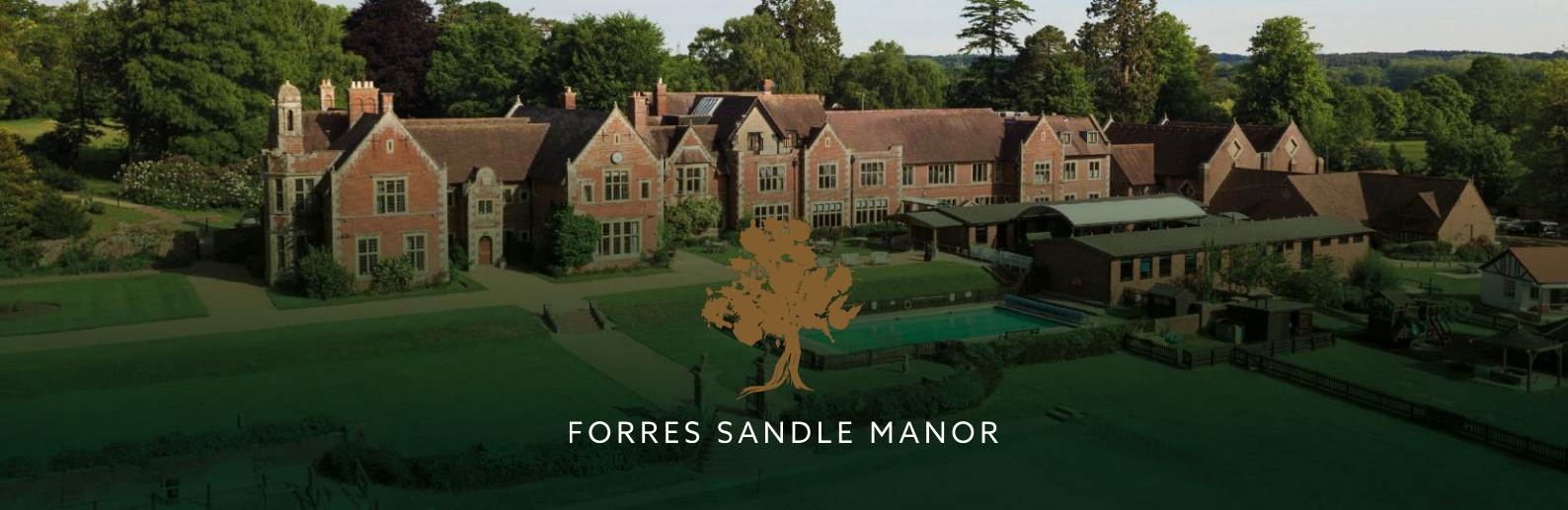


FORRES SANDLE MANOR

Remote Learning Guide

Lower School



FORRES SANDLE MANOR

Welcome to the Lower School Remote Learning Guide

Published 14 April 2020

Dear Lower School Parents,

As ever, I have been thinking of you and your children and their educational provision for the term ahead and the need to ensure that the quality of the learning is retained. I fully recognise how hard it is to teach your own child and that this is only increased when you are working from home, have limited access to computers, or band width, or have more than one child to assist with their learning.

