suitable for Year 1

Work provided on Google Classroom by SLT

Teacher isolating due to contact

Teach over Google Meets – stick to class timetable where possible

General provision

- Logins sheet (with all logins and website addresses)
- Homework book for recording work and stationery pack
- reading book and home reading record; books can be changed weekly
- Morning Google Meet to go through provision and problem solve, daily subject focus and story
- Afternoon Google Meet for feedback and answers
- Live small group reading and Maths sessions
- work offered follows school timetable

Subject	Home Provision
Maths	<ul style="list-style-type: none">• Links to videos and resources uploaded to Google Classroom/website• Children to upload completed work to Google Classroom or record in homework book• Numbots and Times Tables Rock Stars• CGP books with specific links and/or printed WRM sheets
Reading	<ul style="list-style-type: none">• Reading book and home reading record• Oxford Owl and Bug Club• Daily story time: live link to class story time + recording of the session• Virtual Book corner• Daily synchronous small group reading lesson• CGP books with specific links• Phonics: daily phonics session – recorded using format of in-school lesson• BBC Bitesize - Phonics
Spelling	<ul style="list-style-type: none">• Spelling lists – set by teacher in Spelling Shed to follow pattern of RWInc spelling programme• Spelling Shed• BBC Bitesize – Spelling
Writing	<ul style="list-style-type: none">• Narrated PowerPoints using school-based units• Links to video/PowerPoint stimuli for writing• Children can record work in homework book or Google Classroom• CGP books with specific links• BBC Bitesize
Topic	<ul style="list-style-type: none">• Knowledge organiser sent home (see links below)• Links to Oak Academy where appropriate or BBC Bitesize – Science skills• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
Spanish	<ul style="list-style-type: none">• Word of the week posted on school website
Music	<ul style="list-style-type: none">• Resources posted on Charanga• Narrated/video Charanga lesson from music teacher weekly• Oak Academy
Computing	Code Spark Academy
RE	<ul style="list-style-type: none">• Links to Oak Academy where appropriate: Oak Academy• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
PSHE	<ul style="list-style-type: none">• Narrated Jigsaw-based PowerPoint• Google Meet PSHE focus session• Oak Academy
Art/DT	<ul style="list-style-type: none">• weekly recorded lesson from specialist teacher
PE	<ul style="list-style-type: none">• Teacher to introduce a fitness challenge during Google Meet session• Monthly Activity Calendar• Joe Wicks

Topic		Writing	
Subject Area	Links	Subject Area	Links
Materials	Materials unit pack BBC Bitesize	traditional tales	
London	London unit pack BBC Bitesize	recount	Diary entry
My History	Changes is living memory toys unit pack transport unit pack	repeating patterns	
Animals	The Animal Kingdom knowledge organiser unit pack BBC Bitesize	instructions	How to make a paper crown (2.5 weeks)
Seasons (inc. light)	Seasons and Change knowledge organiser A&W Knowledge organiser S&S unit pack A&W unit pack S&S	traditional tales	Monkeys and Hats Monkeys and Hats 2
Amy Johnson and Bessie Coleman	Bessie Coleman Fact file	instructions	
Australia		fairy tales	Jack and the Beanstalk
Plants	Plants knowledge organiser unit pack BBC Bitesize	author focus	The Magic Paintbrush The Magic Paintbrush 2
Animals	The Animal Kingdom knowledge organiser unit pack BBC Bitesize	traditional tales	Anansi and Tiger (2.5 weeks)
Weather	unit pack BBC Bitesize	instructions	
Florence Nightingale and Mary Seacole	knowledge organiser unit pack BBC Bitesize	predictable phrases	Honey and Trouble Honey and Trouble 2
		traditional tales	Awongalema Awongalema 2
		predictable phrases	How butterflies came to be
		children's experiences	

Year 2 remote learning overview

Single child isolating

Paper provision pack suitable for Year 2

Work provided on Google Classroom by SLT

Teacher isolating due to contact

Teach over Google Meets – stick to class timetable where possible

General provision

- Logins sheet (with all logins and website addresses)
- Homework book for recording work and stationery pack
- reading book and home reading record; books can be changed weekly
- Morning Google Meet to go through provision and problem solve, daily subject focus and story
- Afternoon Google Meet for feedback and answers
- Live small group reading and Maths sessions
- work offered follows school timetable

Subject	Home Provision
Maths	<ul style="list-style-type: none">• Links to videos and resources uploaded to Google Classroom/website• Children to upload completed work to Google Classroom or record in homework book• Numbots and Times Tables Rock Stars• CGP books with specific links and/or printed WRM sheets
Reading	<ul style="list-style-type: none">• Reading book and home reading record• Oxford Owl and Bug Club• Daily story time: live link to class story time + recording of the session• Virtual Book corner• Extracts and questions posted on Google Classroom when Year 2 move to Whole Class Reading• Daily synchronous small group reading lesson• CGP books with specific links• Phonics: daily phonics session – recorded using format of in-school lesson• BBC Bitesize - Phonics
Spelling	<ul style="list-style-type: none">• Spelling lists – set by teacher in Spelling Shed to follow pattern of RWInc spelling programme• Spelling Shed
Writing	<ul style="list-style-type: none">• Narrated PowerPoints using school-based units• Links to video/PowerPoint stimuli for writing• Children can record work in homework book or Google Classroom• CGP books with specific links
Topic	<ul style="list-style-type: none">• Knowledge organiser sent home (see links below)• Links to Oak Academy where appropriate or BBC Bitesize – Science skills• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
Spanish	<ul style="list-style-type: none">• Word of the week posted on school website
Music	<ul style="list-style-type: none">• Resources posted on Charanga• Narrated/video Charanga lesson from music teacher weekly• Oak Academy
Computing	Code Spark Academy
RE	<ul style="list-style-type: none">• Links to Oak Academy where appropriate: Oak Academy• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
PSHE	<ul style="list-style-type: none">• Narrated Jigsaw-based PowerPoint• Google Meet PSHE focus session• Oak Academy
Art/DT	<ul style="list-style-type: none">• weekly recorded lesson from specialist teacher
PE	<ul style="list-style-type: none">• Teacher to introduce a fitness challenge during Google Meet session• Monthly Activity Calendar• Joe Wicks

Topic		Writing	
Subject Area	Links	Subject Area	Links
plants	knowledge organiser unit pack BBC Bitesize	traditional tales	How Coyote brought fire to the Earth (1) How Coyote brought fire to the Earth (2) Ganesh gets married (1) Ganesh gets married (2)
Kenya	Plan Bee units – saved on system Continents knowledge organiser unit pack	instructions	How to defeat the fire giants
Great Fire of London	Great Fire of London knowledge organiser unit pack	recurring language	Baba Yaga (1) Baba Yaga (2)
Materials	Changing Materials Building Things knowledge organiser unit plan BBC Bitesize	instructions	
Animals	Human Lifestyle knowledge organiser unit plan BBC Bitesize		
India – city v country	Villages, Towns and Cities unit plan	recount	news report
Space Race	knowledge organiser	explanation	How birds fly
Habitats	Habitats knowledge organiser unit plan BBC Bitesize	author focus	
Hackney	Changes in Living Memory Our Local Area Magical Mapping	instructions	
		stories about a theme	The bird and the forest fire (1) The bird and the forest fire (2)
		myths	Persephone (endings) Persephone (2)
		strong characters	The Eagle who thought he was a chicken (1) The Eagle who thought he was a chicken (2) The Unlucky Man
		Non-chronological report	All about witches

Year 3 remote learning overview

Single child isolating

Paper provision pack suitable for Year 3

Work provided on Google Classroom by SLT

Teacher isolating due to contact

Teach over Google Meets – stick to class timetable where possible

General provision

- Logins sheet (with all logins and website addresses)
- Homework book for recording work and stationery pack
- reading book and home reading record; books can be changed weekly
- Morning Google Meet to go through provision and problem solve, daily subject focus and story
- Afternoon Google Meet for feedback and answers
- Live small group reading and Maths sessions
- work offered follows school timetable

