Ellison Primary Academy
Part of the Societas Trust
Ellison Street, Wolstanton, Newcastle-Under-Lyme, Staffordshire, ST5 OBL
Headteacher: Mrs N Gibson **Tel:** 01782 613674 **Fax:** 01782 613674
Email: office@ellison.staffs.sch.uk **Website:** www.ellison.staffs.sch.uk

Tuesday 5th January 2021

Dear Parents / Carers,

Home Learning 6O– The Outstanding Owls

As you are aware, schools are moving to remote learning for the majority of pupils. We appreciate that this is an incredibly unsettling time for you, however we hope that this letter brings you a little comfort in knowing how school will be continuing to support you during this time. This letter outlines how your child will now access learning from home.

We will now be following this process:

Step 1: School have organised places for those eligible in school and remote learning for all pupils.

Step 2: The class teacher will lead home learning. Children will be able to access learning as outlined below (dependent upon internet access).

Access to the technology and the internet? **Yes**	Access to the technology and the internet? **No**
1. Teachers will upload information outlining learning to the website within two week blocks. 2. Teachers will upload links to English, Maths and Curriculum throughout the period of remote learning. 3. Children will also be encouraged to participate in other daily learning activities such as: daily reading, TT RockStars, Spelling Shed and Physical Education sessions; 4. A Homework Menu with various learning opportunities will be available to supplement the work pack. Please note: this will be to support learning in exceptional circumstances when the child is unable to access the remote learning on offer.	1. This letter clarifies details of the self-isolation and daily lesson expectations; 2. School will endeavour to support, wherever possible, with the lending of a device or devices to a family. This will be for the length of the isolation period; 3. A work pack (which reflects the learning in school) will be made available to the family. This will need to be collected from the school office; 4. A Homework Menu with various learning opportunities will be available to supplement the work pack; 5. The devise or devises borrowed from school will be returned upon completion of the isolation period.

Step 3: A member of the team (wherever possible the class teacher unless they are required in school or there are extraordinary circumstances) will make three daily contacts with the class through TEAMS to introduce high-quality online and offline resources and teaching videos. They will offer feedback and

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support linked to the learning. Teachers will demonstrate where to find the appropriate learning opportunities and determine if the learning for the following day is still appropriate. Parents will continue to have access to teacher emails to gain support for learning or wellbeing concerns during this time.

Daily timetable

Information has been uploaded on to the school website, https://www.ellison.staffs.sch.uk/y60-mrs-oakley/ to support one week of learning. Your child's daily timetable and suggested daily structure can be seen below. Of course this may be subject to change if required:

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Time	Timetable – if you are able to access technology. Please note; if you are unable to access Teams, access to the internet will allow you to complete the schedule by clicking onto the relevant links on the English, Maths and Curriculum pages.	Timetable for paper pack access. Please follow the suggested timetable below using the paper pack of resources to assist you.
Start of day	Complete your morning routine. Wash, clean teeth, eat breakfast etc.	
9:00am – 9:30 am	Complete daily learning activities such as TT Rockstars, Daily Reading, Maths Blast learning.	Complete daily reading and times tables learning.
9:30am – 9:45am	**Daily exercise** – approx. 10 – 15 minutes. Choose from the options below; DANCE - I Feel Alive https://www.youtube.com/watch?v=RCgtcEz6SGk&feature=youtu.be FITNESS - 10 Daily Exercises https://www.youtube.com/watch?v=h3Xrtm0IVnY&feature=youtu.be YOGA - Stretch out Yoga. https://www.youtube.com/watch?v=VaoV1PrYft4 DANCE - Ghostbusters https://www.youtube.com/watch?v=RYgIVc5Jvjg FITNESS - Less Mills https://www.youtube.com/watch?v=9WgkiB-GQMI **Joe Wicks** – Search for 'PE with Joe' and choose a workout session. Please note – these are usually 30minute – 40 minute sessions and may be more beneficial during the 'End of day' exercise.	**Daily exercise**. Each morning please complete a 10 – 15 minute daily exercise e.g. star jumps, bunny hops, running on the spot, hops and stretches.
9:45am – 9:55am	Ten minutes before the Teams session– settle in your learning area. Set up your equipment; laptop/device. Pencil, exercise books etc.	Ten minutes before – settle in your learning area. Set up your equipment; laptop/device. Pencil, exercise books etc.

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9:55am – 10:05am	**Remote Teams session**: Good morning welcome and run through of the learning for Maths and English; by Mrs Oakley wherever possible. Explain the learning objectives and where to find the learning.	Complete the various paper learning activities provided. Daily reading, spellings and times tables.
10:05am – 10:45am	Complete the learning activities / video lessons.	
10:45am – 11:00am	**Break –** Please build a 15minute break into your morning. Give your brain a break and move around. Eat a healthy snack and have a glass of water.	
11:00am – 12:10pm	Continue with the learning activities	
12:10pm - 12:55pm	**Lunch:** – a suggested time. Please build into the day wherever this suits your household.	
12:55pm – 13:05pm	**Remote Teams session**: Recap over the learning / give feedback; by Mrs Oakley wherever possible. Introduce the learning for curriculum. (Share Oak Academy site) Set out expectations of; TT Rockstars Spellings Phonics learning Daily reading: https://home.oxfordowl.co.uk/reading/	Recap over your learning from the morning; edit and improve where needed and remind yourself of the new learning. Daily reading, spellings and times tables.
13:05pm– 2:45pm	Complete the afternoon curriculum lesson and daily activities such as; learn your spellings, another Times Tables session, daily reading etc. An item from the Homework Menu that you did not complete in the first half term. (Please note a new menu is due out on Friday 7th November).	Complete the Curriculum learning activity and daily learning expectations. Reading Times tables Number bonds counting etc. as specified in the