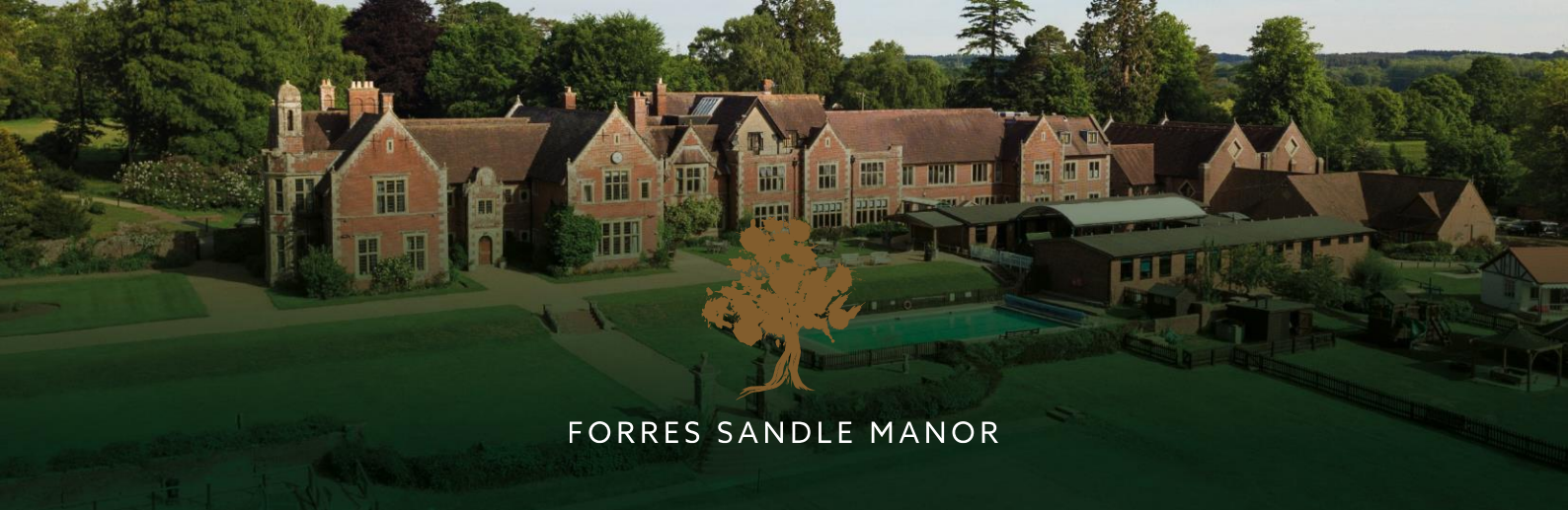
Wet and Wild!

With this firmly at the forefront of my mind, I have planned a scheme of work along the topic theme of 'Wet and Wild'. This, as far as possible, covers the same subject areas in every year group. The National Curriculum (2014), which I have in mind when planning, is a spiral curriculum. It revisits areas of learning every year or so but at greater depth. I have taken advantage of this in the planning, thus ensuring that your child is covering what they should be learning at this time, at the appropriate level, whilst enabling effective 'class-management' for you. If you have more than one child, wherever possible, tasks have been designed so that they can work together, even if you have one in Year Three and one in the Reception class. Hopefully, this will help to cut down your participation (and stress) levels!

Resources

In school, we are blessed with a wide range of resources which we rather take for granted. We have gone through the activities, and where we think that you may not have items readily to hand, we have provided them. These will be available to you to collect from the school shortly before the start of term. If you are struggling to collect these, please contact us.

Each Key Skills activity has a very short video clip to introduce it. Very occasionally, there are two clips, because of the differentiation in the learning outcomes or vocabulary, but on the whole, they are the same. I have assumed that your child will be able to access the computer for a little time each day in order to access these clips. They will also need to be able to access the computer to receive input from their teacher via video. In addition, there will be daily opportunities for your child to speak with their teacher directly, to provide feed-back or to seek help and advice. Your presence is always required at the meeting, for safe-guarding reasons, as I am sure that you will understand. Your child's teacher remains your biggest resource. Required worksheets will be provided with the work packs. Some of these will be necessary, but others, such as writing frames, are just included to make work more interesting for the children. However, you can use your discretion as to which you wish to use.



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Welcome to the Lower School Remote Learning Guide

Please rest assured that computer time is kept to a minimum in the scheme of work which you will be sent. I have adhered to our ethos of active learning and lots of that which has been planned involves making and doing and wherever possible, going outside