Subject	Home Provision
Maths	<ul style="list-style-type: none">• Links to videos and resources uploaded to Google Classroom/website• Children to upload completed work to Google Classroom or record in homework book• Numbots and Times Tables Rock Stars• CGP books with specific links and/or printed WRM sheets
Reading	<ul style="list-style-type: none">• Reading book and home reading record• Bug Club• Daily story time: live link to class story time + recording of the session• Virtual Book corner• Extracts and questions posted on Google Classroom, narrated PowerPoints• Small group synchronous reading lessons• CGP books with specific links• Oak Academy units: Into the Forest, Mulan, The Firework Maker's Daughter, King of the Sky, Rushing Rivers, The Suitcase Kid
Spelling	<ul style="list-style-type: none">• Spelling lists – set by teacher in Spelling Shed to follow pattern of RWInc spelling programme• Oak Academy
SPaG	<ul style="list-style-type: none">• Oak Academy
Writing	<ul style="list-style-type: none">• Narrated PowerPoints using school-based units• Links to video/PowerPoint stimuli for writing• Children can record work in homework book or Google Classroom• CGP books with specific links
Topic	<ul style="list-style-type: none">• Knowledge organiser sent home (see links below)• Links to Oak Academy where appropriate and BBC Bitesize• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
Spanish	<ul style="list-style-type: none">• Word of the week posted on school website
Music	<ul style="list-style-type: none">• Resources posted on Charanga• Narrated/video Charanga lesson from music teacher weekly• Oak Academy
Computing	Code Spark Academy
RE	<ul style="list-style-type: none">• Links to Oak Academy where appropriate:• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
PSHE	<ul style="list-style-type: none">• Narrated Jigsaw-based PowerPoint• Google Meet PSHE focus session
Art/DT	<ul style="list-style-type: none">• weekly recorded lesson from specialist teacher• Art activity calendar
PE	<ul style="list-style-type: none">• Teacher to introduce a fitness challenge during Google Meet session• Monthly Activity Calendar• Joe Wicks

Topic		Writing	
Subject Area	Links	Subject Area	Links
plants	Plants Knowledge Organiser Unit Pack BBC Bitesize	Fables	
Benin	Knowledge Organiser Unit Pack	Instructions	Monster Pizza (2.5 weeks)
Light	Light and dark Knowledge Organiser Unit Pack BBC Bitesize	Non-chronological report	Portia Spiders (5 weeks)
Animals	Knowledge Organiser Unit Pack BBC Bitesize	Fairy Tales	The Man on the Moon (4 weeks)
The UK	United Kingdom Weather Knowledge Organiser Unit Pack BBC Bitesize BBC Bitesize - maps	Explanation	How Bees make Honey (4 weeks)
Forces	Magnetism Knowledge Organiser Unit Pack BBC Bitesize	Alternative Fairy Tales	The Fate of Fausto
The Ages	Prehistoric Britain Knowledge Organiser Unit Pack BBC Stone Age BBC Bronze Age BBC Iron Age	Author Focus	The BFG (5 weeks)
Spain	Europe Use Plan Bee resources saved on system BBC Bitesize – settlement	Non-chronological report	
Sutton House		Traditional Tales	
Rocks	Rock Cycle Knowledge Organiser Unit Pack	Persuasion	Healthy Food (2.5 weeks)
		Recount	Journey (5 weeks)
		Adventure Stories	
		Recount	
		Traditional Tales	Aladdin (5 weeks)
		Persuasion	The Day the Crayons Quit (4 weeks)
		Instructions	

Year 4 remote learning overview

Single child isolating

Paper provision pack suitable for Year 4

Work provided on Google Classroom by SLT

Teacher isolating due to contact

Teach over Google Meets – stick to class timetable where possible

General provision

- Logins sheet (with all logins and website addresses)
- Homework book for recording work and stationery pack
- reading book and home reading record; books can be changed weekly
- Morning Google Meet to go through provision and problem solve, daily subject focus and story
- Afternoon Google Meet for feedback and answers
- Live small group reading and Maths sessions
- work offered follows school timetable

Subject	Home Provision
Maths	<ul style="list-style-type: none">• Links to videos and resources uploaded to Google Classroom/website• Children to upload completed work to Google Classroom or record in homework book• Times Tables Rock Stars• CGP books with specific links and/or printed WRM sheets
Reading	<ul style="list-style-type: none">• Reading book and home reading record• Bug Club• Daily story time: live link to class story time + recording of the session• Virtual Book corner• Extracts and questions posted on Google Classroom, narrated PowerPoints• Small group synchronous reading lessons• CGP books with specific links• Oak Academy units: There's a boy in the girls' bathroom, Hansel and Gretel, I was a rat, Hidden Depths: Exploring the deep, Walter Tull's Scrapbook, A Christmas Carol
Spelling	<ul style="list-style-type: none">• Spelling lists – set by teacher in Spelling Shed to follow pattern of RWInc spelling programme• Oak Academy
SPaG	<ul style="list-style-type: none">• Oak Academy
Writing	<ul style="list-style-type: none">• Narrated PowerPoints using school-based units• Links to video/PowerPoint stimuli for writing• Children can record work in homework book or Google Classroom• CGP books with specific links
Topic	<ul style="list-style-type: none">• Knowledge organiser sent home (see links below)• Links to Oak Academy where appropriate• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
Spanish	<ul style="list-style-type: none">• Word of the week posted on school website
Music	<ul style="list-style-type: none">• Resources posted on Charanga• Narrated/video Charanga lesson from music teacher weekly• Oak Academy
Computing	Code Park Academy
RE	<ul style="list-style-type: none">• Links to Oak Academy where appropriate:• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
PSHE	<ul style="list-style-type: none">• Narrated Jigsaw-based PowerPoint• Google Meet PSHE focus session• Oak Academy
Art/DT	<ul style="list-style-type: none">• weekly recorded lesson from specialist teacher• Art activity calendar
PE	<ul style="list-style-type: none">• Teacher to introduce a fitness challenge during Google Meet session• Monthly Activity Calendar• Joe Wicks

Topic		Writing	
Subject Area	Links	Subject Area	Links
Plants	Plants Knowledge Organiser Unit Pack	Imaginary Settings	
Indus Valley	Knowledge Organiser BBC Bitesize	Persuasion	
Habitats/animals	Human anatomy Humans Knowledge Organiser Humans Unit Pack Habitats knowledge organiser Habitats Unit Pack BBC Bitesize	Stories with a theme	The Robin (5 weeks)
Extreme Earth	Mountains, Volcanoes and Earthquakes Knowledge Organiser Unit Pack BBC Bitesize Mountains BBC Bitesize Earthquakes BBC Bitesize Volcanoes	Non-chronological reports	Angler Fish (5 weeks)
Electricity	Electrical Circuits Knowledge Organiser Unit Pack BBC Bitesize	Playscripts	Poetry (5 weeks)
Sound	Sound Knowledge Organiser Unit Pack BBC Bitesize	Discussion	
Romans	Roman Britain Knowledge Organiser Unit Pack BBC Bitesize	Non-fiction	
States of Matter	States of Matter Knowledge Organiser Unit Pack BBC Bitesize	Author Focus	The Borrowers (4 weeks)
WW2	Knowledge Organiser Unit Pack	Myth	The Jabberwocky (5 weeks)
Jamaica	Knowledge Organiser	Explanation	Chocolate Making (5 weeks)
		Issues and dilemmas	Whale Rider (4 weeks)
		Recount	
		Persuasion	
		Traditional Tales	Journalistic Writing (5 weeks)

Year 5 remote learning overview

Single child isolating

Paper provision pack suitable for Year 5

Work provided on Google Classroom by SLT

Teacher isolating due to contact

Teach over Google Meets – stick to class timetable where possible

General provision

- Logins sheet (with all logins and website addresses)
- Homework book for recording work and stationery pack
- reading book and home reading record; books can be changed weekly
- Morning Google Meet to go through provision and problem solve, daily subject focus and story
- Afternoon Google Meet for feedback and answers
- Live small group reading and Maths sessions
- work offered follows school timetable

