

Parental Handbook for the Partial School Closure

January 2021

Introduction

This handbook outlines the process and guidelines for moving to remote and online learning we are adopting at Sandbach Primary Academy. We have produced this guidance in response to the announcement from HM Government that schools will be partially closed from 4th January 2021. We anticipate that this guidance will be regularly updated.

If your child is poorly, please ring the school office in the morning, as normal.

Remote Learning

From **Wed 6th January 2021**, we will be moving to online and remote learning. School will remain open for the children of critical workers and those who have been classified as vulnerable. All the children will be accessing the same learning opportunities delivered and prepared by their class teachers. The remote and online learning will involve a mix of live and recorded teaching sessions online. Please ensure you are familiar with the Guidelines for parents and pupils: Live video conferencing below.

Guidelines to parents and pupils: Live video conferencing.

Sandbach Primary Academy will be using live video conferencing to maintain contact with pupils whilst they are not in school during this period.

Please note that by joining any conference that is hosted by the school you are agreeing to **all** of the following.

We will assume that if you join any conference you are aware of the information below and consent to it.

- Parents who have not given the school permission to use images of their children on the school website or in social media **should not allow** their children to participate in web conferences.
- Video conferences **must not** be recorded by parents via any recording software or screen grabs. School will record conferences. Recordings are strictly for the school's use only. The lawful basis for recording and retaining the meeting is public task as it is solely for the purposes of safeguarding children.
- Recordings will be kept securely for one month after the event in accordance with our data protection and records management policies. Recordings will only be accessed by authorised staff.
- Parents and pupils must remember that if you join the web conference then other participants will be able to see you on their screens.
- Please note that conferences are being held for the benefit of the children. It would be inappropriate for parents to ask things of the school staff in this public forum. This should be done in private via email or by phoning the school.

- Anyone using any inappropriate language or displaying any inappropriate behaviour (including unsuitable clothing), will be immediately removed from the conference and will not be allowed to take part in any future events. Remember that things happening in the background can be seen and heard. As this is a school conference, you must make sure that you are adhering to the school code of conduct and Behaviour Policy.
- School will not be liable to pay any internet or data charges which result from the video conferencing.

Parents have the right to withdraw their consent at any time. Where you would like to amend or withdraw your consent, you must submit your request in writing to the Principal.

Teaching and Learning

Lessons will vary in how they are delivered. Some lessons may include live teaching by the class teacher. Other sessions might involve the children watching a pre-recorded video or other online activities. Please do not expect each teacher to be delivering live lessons all through the day.

We have planned for two opportunities to check in with your class teacher each day. Please try and join these live online sessions. If it is difficult for your child to contact us online, please get in touch so we can make alternative arrangements. If you have been unable to access the remote learning for any reason, we will be in contact to help.

Daily Timetable

9.15-9.30	Morning Check-in online – Live session on Microsoft Teams where your Class Teacher is available to say hello Overview and introduction to the day's activities
9.30 – 10.15	Lesson 1: Maths/English
10.15- 10.30	Break time
10.30 – 11.15	Lesson 2: Maths/English
11.15 – 12.00	Lesson 3; self-directed tasks; including spelling practice, handwriting practice, reading, phonics practice, times tables practice, maths games
12.00- 1.00	Lunchtime
1-1.15	Afternoon Check-In Live session on Microsoft Teams where your Class Teacher is available to say hello
1.15- 2.30	Lesson 4: Wider Curriculum Lesson
2.30-3.00	Story Time.

Marking of work and providing feedback

The teachers will plan a variety of different ways for the children to share their work, have it marked and receive feedback. This may include uploading work onto Teams, emailing the class teacher with completed work, completing online quizzes and providing opportunities for the children (and parents) to mark their own work.

Family and Community Support

We know that this is a challenging time for everyone and things can change rapidly. As a school, we work hard to ensure we are available to support all our families. If you have any worries, concerns or challenges, please feel confident to approach us. We will do everything within our power to help.

Keeping in Touch

Teachers and other staff will be available and responding to emails from 8.30 – 4pm each day. The School Office will be open from 8.30am. Please leave an answerphone message if no-one is available to take your call.

School Office Tel: 01270 685222

Email: admin@sandach-pri.cheshire.sch.uk

Teacher email addresses:

eyfs@sandbach-pri.cheshire.sch.uk

year1-2@sandbach-pri.cheshire.sch.uk

year3-4@sandbach-pri.cheshire.sch.uk

year5-6@sandbach-pri.cheshire.sch.uk

Principal email address: Head@sandbach-pri.cheshire.sch.uk