Daily Timetable

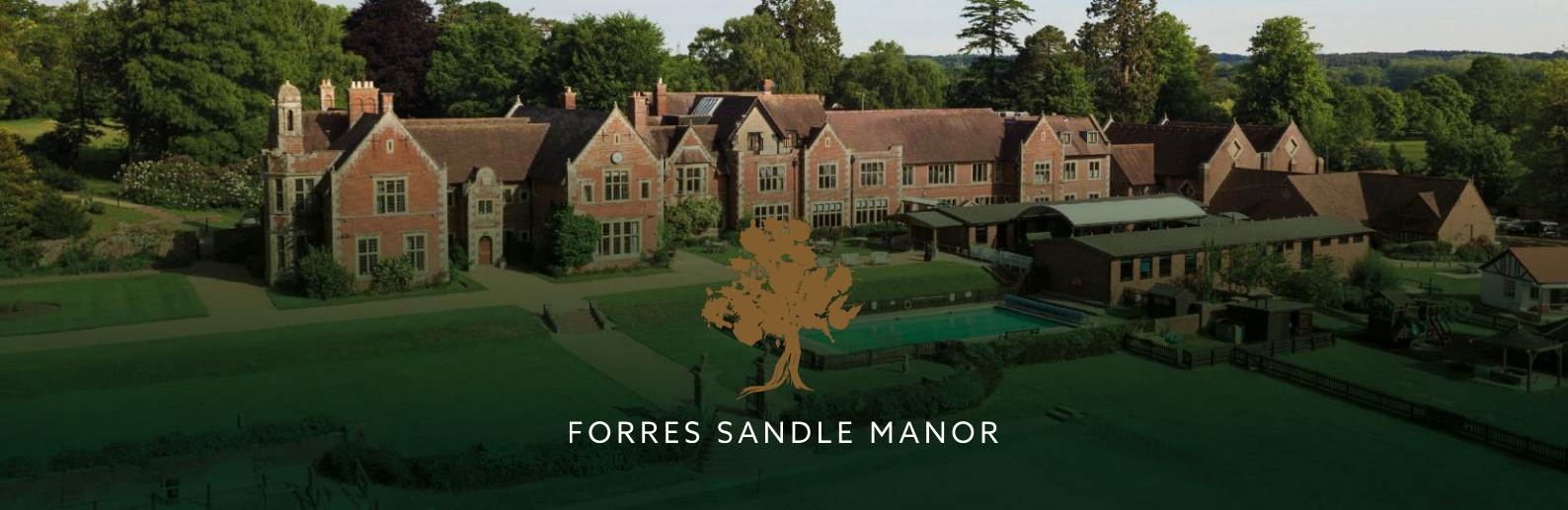
As in school, the core subjects - English and Maths - are taught in the mornings and Key Skills take place in the afternoon. The expectation is that this will be the same at home. However, apart from times such as when your teacher is available, or when virtual lessons are taught, there is flexibility in your day. Ultimately, you are at home. You are working with young children and trying to manage everything else as well, so do continue to go out for a walk or just drop everything and do something else if you need to do so for family sanity. Details of the virtual lessons etc. are being finalised and the time-table will be included with your resources.

Class Groups

- The Reception and Year One classes will be taught by me – tspottiswood@fsm.com
- Year Two and Year Three will be taught by Mrs Parker – jparker@fsm.school.com
- Year Four will be taught by Mrs Upton – rupton@fsm.school.com
- The Nursery, for understandable reasons, will not be running this term.
- Music will be taught by Mrs Rowntree – crowntree@fsm.school.com
- Art will be taught by Mrs Whiteley – jwhiteley@fsm.school.com
- PE will be overseen by Mr Peak – wpeak@fsm.school.com