Subject	Home Provision
Maths	<ul style="list-style-type: none">• Links to videos and resources uploaded to Google Classroom/website• Children to upload completed work to Google Classroom or record in homework book• Diagnostic Questions and Times Tables Rock Stars• CGP books with specific links and/or printed WRM sheets
Reading	<ul style="list-style-type: none">• Reading book and home reading record• Bug Club and Reading Plus• Daily story time: live link to class story time + recording of the session• Virtual Book corner• Extracts and questions posted on Google Classroom, narrated PowerPoints• Small group synchronous reading lessons• CGP books with specific links• Oak Academy units: Mary Anning by K Barnham, The British by B Zephaniah, Demon Dentist by D Walliams, Poetry – de la Mare and Poe, Streetchild by Berlie Doherty, Mirror by Jeannie Baker
Spelling	<ul style="list-style-type: none">• Spelling lists – set by teacher in Spelling Shed to follow pattern of RWInc spelling programme• Oak Academy
SPaG	<ul style="list-style-type: none">• Oak Academy
Writing	<ul style="list-style-type: none">• Narrated PowerPoints using school-based units• Links to video/PowerPoint stimuli for writing• Children can record work in homework book or Google Classroom• CGP books with specific links
Topic	<ul style="list-style-type: none">• Knowledge organiser sent home (see links below)• Links to Oak Academy where appropriate• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
Spanish	<ul style="list-style-type: none">• Word of the week posted on school website
Music	<ul style="list-style-type: none">• Resources posted on Charanga• Narrated/video Charanga lesson from music teacher weekly
Computing	<ul style="list-style-type: none">• Oak Academy• Code Spark Academy
RE	<ul style="list-style-type: none">• Links to Oak Academy where appropriate:• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
PSHE	<ul style="list-style-type: none">• Narrated Jigsaw-based PowerPoint• Google Meet PSHE focus session• Oak Academy
Art/DT	<ul style="list-style-type: none">• weekly recorded lesson from specialist teacher
PE	<ul style="list-style-type: none">• Teacher to introduce a fitness challenge during Google Meet session• Monthly Activity Calendar• Joe Wicks

Topic		Writing	
Subject Area	Links	Subject Area	Links
Forces	Forces Knowledge Organiser Unit Pack BBC Bitesize	Biography	
Windrush	Resource Pack	Literary Heritage Fiction	Oliver Twist (8 weeks)
Human Development/Lifecycles	Reproductive Cycles Knowledge Organiser Unit Pack Lifecycles Unit Pack Lifecycles KO BBC Bitesize	Explanation	Contained in How to Train Your Dragon
Brazil	Biomes South America Knowledge Organiser BBC Bitesize	Chronological Report	Inspirational Figures (2 weeks)
Materials	Separating Mixtures Physical and Chemical Changes Knowledge Organiser Unit Pack BBC Bitesize	Narrative viewpoint	The Viewer
Anglo-Saxons	Knowledge Organiser Unit Pack BBC Bitesize	Non-chronological report-comparison	Wild Cats
Earth in Space	Space Knowledge Organiser Unit Pack BBC Bitesize	Persuasion	School Uniform (2.5 weeks)
Ancient Greece	Ancient Greece Knowledge Organiser Unit Pack BBC Bitesize	Suspense and Mystery	The Highway Man (6 weeks)
		Explanation	
		Legends	How to Train your Dragon (10 weeks)
		Flashbacks	Macbeth (5 weeks)
		Persuasion	Contained in How to Train Your Dragon
		Chronological Report	
		Comparative Report	

Year 6 remote learning overview

Single child isolating

Paper provision pack suitable for Year 6

Work provided on Google Classroom by SLT

Teacher isolating due to contact

Teach over Google Meets – stick to class timetable where possible

General provision

- Logins sheet (with all logins and website addresses)
- Homework book for recording work and stationery pack
- reading book and home reading record; books can be changed weekly
- Morning Google Meet to go through provision and problem solve, daily subject focus and story
- Afternoon Google Meet for feedback and answers
- Live small group reading and Maths sessions
- work offered follows school timetable

Subject	Home Provision
Maths	<ul style="list-style-type: none">• Links to videos and resources uploaded to Google Classroom/website• Children to upload completed work to Google Classroom or record in homework book• Numbots and Times Tables Rock Stars• CGP books with specific links and/or printed WRM sheets• Times Tables Rock Stars, Diagnostic Questions
Reading	<ul style="list-style-type: none">• Reading book and home reading record• Bug Club and Reading Plus• Daily story time: live link to class story time + recording of the session• Virtual Book corner• Extracts and questions posted on Google Classroom, narrated PowerPoints• CGP books with specific links• Oak Academy units: The Giant's Necklace, Holes, The Blitz Survivor, The Greenling, London is the Place for Me, Goodnight Mr Tom, A Career in Computer Games
Spelling	<ul style="list-style-type: none">• Spelling lists – set by teacher in Spelling Shed to follow pattern of RWInc spelling programme• Oak Academy Spelling lessons
SPaG	<ul style="list-style-type: none">• Oak Academy SPaG lessons
Writing	<ul style="list-style-type: none">• Narrated PowerPoints using school-based units• Links to video/PowerPoint stimuli for writing• Children can record work in homework book or Google Classroom• CGP books with specific links
Topic	<ul style="list-style-type: none">• Knowledge organiser sent home (see links below)• Links to Oak Academy where appropriate• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
Spanish	<ul style="list-style-type: none">• Word of the week posted on school website
Music	<ul style="list-style-type: none">• Resources posted on Charanga• Narrated/video Charanga lesson from music teacher weekly• Oak Academy
Computing	<ul style="list-style-type: none">• Oak Academy
RE	<ul style="list-style-type: none">• Links to Oak Academy where appropriate: Oak Academy• Resources posted to Google Classroom• Narrated PowerPoints – can use resources such as PlanBee/Twinkl to create these• Children can record work in homework book or Google Classroom
PSHE	<ul style="list-style-type: none">• Narrated Jigsaw-based PowerPoint• Google Meet PSHE focus session• Oak Academy
Art/DT	<ul style="list-style-type: none">• weekly recorded lesson from specialist teacher• art activity calendar
PE	<ul style="list-style-type: none">• Teacher to introduce a fitness challenge during Google Meet session• Monthly Activity Calendar• Joe Wicks

Topic		Writing	
school	home	school	home
electricity	Knowledge organiser Oak Academy Electrical Circuits Unit Pack BBC Bitesize	biography/autobiography	Nelson Mandela life story Oak Academy biography unit (2 weeks)
Empire	Oak Academy Population BBC Bitesize - trade	Chronological Report	Windrush Diary Writing (5 weeks)
Light	Oak Academy Light Knowledge organiser Unit Pack BBC Bitesize	Fictional Genres	Sherlock Holmes (6 weeks)
Evolution & Inheritance	Oak Academy Humans and animals over time Knowledge Organiser Unit Pack BBC Bitesize	Explanation	
Animals	Oak Academy Diet and Lifestyle Knowledge Organiser Unit Pack BBC Bitesize	Persuasion	contained within Sherlock Holmes unit
Classification	Knowledge Organiser Unit Pack	Discussion	
Anglo Saxons & Vikings	Knowledge Organiser Unit Pack BBC Bitesize Vikings	Non-Fiction multi-genre	contained within journalistic writing unit
Burberry	Oak Academy Globalisation	Author Focus	The Golden Compass
		Non-Chronological report	Pandas (3 weeks)
		Non-Fiction workshop	Journalistic writing (4 weeks)
		Narrative workshop	Rabbit Proof Fence (2 weeks)
		Debating Skills	

Appendix 3: Timetables

Year 1

Year 2

Year 3

Year 4

Year 5

Friday	Thursday	Wednesday	Tuesday	Mondays	9:00	9:45	10:30	10:45	11:05	12:00	12:15	1:00-2:45	2:45	
Friday	Thursday	Wednesday	Tuesday	Mondays	Handwriting	assembly	assembly	Maths Meeting	Maths Meeting	Maths Meeting	Story	Topic 1:20	PSHE 2:15	
				Maths	Music			Reading	Reading	Topic 11:05-12:00	Scaling 11:50	Music 1:00	Spelling 1:45	assembly
				Maths	Reading				writing		Story	PE 1:00	RE 2:00	
				Maths	Reading				writing		Maths Meeting	RE 1:00	PE 2:00	
				Maths	Reading							Topic	Spanish 2:30	
				Maths	Reading				writing		Story	Topic	Topic	assembly
				Maths	Reading				writing		Maths Meeting	Topic	Topic	assembly
				Maths	Reading				writing		Lunch 12:15-1:00	12:30-1:00 Back Playground	Topic	

Year 6

Reception

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 9:00			Soft Start & Self-Registration/Registration		
9:00 - 9:20		Small group Reading			Family Friday
9:20-10:30		Communication and Language and Writing (includes carpet session)			
10:30-11:30			Topic (includes carpet session)		
11:30			Phonics		
11:50 -1pm		Lunch (Teaching staff stay with children until 12pm)			
1pm			Maths		
2:15pm		Personal, Social and Emotional Development (includes carpet session)			
2:30pm		Topic			
3:00pm		Tidy Up & Story time (includes carpet session)			
3:25pm		Home Time			
3:25pm - 3:45pm After School Club	Learning journeys, set up Preparation Set up for wed Planning meeting		Staff meeting Preparation	Restock, Welling Area, Art Library & Homework Sheets	

