



Whenever children are unable to attend school due to COVID-19, we will be providing remote learning to prevent them from falling behind their class. This guide is split into the following sections to help you:

- How can our remote learning be accessed?
- Reception classes.
- Tier 1 - What will happen if 1 or more children are isolating but your bubble remains open?
- Tier 2 - What will happen if the whole class is learning from home?
- What is 'Google Meet?'
- What if you have a problem?

## How can our remote learning be accessed?

All of our remote learning will be delivered, returned and assessed via your child's Google Classroom account. Through this, work will be assigned and can be 'Handed in'. Children can also use the chat features on each assignment to ask questions, if they need help. We cannot receive any work into school as a hard copy and so this will need to be submitted using the Google Classroom. We would like all children to complete and return each day's work by the end of the school day so that we can use it to inform the next day's teaching.

Resources for remote learning will be of high quality and deliver new, meaningful learning in ways that are understandable to the age and stage of the pupils needing to access it. There is no expectation placed upon our staff to undertake any live or pre-recorded teaching. Because of this, online video resources will be selected which are clear and age/stage appropriate. Pupils will have a task to complete for each lesson to evidence learning (for example a worksheet or similar).

Some work will be set as a Google Doc or Sheet. In these cases, children can edit the document directly and the staff will be able to see this. Other tasks may be set on a PDF or image of a worksheet. These can be edited directly (Microsoft Edge can do this easily on a PC and iPhones/iPads have features built in to do this - sorry, we don't know about Android) on the device; we aim to provide information on how to do this as soon as we can. You can also write down your answers separately on a Google Doc or on a piece of paper and simply upload a picture of your work. Printing it out and taking a picture is also fine with us but we don't want anyone to feel pressured to use their own resources for this. Pictures and videos can be used to hand in more creative tasks too.

We will then assess each day's work and give feedback as appropriate - normally by following our marking policy:

Green	Amber	Red
Well done! You have met the lesson objectives for all of your work today - 1 Team Point for each lesson completed.	Some misconceptions. Don't worry, we are all here to learn and we will give you some feedback on how to improve in this area.	We think you need a bit more support to meet the objectives today. We will either: give you detailed feedback, set a different task to help you or arrange a 'Meet' to talk you through it.

## Reception Classes.

Due to the very different pattern of teaching and learning in Reception classes, work will be set and detailed feedback given weekly, though teaching staff will have daily contact via Google Classroom to check in with any pupil who is isolating. It will take a format that allows parents to work with their children to support learning as children are unlikely to be able to do this independently. This work will follow the same teaching progression as is happening within the classroom and will include additional video resources wherever possible. Any comments from parents about their children's learning will be responded to on top of this. Children's progress will be largely monitored by parents letting us know how well the children have done with activities as written responses will be limited.

### Tier 1 - What will happen if you are isolating but the bubble remains open?

When will work be set?	How much work will there be?	How can I contact my teacher?	When can I get help?
<p>Work will be set on the first morning after we become aware that you were isolating. (For example, if your child is unable to attend on Wednesday, we will set work from Thursday)</p> <p>On your first day or part day, you should spend time:</p> <ul style="list-style-type: none"><li>● Checking you can log on (feel free to say 'hello!')</li><li>● Times Table Rockstars.</li><li>● Practising your spellings.</li><li>● Reading a book.</li><li>● Completing your homework for the week.</li></ul>	<p>The work set will be the same as what is being completed in school. Generally, this will be at least 3 full lessons plus any other tasks (such as morning work).</p>	<p>You can ask for help using the chat feature on each day's assignment. If you need to speak to someone, you can ask for a phone call. Your teacher (or a member of support staff) will then get back to you as soon as they can. You can call or email the office too.</p>	<p>Staff will respond as soon as they can within their working hours but this may not be immediate as they may be in class.</p>

### Tier 2 - What will happen if the whole class is learning from home?

When will work be set?	How much work will there be?	How can I contact my teacher?	When can I get help?
<p>Work will be set on the first morning that the</p>	<p>We will be setting the same amount of work</p>	<p>Teachers and support staff will be available at</p>	<p>Staff will respond as soon as they can</p>

<p>bubble is closed and then every day until it opens again.</p>	<p>that we would have been completing in class. Generally, at least 3 full lessons plus any other tasks (such as morning work). Feedback will be given using the colour coding above.</p>	<p>the following times to help you.</p> <ul style="list-style-type: none"> <li>● 9:30 - 10:30</li> <li>● 11:00 - 12:00</li> <li>● 13:00 - 15:00</li> </ul> <p>If you need it, they will be able to have a 'Google Meet' with you to talk about your work or you can ask for help using the chat feature on each day's assignment.</p>	<p>within the slots mentioned. Any questions posted outside of these times will be responded to in the next available time slot. If you need help but are unable to 'Meet' during the time slots, let us know in the chat.</p>
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### What is 'Google Meet?'

Google Meet can be accessed using the link in the top bar of the class 'stream' page. This should only be used by prior arrangement in a chat - just in case your teacher is in the middle of helping someone else. When on Google Meet, we need you to follow these rules or we will have to end the Meet:

- Always be supervised by an adult at home.
- Always have your video turned off. We may share our screen with you or use our camera to show you our work to help you but yours should stay off.
- Always demonstrate our behaviours for learning - exactly as you would in the classroom.
- Always remember how to keep yourself safe online and talk to an adult if you are worried.

### What if I have a problem?

Depending on the type of problem, you should do the following:

- For anything to do with passwords or trouble logging on, please call the school office. If they can't help you, they will pass this on to someone who can. If the whole school is closed, you may need to email this in.
- For technical problems (finding work, completing assignments, handing in), then please speak to your teacher via chat first of all. If you cannot get on to chat, please contact them via the school office.
- If you are struggling to complete the work that has been set or if any other circumstances are causing you trouble, please do not hesitate to get in touch with us. We want to offer as much support as we can to all of our Tranmere families and don't want anyone to feel under pressure due to our remote learning offer.
- If you are struggling because you do not have adequate technology/devices, you can send an email to Mr Beech (via the office) who may have some ideas to help you. For example:
  - Have you got an old smartphone in a drawer somewhere that can run Google Classroom? Some families have found that just using this on WiFi (you shouldn't need a SIM card for this) to watch the video parts of lessons can reduce competition for the family computer.

- Do you have an old laptop or desktop in a cupboard somewhere that, though not good enough for heavy use, can run Google Chrome and allow you to watch the videos?
- If you have a really old PC, you might be able to run Linux on it to give it a new lease of life - Mr Beech can help you with this though he is in no way an expert. Even old Windows XP laptops have been known to work pretty well this way.
- Just get in touch if you are struggling; we will do anything we can to help!