Tracy Spottiswood – Head of Lower School





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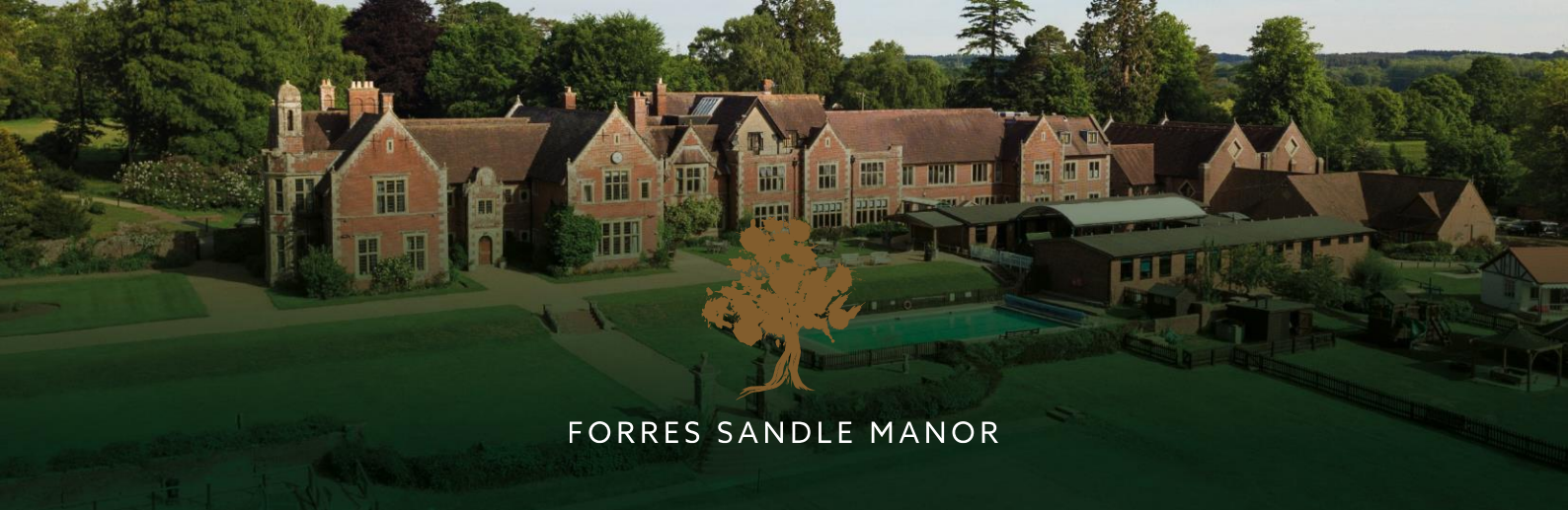
As the new term begins, we have carefully created an exciting Remote Learning programme for children in Reception and above. Our aim is to ensure the key components of our curriculum are delivered remotely and to ensure that all children are well supported so that the current events will not have a significant impact on their education. With your support, we can all ensure your child is in a very strong position when they return to FSM.

REMOTE LEARNING @ FSM is a partnership. The importance of ensuring the wellbeing of the children is a priority and we would urge you to encourage your child to use the pastoral support in place. An important element of this will be giving all of the FSM children a sense of structure, focus and motivation to their days over the term ahead. We will use FSM Google Classrooms so all academic, artistic, creative, musical and pastoral endeavours can be easily stored, explored and reviewed.

We have created this Lower School Parental Guide to help support you all in this challenging time. I hope you feel you are able to contact me if you have any queries your child's tutor is unable to answer.

William Peak - Deputy Head (Academic)





FORRES SANDLE MANOR

Google Classroom: General Information

The school will be using Google as the platform for all of its online learning. Some children will be working from a laptop, tablet or PC and others have downloaded the app for use on a phone or iPad. If you or your child have problems with accessing G-Suite please contact Mr Albury on dalbury@fmschool.com for technical support.

Google Classroom is the channel the teachers will use to communicate with the students. Here the students can check which tasks have been set and also ask questions of their teachers/classmates by typing them on to their classroom stream. The teachers will post out tasks for the children to complete and the children will also see videos of them at the times specified by the timetable. If you are catching up, you will still be able to access the videos and tasks. The teachers will endeavour to answer questions posed during the allotted lesson time.

The children will also have a Tutor Classroom - this is where children will find their tutor group Google-Meet invite. These meetings will take place from 9.30am - 9.45am but tutors may suggest additional times too.

Everyone understands that it will take time to adjust to this new way of working. It is crucial that your child try to follow the suggested timings so they do not spend all day on one task! Using a timer will be very useful and help to ensure regular screen breaks are taken.