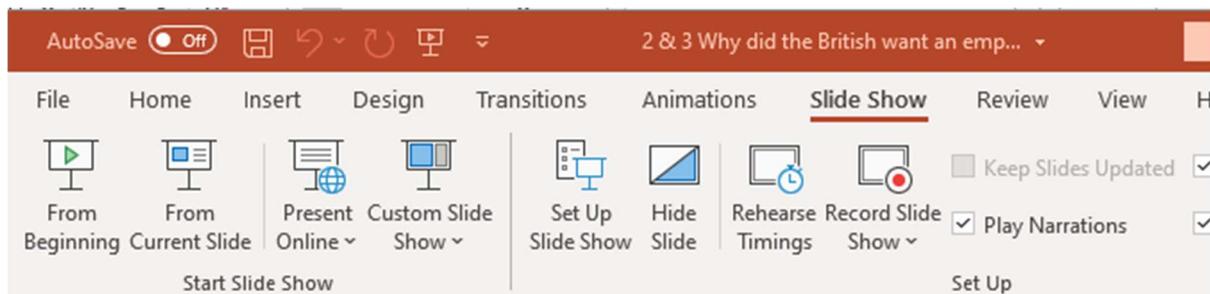
Nursery

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:45		Open Classroom and Welcome Children & Soft Start			Family Fridays
9:05		Communication Language & Literacy Session CL&L Focus Groups S&L Interventions	Communication Language & Literacy Session CL&L Focus Groups S&L Interventions	Communication Language & Literacy Session CL&L Focus Groups S&L Interventions	
10:15			Child Initiated Inside & Outside		
10:30	Topic: Whole Class Topic Input Focus Activity & Child Initiated Inside & Outside	Mathematics Whole Class Maths Input Maths Focus Activity Child Initiated Outside	Mathematics Whole Class Topic Input Focus Activity & Child Initiated Inside & Outside	Mathematics Whole Class Maths Input Maths Focus Activity Child Initiated Outside	Topic: Whole Class Topic Input Focus Activity & Child Initiated Inside & Outside
11:20			Tidy Up Time		
11:30	Play Dough Disco	Write Dance	PSED	Write Dance	Play Dough Disco
11:45		Story and Songs (Phonics Focus) Coats, Hands, Feet, & Hands - Preparing for Lunch & Departure			
12:30		Lunch / AM Children Departure			
1:00		Open Classroom and Welcome PM Children & Soft start	CL & Session CL&L Whole Class Input - T4W CL & L Focus Groups S&L Interventions		Family Fridays
1:55			Child Initiated Inside & Outside		
2:10	Topic: Whole Class Topic Input (FT - Sensory with HI) Focus Activity & Child Initiated Inside & Outside	Mathematics Whole Class Maths Input (FT - Sensory with HI) Maths Focus Activity Child Initiated Outside	Topic: Whole Class Topic Input (FT - Sensory with HI) Focus Activity & Child Initiated Inside & Outside	Mathematics Whole Class Maths Input (FT - Sensory with HI) Maths Focus Activity Child Initiated Outside	Topic: Whole Class Topic Input (FT - Sensory with HI) Focus Activity & Child Initiated Inside & Outside
3:00			Tidy Up Time		
3:10	Write Dance	Play Dough Disco	Write Dance	Play Dough Disco	PSED
3:20		Story and Songs (Phonics Focus) Coats & Preparing for Departure & Set up for Tomorrow			
3:25		Home Time			

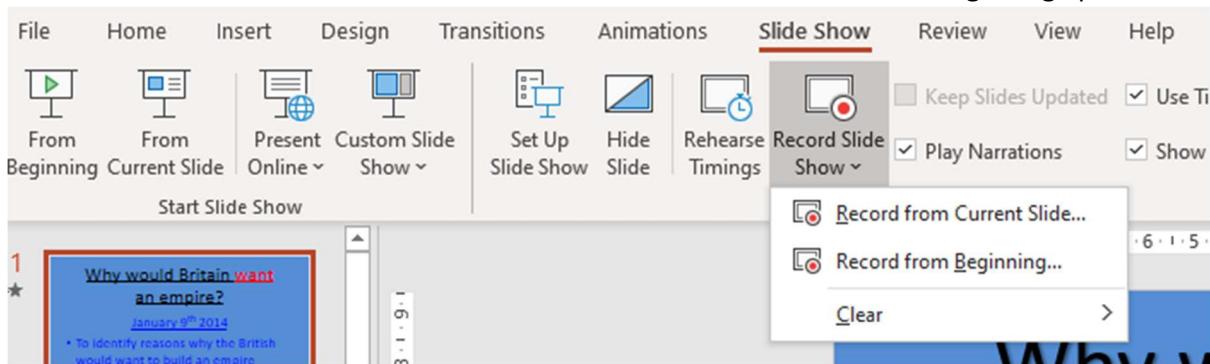
Appendix 4: Guide to making a narrated PowerPoint

You can also record narrated Flipcharts/PowerPoints in Zoom – see below

1. Make a normal PowerPoint with all your lesson materials. You can use animations and transitions if you wish, but simpler is usually better.
2. Click on the **Slide Show** tab



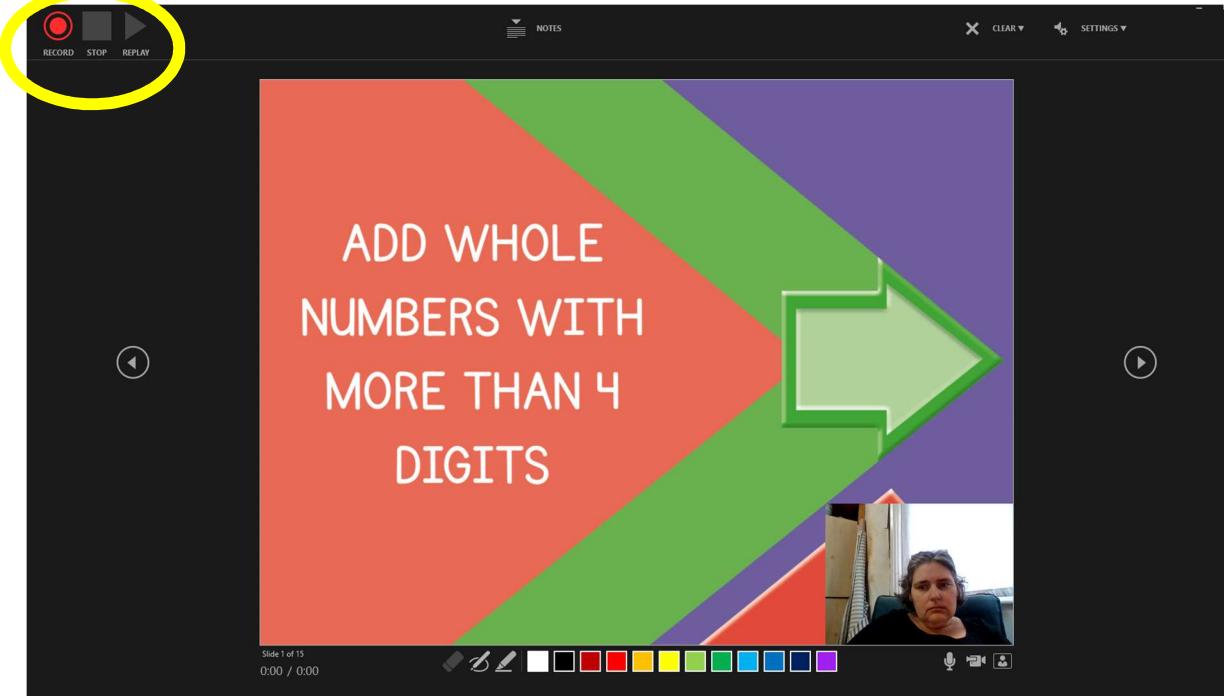
3. Click on the arrow under **Record Slide Show** and choose the **Record from the Beginning** option



4. You will see a screen like this; you should be at the bottom right. There are tools to annotate the PowerPoint under the main slide.