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		English and Maths outline plans.
3:15pm – 3:25pm	**Remote Teams Session:** Recap learning from Curriculum; by Mrs Oakley wherever possible. Feedback on the day. **Daily story.**	Look over the learning from the day. With fresh eyes, edit and improve any learning. Remind yourself of the key learning facts from the day. **Wherever possible ask an adult or older sibling to read a story/chapter to you or read a chapter yourself.**
3:25pm – 3:35pm	**Daily exercise** – See the suggestions above.	Daily exercise. Each afternoon please complete a ten minute daily exercise e.g. star jumps, bunny hops, running on the spot, hops and stretches.

Teams, email address and absence
We will email an invite to your child's email address, for your child to access the first Teams class call which will take place on Wednesday 6th January at 9:55am.

If you experience any difficulty in accessing the Teams class session, please try the following step;

1. Go to https://teams.microsoft.com on the internet.

2. Type in your child's email address.

3. Type in their password.

4. Click on the link 'Use the Web App instead' to log in.

5. Click on the square icon – **The Outstanding Owls**

6. Click 'join meeting' on the right hand side of the screen (this should hopefully be in the form of a scheduled meeting / invite).

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If you are unable to access the Teams sessions today, please continue with the Oak Academy learning for the day (as found on the class page of the school website). Please then contact the school office on 01782 613674 so that we are able to offer more bespoke support.

To support with processes in school and to ensure your queries get through to the correct person, please use the following email addresses;

1. For general enquiries: office@ellison.staffs.sch.uk or call 01782 613674
2. To access Teams meetings only: Class email address e.g. y6o@ellison.staffs.sch.uk
3. To discuss learning or matters of a personal nature with a member of staff (wherever possible the class teacher): Year email address e.g. year6-ks2@ellison.staffs.sch.uk

If your child is not well enough to attend a morning call or to complete learning from the paper pack, our usual absence procedures will still operate and you will need to inform the school office of their absence. Please be aware that there is an expectation that children are to attend all remote learning sessions. A register will be kept and will be recorded as an absence if children do not attend.

Home learning can be completed in the exercise books which were sent home with children at the start of term. These books are not to be used in any other way. The books are to be kept at home at the end of the lockdown period, in case we are in the unfortunate position of requiring to close the bubble once again.

For support with accessing Teams please click on this link; https://www.youtube.com/watch?v=fdaMa1DSwXo and it will send you to a short, useful video explaining how we will be using Teams during the isolation period. **We highly recommend you watch this video with your child, prior to the first Remote Learning Teams session with their teacher.**

Microsoft Teams expectations for STAFF:

Teachers will ensure that the screen view seen by children via teams is professional at all times. Children will be welcomed as they are admitted to the virtual room and they will then be asked to mute their microphones so that the streaming experience is as effective as possible. Teachers will then introduce the learning for the day.

Teams expectations for CHILDREN:

These are the expectations for children and families while accessing remote learning via Microsoft Teams at home:

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- No session can be recorded / photographed / screenshotted (due to safeguarding reasons);
- Learning must be located in a family room (not bedroom);
- Children (with support from their parent/ carer) must consider the background scene on Teams;
- Language must remain appropriate; from both the children and their family members;
- All family members within screenshot (including the child) must wear suitable clothing similar to non-uniform day attire (no pyjamas please!);
- Children will be given the opportunity to say hello when they first enter the virtual room and will then be asked to mute;
- In the event of support being required during the session the 'hands up' feature or 'chat box' can be used to ask questions.
- The chat functions are not to be used and questions should be directed to the year email address.

By accessing the Teams sessions, we will be taking this as to your agreement with the rules above. If you do not agree with the above rules please do not join the session, but instead contact the school office to discuss your concerns and queries.

Feedback

Teachers will provide answers and give feedback wherever possible. The weekly timetable will share the expectation of what work will be shared with the class teacher (e.g. extended writing, art project). Generic feedback will be shared with all children. Personalised feedback will be given on an individual basis wherever possible. Parents can also email work to teachers at any point, teachers will then feedback on this as timely as possible.

Teachers will be available to support and give feedback where required via the email address y6o@ellison.staffs.sch.uk during the day up to 15:30pm. After this point they will be, amongst other things: ensuring all resources and learning are readily available for the following day; following up on safeguarding concerns (that they will have reported during the course of the day); virtually attending staff meetings and CPD opportunities/meetings; liaising with staff in school to support the creation of paper learning packs etc.

What will happen if my child does not engage with remote learning?

A member of the team will telephone the family to offer support and guidance as required. We will of course reiterate the importance of home learning during this time. If you are unable to participate in class Teams, we will ensure that telephone contact is daily from a member of the school team. For families without internet, a pack of work will be prepared by teachers each week which will need to be collected from the school office. A work pack is the last resort when all other options have been explored. Please call the school office to arrange collection of this pack. Paper packs are to be used only in the few circumstances where

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internet access is unavailable to access the home learning. The expectation is that children will follow the timetable as suggested.

Please know that during this unsettling and difficult period; you are not alone. You can contact us at school at any time to ask queries or share concerns. Our children's well-being will continue to be our priority during this time and we will endeavor to support to the very best of our ability and capacity.

Yours sincerely,
Mrs N. Gibson

Head Teacher