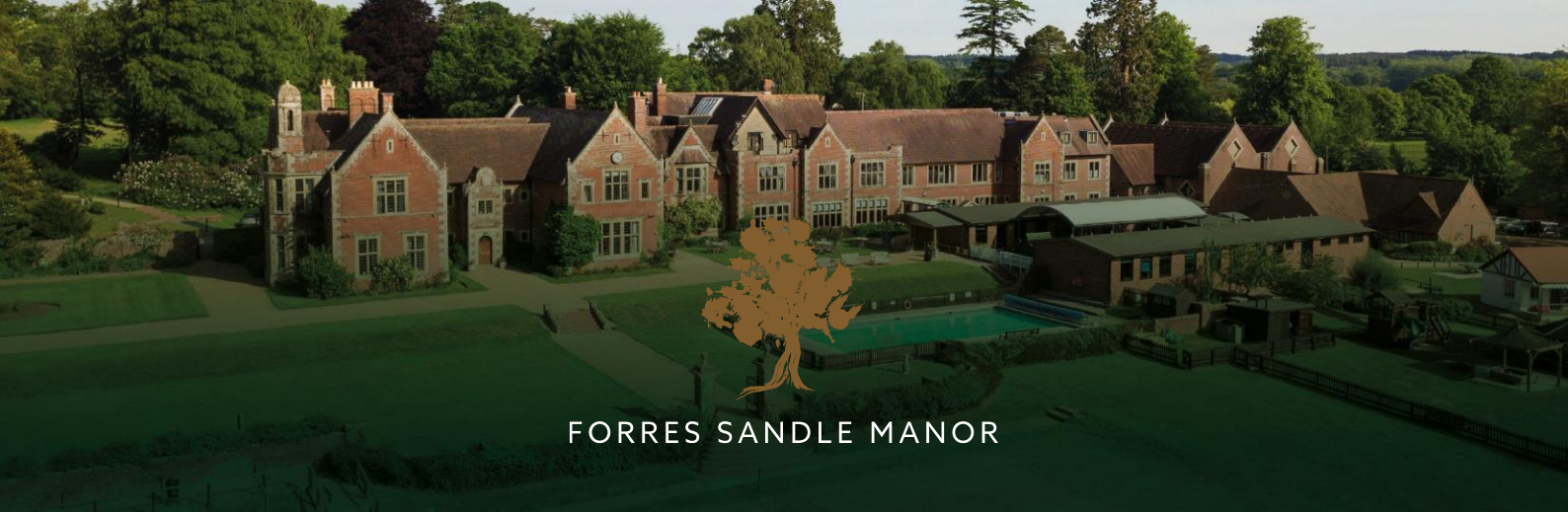
I hope you find the links below helpful:

- [Logging on to the Google Platform for the first time](#) - this may help those children unfamiliar with G-Suite or parents logging in for the 1st time
- [Logging on to more than one Google account](#) - helpful if you have more than one child
- [Downloading required apps if using a phone/iPad](#) - you only need this if you will not be accessing the Google platform from a laptop or PC
- [Navigating Google Classroom](#)
- [Asking and Answering questions in Google Classroom](#)
- [Accessing Google-Meet via Google Classroom](#)

Google-Meet will be used for LIVE lessons, along with tutor time and the 'Feedback Friday' sessions.

Expectations for Using Google-Meet

- Teachers may 'mute' accounts temporarily if children are unable to interact, as expected.
- If you want to be seen or heard during the online meetings you will need to have a camera / microphone on your computer / laptop or get a webcam that you can plug into it.
- Children are asked not to use the chat function, to allow all children to focus on the learning objectives and interactive activities.
- Children may only share their screen when asked to by the teacher.