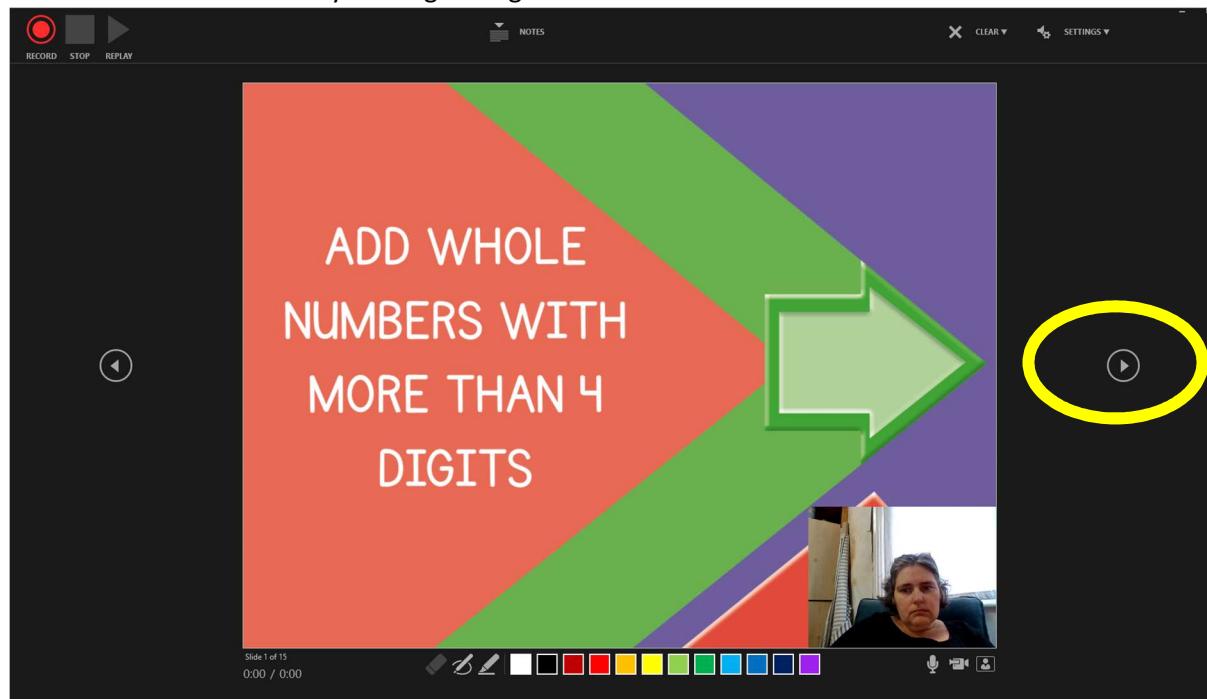


5. Press the red **record** button in the top left-hand corner.



6. Click on each slide as you normally would to bring up different sections of each slide. Talk about each slide and explain what is being learnt just as you would do in a lesson. Annotate using the tools. Avoid placing content in the bottom right-hand corner.

7. Move onto the next slide by clicking the right arrow.

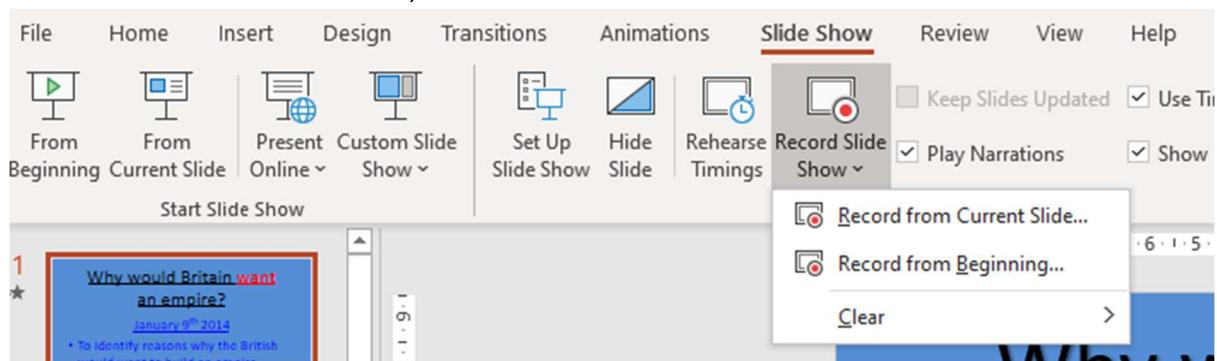


8. Click **stop** when you have finished recording.



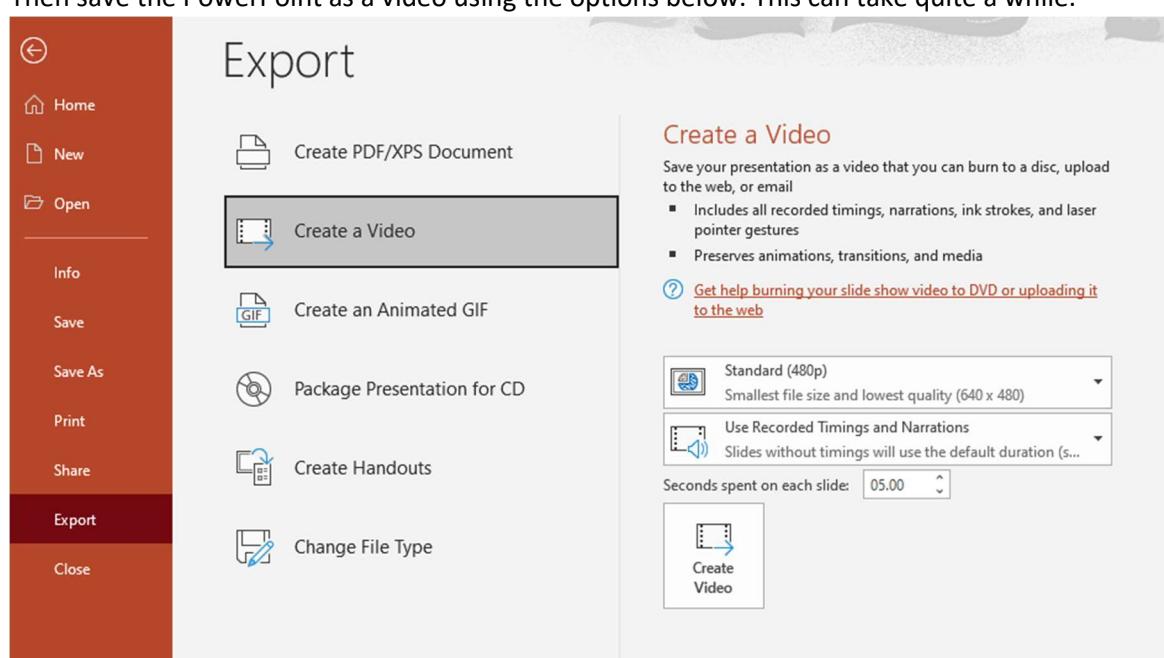
9. Watch it back to check that you are happy with it.

10. You can rerecord individual slides; choose **Record from Current Slide**



11. Save the PowerPoint as usual.

12. Then save the PowerPoint as a video using the options below. This can take quite a while.

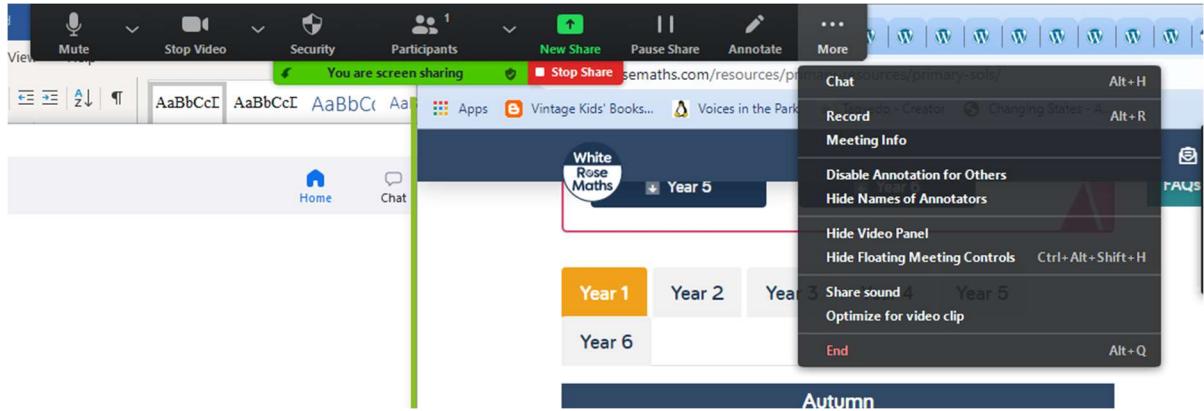


Other recording software

Zoom – start a meeting with yourself and record. Start recording after you have shared your screen.

It is easier to use Google Slides with Google Classroom. The simplest way to record these is using Zoom.

1. Start a Zoom meeting on your own.
2. Share your screen and ensure that you are happy with what you can see – there is a pointer in Google Slides that you can use to highlight parts of the screen.
3. Use the menu at the top of the screen to start recording.

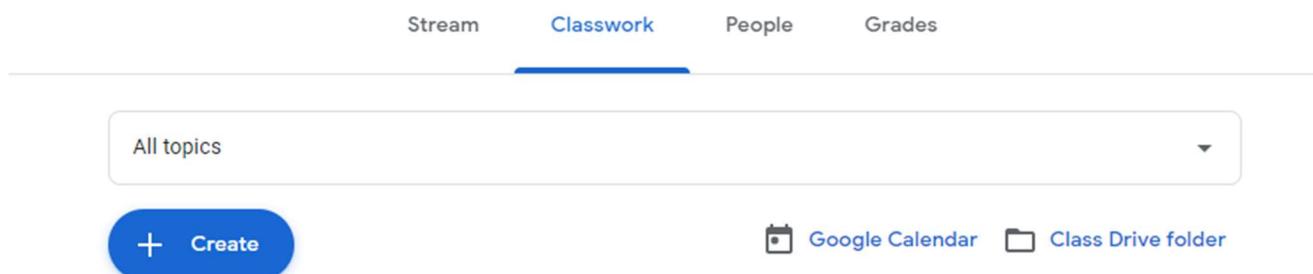


4. Don't worry about being perfect! Rehearse what you are going to say before you record it and try to do it first take.
5. Use the menu at the top of the screen to stop recording before you stop sharing your screen.
6. Stop the screen share
7. End the meeting.
8. Zoom will save a copy of the video which you can then upload.

Loom – this can be used as a Google Chrome extension and works well when recording Google Slides. It has basic editing features.

Appendix 5: Setting work on Google Classroom

1. Make sure that you are in the Classwork section



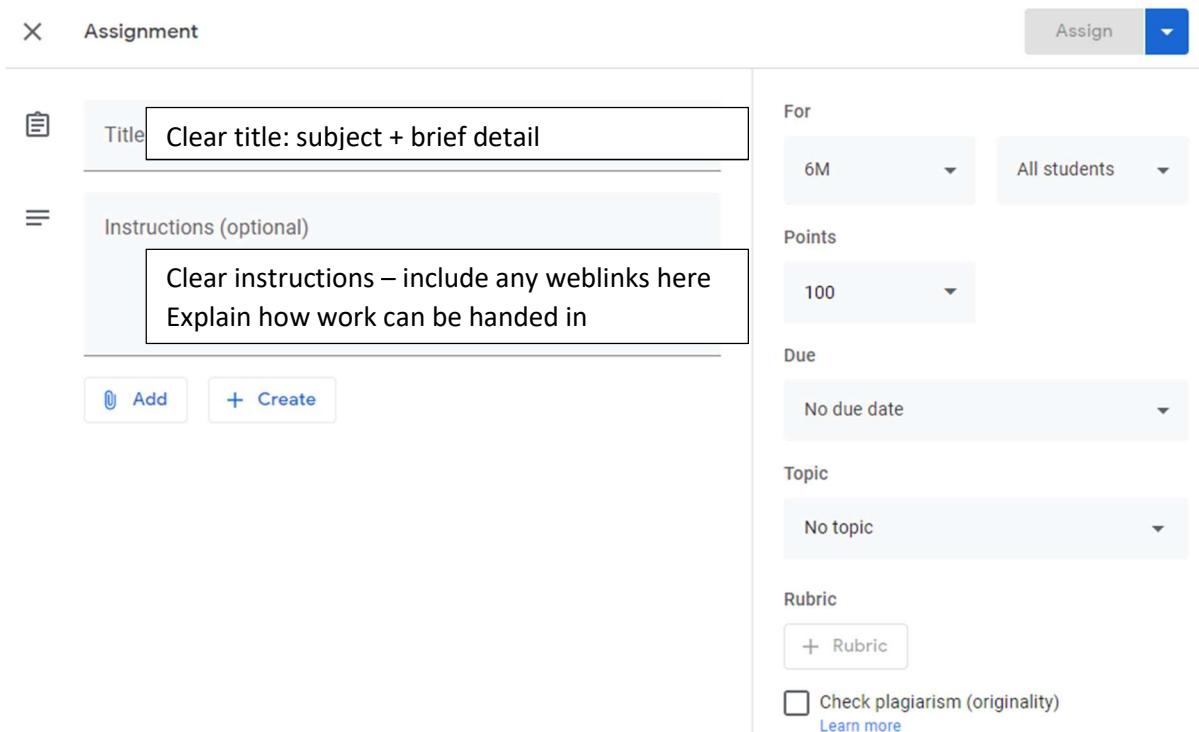
The screenshot shows the Google Classroom navigation bar with 'Stream', 'Classwork' (which is highlighted in blue), 'People', and 'Grades'. Below the navigation bar is a search bar with 'All topics' and a dropdown arrow. To the right of the search bar are 'Create' (a blue button with a plus sign), 'Google Calendar', and 'Class Drive folder'. The main content area is currently empty.

2. Use the Create button to choose what to add.



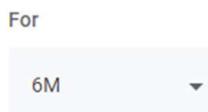
The screenshot shows the 'Create' dropdown menu with options: Assignment, Quiz assignment, Question, Material, Reuse post, and Topic. A sample item 'Maths - Multiply 4 digits by 2 digits' is shown with a note: 'See below for a guide to the different options.'

3. First create a new topic. Work should be saved in a folder for each day e.g. Friday 02.10.20. So create a new topic for each day. Use the format dd.mm.yy
4. In any work created you should include the following:



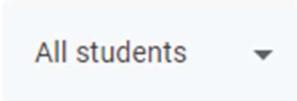
The screenshot shows the 'Assignment' creation form. The 'Title' field contains 'Clear title: subject + brief detail'. The 'Instructions (optional)' field contains 'Clear instructions – include any weblinks here Explain how work can be handed in'. The 'For' section shows '6M' and 'All students'. The 'Points' section shows '100'. The 'Due' section shows 'No due date'. The 'Topic' section shows 'No topic'. The 'Rubric' section has a '+ Rubric' button and a checkbox for 'Check plagiarism (originality)' with a 'Learn more' link.

5. If you are setting work for both classes in your year group – you can choose multiple classes by clicking the arrow here:



This will bring up a list of all the classes to choose from.

6. Click the arrow next to all students to set work for specific children; this will support differentiation.



7. Set the points to ungraded or to a specific number if it is something like an arithmetic test.

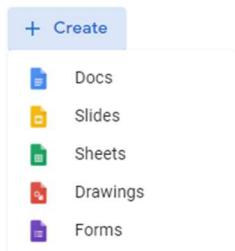
8. Set a due date for the next door or the next day you have that subject

9. Set the topic to the dated folder you have created for that day's work

 Add

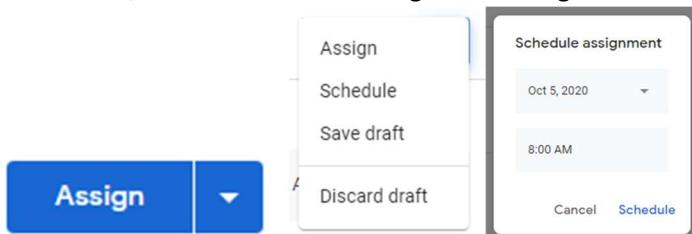
10. Use the add button to add files:

11. Use the create button to create forms and documents that the children can type directly onto:



12. Once you have created a document then select 'make a copy for each student'. This will give each child their own copy to work on

13. When you are ready to assign the work, you can assign it straight away if it is work for that day. If the work is for a day in the future, then schedule the assignment using the arrow next to the assign button and select schedule.



Choose the date and time you wish to schedule the work for.

14. Different types of work to create

Choose one of the following categories for the work you assign.

assignment – a general category that you can attach documents to. This is the most useful category

quiz assignment – has a form automatically attached which you can use to collect answers. You can also input the correct answers to turn this into a self-marking quiz. The first question on the form needs to be 'name' or you won't know whose work is whose. You access the answer sheets by clicking on the 9 dots symbol and selecting forms.