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Remote Learning: Being Safe

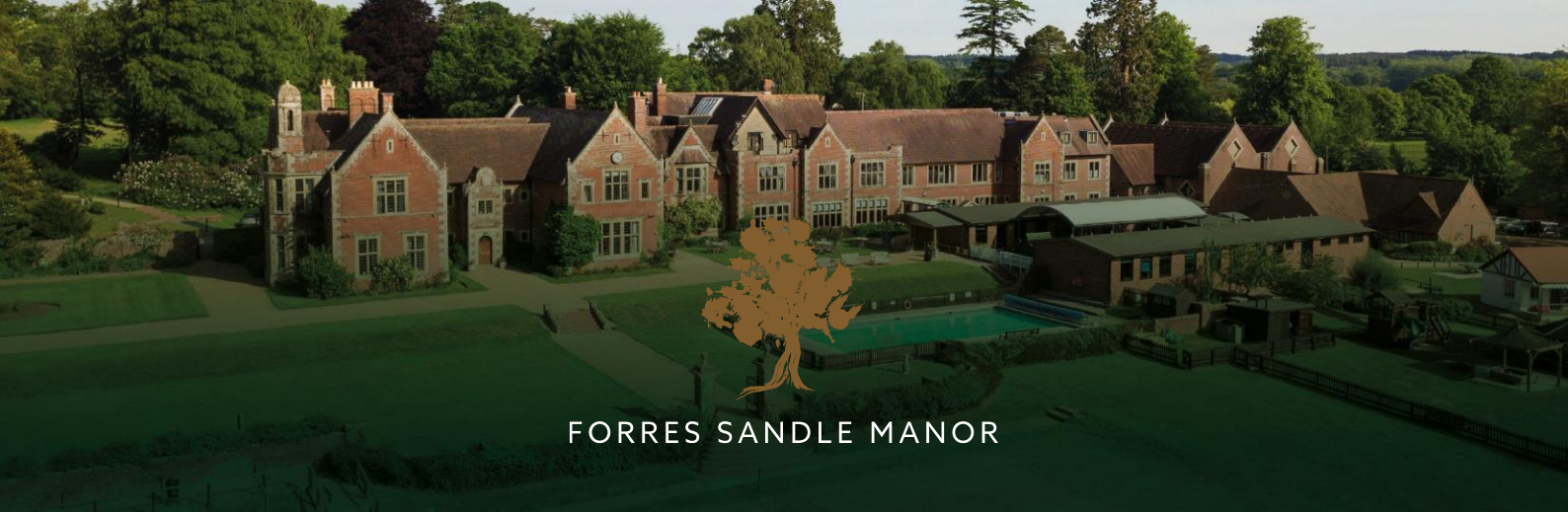
There are a number of reporting routes that pupils may access should they be concerned by any aspect of their online learning experience. As well as approaching a member of staff at school such as their subject teacher or Mrs Spottiswood, practical advice and support can also be gained from:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Should parents or guardians choose to supplement the FSM online offer with support from online companies and in some cases individual tutors please ensure this comes from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers





FORRES SANDLE MANOR

Tutor Time

Due to the popularity of Joe Wicks amongst the FSM community (including Mr McEwan) we have arranged our LIVE tutor sessions after his daily YouTube broadcast. These tutor sessions will take place each day via Google-Meet to help promote the feeling of being a school community and act as a registration period too. Children can start the FSM day with a face to face chat with tutors. Issues that have been raised in staff meetings can be discussed or current topics can be explored.

Safeguarding

Each group Google-Meet session will be recorded by the member of staff and securely stored. 1:1 lessons will not be recorded, as parents should be supervising these sessions. Please see Safeguarding appendix.

Please ensure your parental controls for your devices are up to date, including auto-play features used by sites such as YouTube. You are strongly recommended to make sure your antivirus software is up to date too.

Live Lessons

Live lessons will take place for all children on Mondays, Wednesdays and Fridays. These, much like our current activities, are optional. This gives you flexibility and your child time to pursue activities that they are passionate about. Whether or not your child wants to attend the LIVE lessons it enables you to plan the rest of the day around their preferences.

Please note: In line with our Safeguarding Policies, these LIVE lessons will be recorded but will not be made available.

Feedback Friday

On 'Feedback Fridays' children will get live feedback in small groups at the end of the week. It is essential that you support your child in organising their work, so it can be referred to during this session and reviewed in due course.



FORRES SANDLE MANOR

Lunch

From 12noon until 1pm our whole community will have a chance to enjoy their lunch. Please refrain from contacting staff during this time. After all, even Mr Wells needs some non-contact time to practise his skateboarding...

Absence

Should children be unable to attend the day's lessons, please contact the School Office via email: office@fsmschool.com. Relevant staff will then be informed.

Individual Lessons

We are delighted that so many of you have chosen to continue with your Music and Learning Centre lessons. You may choose to use the LIVE lesson times to catch-up so 1:1 lessons do not negatively affect your ability to carry out core lesson tasks.