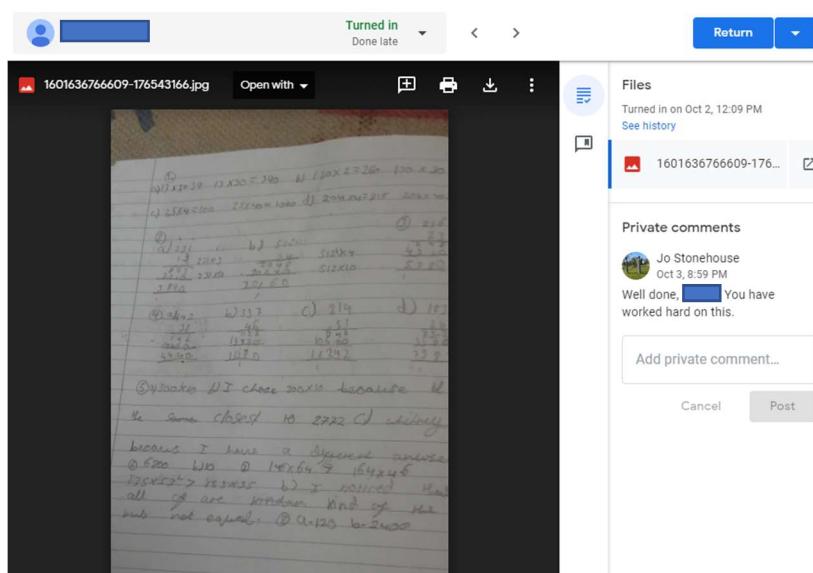
question – this is used to ask one short answer or multiple-choice question to the group. Switch off the ability for children to respond to each other. You can still add documents and create docs to support this.

material – this is useful for posting information that is not work e.g. your class timetable

reuse post – this lets you reuse a post that you have already posted elsewhere

15. Giving feedback

In the grades tab, you will see a table of all the children and task set. You will see what has been turned in (it will either say turned in or $/100$). Click on the 3 vertical dots to the right (these will appear when you hover over them) and then click on view submission. You will then be able to comment on the work in the private comments section.

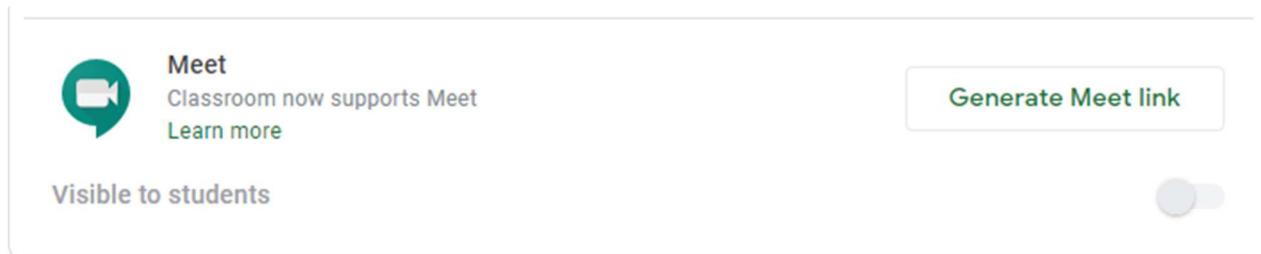


The screenshot shows a student's handwritten work on a math assignment. The work includes several calculations and a handwritten note: "Q4 looks like 200x10 because it's some sort of 200x10 but not equal. Q1 is 120, Q2 is 200, Q3 is 100, Q4 is 200, Q5 is 100, Q6 is 100, Q7 is 100, Q8 is 100, Q9 is 100, Q10 is 100, Q11 is 100, Q12 is 100, Q13 is 100, Q14 is 100, Q15 is 100, Q16 is 100, Q17 is 100, Q18 is 100, Q19 is 100, Q20 is 100, Q21 is 100, Q22 is 100, Q23 is 100, Q24 is 100, Q25 is 100, Q26 is 100, Q27 is 100, Q28 is 100, Q29 is 100, Q30 is 100, Q31 is 100, Q32 is 100, Q33 is 100, Q34 is 100, Q35 is 100, Q36 is 100, Q37 is 100, Q38 is 100, Q39 is 100, Q40 is 100, Q41 is 100, Q42 is 100, Q43 is 100, Q44 is 100, Q45 is 100, Q46 is 100, Q47 is 100, Q48 is 100, Q49 is 100, Q50 is 100, Q51 is 100, Q52 is 100, Q53 is 100, Q54 is 100, Q55 is 100, Q56 is 100, Q57 is 100, Q58 is 100, Q59 is 100, Q60 is 100, Q61 is 100, Q62 is 100, Q63 is 100, Q64 is 100, Q65 is 100, Q66 is 100, Q67 is 100, Q68 is 100, Q69 is 100, Q70 is 100, Q71 is 100, Q72 is 100, Q73 is 100, Q74 is 100, Q75 is 100, Q76 is 100, Q77 is 100, Q78 is 100, Q79 is 100, Q80 is 100, Q81 is 100, Q82 is 100, Q83 is 100, Q84 is 100, Q85 is 100, Q86 is 100, Q87 is 100, Q88 is 100, Q89 is 100, Q90 is 100, Q91 is 100, Q92 is 100, Q93 is 100, Q94 is 100, Q95 is 100, Q96 is 100, Q97 is 100, Q98 is 100, Q99 is 100, Q100 is 100, Q101 is 100, Q102 is 100, Q103 is 100, Q104 is 100, Q105 is 100, Q106 is 100, Q107 is 100, Q108 is 100, Q109 is 100, Q110 is 100, Q111 is 100, Q112 is 100, Q113 is 100, Q114 is 100, Q115 is 100, Q116 is 100, Q117 is 100, Q118 is 100, Q119 is 100, Q120 is 100, Q121 is 100, Q122 is 100, Q123 is 100, Q124 is 100, Q125 is 100, Q126 is 100, Q127 is 100, Q128 is 100, Q129 is 100, Q130 is 100, Q131 is 100, Q132 is 100, Q133 is 100, Q134 is 100, Q135 is 100, Q136 is 100, Q137 is 100, Q138 is 100, Q139 is 100, Q140 is 100, Q141 is 100, Q142 is 100, Q143 is 100, Q144 is 100, Q145 is 100, Q146 is 100, Q147 is 100, Q148 is 100, Q149 is 100, Q150 is 100, Q151 is 100, Q152 is 100, Q153 is 100, Q154 is 100, Q155 is 100, Q156 is 100, Q157 is 100, Q158 is 100, Q159 is 100, Q160 is 100, Q161 is 100, Q162 is 100, 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Q1009 is 100, Q1010 is 100, Q1011 is 100, Q1012 is 100, Q1013 is 100, Q1014 is 100, Q1015 is 100, Q1016 is 100, Q1017 is 100, Q1018 is 100, Q1019 is 100, Q1020 is 100, Q1021 is 100, Q1022 is 100, Q1023 is 100, Q1024 is 100, Q1025 is 100, Q1026 is 100, Q1027 is 100, Q1028 is 100, Q1029 is 100, Q1030 is 100, Q1031 is 100, Q1032 is 100, Q1033 is 100, Q1034 is 100, Q1035 is 100, Q1036 is 100, Q1037 is 100, Q1038 is 100, Q1039 is 100, Q1040 is 100, Q1041 is 100, Q1042 is 100, Q1043 is 100, Q1044 is 100, Q1045 is 100, Q1046 is 100, Q1047 is 100, Q1048 is 100, Q1049 is 100, Q1050 is 100, Q1051 is 100, Q1052 is 100, Q1053 is 100, Q105

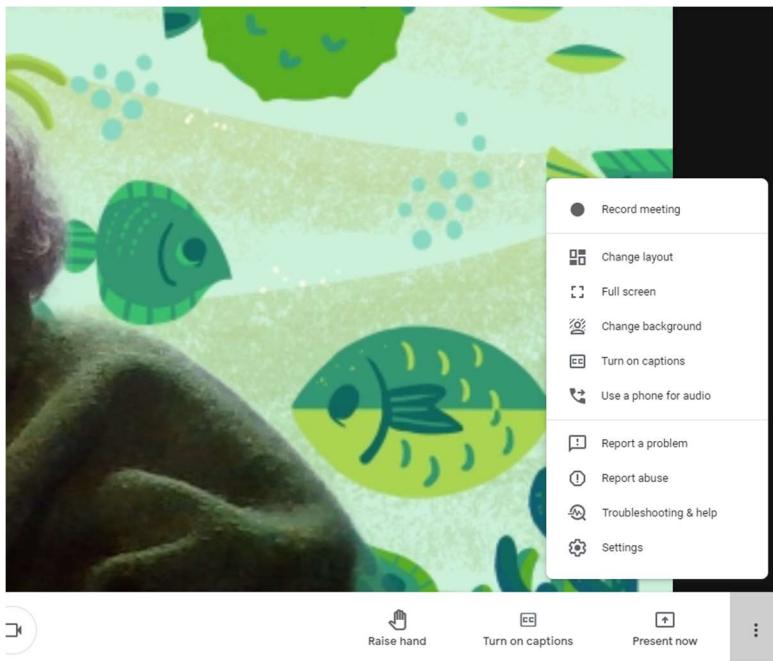
16.Hosting a meeting

Scheduling and hosting the meeting:

- Send a Marvellous Me and post a message in the stream for both classes, between 1 hour and 30 minutes before the meeting to remind families that the meeting is going to happen.
- To schedule the same meeting for both classes in a year group, the 'remote learning' teacher should generate a Meet Link in their setting page (ensure that this is NOT visible to students). Then share the link with the children using the stream for each class. You should schedule the message so that it becomes visible at the start time of the meeting. You MUST be 'in' the meeting before the children, there is no waiting room. After the meeting, delete the meeting link from the stream as the links remain live even after the meeting is over. Make sure that all children leave the meeting before you close it. You can keep using the same link for each meeting.



- The message in the stream should say: Here is the link for today's morning/afternoon meeting: link address. Just click on the link to start the meeting. The meeting will start at x time and end at x time.
- The meetings should be open for 30 minutes. Children do not have to stay online for the whole time if you have already shared everything with them. The family may need the device for another child to attend a different meeting.
- During the meeting ask all children to mute their microphones: ensure that you have seen each child with their video switched on. You can ask children to unmute if they need to speak.
- Ensure that all children are not eating or drinking and are appropriately dressed.
- Take a register using the Google Sheet provided; this will be monitored by the pastoral team. Using the Google extension will support you to take the register
- Any child who has not attended the morning session, must receive a phone call after the meeting. SIM cards will be provided for class teachers to use to do this; withhold your private number. If there is any family that cannot be contacted, please refer them to the Pastoral team. If the family are having difficulty with accessing the meetings due to Wi-Fi or hardware issues, please let the pastoral team know as soon as possible.
- The class teacher and children in school should attend the morning Google Meet.
- Meetings must be recorded by the host teacher.



Once in the meeting, click on the three vertical dots in the bottom righthand corner and then select record meeting from the top of the menu. A recording of the meeting will be emailed to you automatically.

You can also change your background here.

The change layout option allows you to organise how many people you can see on your call at one time. You can view up to 49 people at once.

Meeting Focus

	Morning	Afternoon
Daily	Go through work set and answer any questions	Feedback: answers to Maths and Reading comprehension Revisit focus so that more children can contribute.
Monday	Stars of the Week	feedback and revisit focus
Tuesday	Book Club – children to bring and share the book that they are reading	feedback and revisit focus
Wednesday	Wellbeing and fitness Share activity calendars	feedback and revisit focus
Thursday	Arts and Crafts – share any pictures or things you have made	feedback and revisit focus
Friday	Book Club – children to bring and share the book that they are reading	feedback and revisit focus

Addendum

Leave the meeting link up for the duration of the meeting - some children will join after their siblings have been to their class meetings which overlap yours.

Meeting links: Please make sure you use the meeting link generated in settings not the one you can see when you start the meeting. It will look like this and must have the word 'lookup' in it:



Meet

Classroom now supports Meet
[Learn more](#)

<https://meet.google.com/lookup/d4xxuvap3i>



This link contains the code to the meeting automatically and should not require children to input an additional code. If anyone is asking for the code in the stream, then this is the gobbledegook after the final /.

17. Supporting your pupils to complete and hand in work

They need to look on the classworks stream to find their work, then click on the piece of work they are going to do and then on **view assignment** at the bottom:

The screenshot shows a Classworks assignment titled "Maths - Multiply 4 digits by 2 digits". The assignment is due on 5 Oct and was posted on 1 Oct. It is marked as "Assigned". The message from the teacher says:

Hello everyone,

Here is the link to today's maths lesson: <https://whiterosemaths.com/homelearning/year-6/week-4/>

We are looking at the multiply 4 digits by 2 digits video today.

Your question sheet is available below. I have also made you an answer sheet form that you can type your answers into.

I was very impressed with yesterday's work. I have put up yesterday's answers so you can mark your work.

Miss Jo

Below the message, there are three attachments:

- Multiply up to a 4-digit ...** Google Forms
- Y6-Autumn-Block-2-W...** PDF
- Y5-Spring-Block-1-ANS...**

View assignment

They should then open the documents to view the work. To complete the work they can work on paper and photograph it and upload the photo, work in a document that has been created for them or use 'add or create' to make their own document to work in.

The screenshot shows a "Your work" interface in Google Docs. The "Assigned" status is indicated. The "Add or create" button is highlighted in blue. The sidebar on the left shows options for Google Drive, Link, and File. Below that, "Create new" options are listed: Docs, Slides, Sheets, and Drawings. The main area shows a "Mark as Done" button.

If they are working in a Google Doc then they must click 'turn in' when they have completed their work.



They should then click 'Hand in' on the assignment screen.

Your work

Assigned

- Goodnight Mister Tom extract and questions

Google Docs

+ Add or create

Hand in

and again here:

Hand in your work?

1 attachment will be submitted for "Goodnight Mister Tom extract and questions".

- Goodnight Mister Tom extract and questions

Cancel Hand in

If they are uploading their work, then they should click 'mark as done' when it has been uploaded. They should also click this if they have done their work but cannot upload it so that you know they have completed it.

Y5-Spring PDF

Your work

Assigned

Mark as Done?

You didn't attach work for "Maths - Multiply 4 digits by 2 digits", so your teacher will just see that it's done.

Cancel Mark as Done

Mark as Done

Children can also complete their work in their homework book and bring this to the afternoon meeting/small group sessions.

Appendix 6: Google Sites (EYFS)

A Google Site is a basic website design tool. This is used to share daily learning videos and resources for EYFS children and families.

A good guide to using the product can be found here: <https://support.google.com/sites/answer/6372878?hl=en>

All content shared on the site must have the permissions set to everyone can view.

The image consists of four screenshots illustrating the process of changing sharing permissions in Google Drive:

- Screenshot 1: Choose share**
A screenshot of a Google Drive folder menu. The "Get link" option is highlighted. Other options include "Share", "Get link", "Show folder location", "Add a shortcut to Drive", "Move to", and "Add to Starred".
- Screenshot 2: Get link**
A screenshot of the "Get link" dialog. It shows a link: <https://drive.google.com/drive/folders/1iQFr59gVTJv72WYTLp0512wr9eKT...>, a "Copy link" button, and a note: "Restricted Only people added can open with this link". A blue link "Change link to Morningside Primary School" is visible. A small arrow icon is located to the right of the link text.
- Screenshot 3: Change link**
A screenshot of the "Change link" dialog. It shows the link: <https://drive.google.com/drive/folders/1iQFr59gVTJv72WYTLp0512wr9eKT...>, a "Copy link" button, and a note: "Morningside Primary School" with a dropdown arrow. Below it, it says "Anyone in this group with this link can view" and "Viewer". A "Done" button is at the bottom.
- Screenshot 4: Select sharing**
A screenshot of a sharing dialog. It shows "Restricted" at the top, followed by "Morningside Primary School" with a checked checkbox. Below that is "Anyone with the link". At the bottom, it says "No Pens Day Wednesday 2020".

Annotations provide instructions for each step:

- For Screenshot 2: "Select 'change link to Morningside Primary School'"
- For Screenshot 3: "Click the small arrow to the right of Morningside Primary School"
- For Screenshot 4: "Select 'Anyone with the link'"

Appendix 7: Useful Extensions and Maths Resource Sites

[Zoom scheduler](#) – adds Zoom to your calendar and makes it easier to set meetings

[Grammarly](#) – online grammar checker

[Loom](#) – screen recording – convert to an educators' account for free

[Emoji keyboard](#)

[Bitmoji](#) – add your Bitmoji to Google Classroom

[Mote](#) – leave recorded feedback for children

Jamboard – on screen whiteboard (included in G-Suite)

Maths manipulatives

[Maths Bot](#)

[Math Learning Centre](#)

[Toy Theatre](#)

