



St. Margaret's

Preparatory School

Updated SpringTerm
2020

Online Learning Curriculum Programme

Headteacher's Message

In these most extraordinary times, we want you to know that the standards of education and pastoral care we value so highly at St Margaret's are going to be maintained. I know how important these standards are to you. Many of our staff have sent their own children to St Margaret's. Indeed, my husband and I chose St Margaret's nearly seventeen years ago for our own boys and we are all determined that your children will benefit from the same excellent education that ours did. Although the school buildings are closed to most, the education will continue.

We know that nothing can replace actually being in school, and being taught and cared for in person, but we hope that, through our Online Teaching and Learning Programme, our children will continue to love learning and be challenged.

We are currently in such unusual and unprecedented times, which can be extremely unsettling for our children. As well as prioritising their physical health as we remain at home, we also need to be looking after their mental health and wellbeing, keeping a sense of normality and daily routine, whilst providing opportunities for them to flourish and grow.

The coming weeks will undoubtedly contain many new challenges, but we are sure that, by working together as a school community, our children will have structure, as well as the time to be creative and pursue more open-ended activities, maintaining a happy balance between academic work and play.

We would all like to thank every one of our St Margaret's families at this time for your kind words, your support and passion for ensuring your children continue to flourish. We are working alongside you every step of the way.

Carolyn Moss



Academic

We recognise that learning from home will not always be straightforward, with parents needing to work and supervise children simultaneously. We therefore trust that the programme outlined below will help to overcome some of these challenges and allow for patterns to be established within each home, fitting in with work and family schedules.

Work will be set each day, but the Online Teaching and Learning Programme is flexible and we understand that there may be times that pupils cannot be online. Please provide us with feedback as we value your comments. Your child's Form Teacher is your first contact at school, as always, and please help them by emailing them to say what has worked well and not so well in your family.

Our Online Teaching and Learning Programme is designed to match school's existing curriculum. This is the curriculum that your child would be working to when in school and we are conscious that we have a lot of new material to cover this term. Of course, we need to make adaptations to take account of delivering via the online platform and our programme blends a mix of online and offline content and experiences, including:

Synchronous online teaching with whole class: This is when a teacher connects online with a class group. This could be for form time or a specific class. Teachers may arrange this for part of a lesson in order to minimise elongated periods of time on the screen.

Synchronous online teaching with a group: This is when a teacher connects online with a smaller group of pupils. This could be for a specific aspect of academic work, e.g. a maths teacher working with 4-5 pupils. It could also be for a wellbeing check in when a member of staff checks in with a group to discuss how things are going in this new way of working.

Synchronous one-to-one: There may be instances when 1:1 input is required. This could be, for example, for a pre-arranged peripatetic music lessons or additional lessons with Mrs Blackburne. Individual teachers may also wish to connect with pupils 1:1 to sort out misconceptions in their learning.

Asynchronous teaching: This is when a teacher pre-prepares teaching input, often by a short video and uploads for pupils to view. This is an effective way of delivering short pieces of teaching content to support learning

Asynchronous learning tasks: This is when a teacher sets tasks and activities for pupils to complete. These usually follow some teaching input. These tasks may reinforce previous learning or apply new learning.

Programme overview

Each class has a timetable that allows for some structure and some flexibility in order to meet the needs of all our families. Staff are online for the full teaching day to inspire, guide and direct your child.

Short breaks should be taken throughout the day with a morning break with a healthy snack and a longer break at lunchtime. Wherever possible these breaks should be taken outside to give the children the opportunity for fresh air and the chance to run around.

We have built in a short break just after 11am and again just after 2pm to allow your child to go to the toilet, have a drink and to do a few stretches.



Timetables

A timetable for your child is available on Seesaw or Tapestry.

Technology platforms

We are delighted that every child in Year 3-6 now has a school device and is able to access the wide array of software on it. It is clear that not every day can be a good day for every child and that circumstances are different every day for parents. Constructive feedback is going to enable us to tailor our online lessons to assist.

Our staff are delivering our Online Teaching and Learning Programme using the following technology platforms:

Reception

Tapestry

Year 1 to Year 6

Seesaw

Reception to Y6

Microsoft Teams

If you are struggling to access any platform, please contact your child's Form Teacher in the first instance and then, for more specialised help:

OnlineLearningSupport@Cognitaschools.co.uk

Pupils in Y1-Y6 will be able to view the work, complete it on a computer (using the 'T' button on Seesaw) or in their exercise book (preferred). We are aiming to ensure that very little work needs to be printed out however sometimes this is unavoidable. Where possible, alternative work will be offered. Work that has been completed in their exercise book can be sent back to teachers by uploading a scanned image or photograph of it. Sometimes maths tasks will be supplied with answers so that children can check they have understood what they are doing, rather than working for an hour replicating a misunderstanding. Usually we would whizz round the classroom to check that everyone is off down the right path!

If the children are working in their exercise book, then we have the same high standards of layout, presentation and handwriting that we would expect in school. All the children are familiar with these standards!

We hope that these arrangements will take some of the pressure off parents as we encourage pupils to develop their independent learning and feel more connected with their teachers and St Margaret's friends.

Online etiquette

All pupils from Reception to Year 6 have been asked to sign a Digital Safety Agreement that sets out our expectations. This must be signed before pupils can access Teams.

Some Teams sessions will be recorded by staff and the other users will be aware that recording is occurring from the information bar on the screen. Only teachers are permitted to record sessions. For safeguarding reasons, pupils and parents are not allowed to record sessions, nor post recordings on social media.

Screen time

This is clearly an unusual situation for everyone, where there is greater reliance on digital devices than usual. Teaching staff will work together to ensure that work set is balanced across a mixture of mediums. If you feel your child's screen time is exceeding what is reasonable, please do contact their Form Teacher so that they can help to coordinate communication between teaching staff. Regular breaks, within the maximum recommended screen time, are crucial.

Registration

Your child has been allocated a Form Time each day (Reception to Year 6) and **attendance at this is compulsory**. This allows us to complete a register for the class and to help the children with any learning or wellbeing issues they may have. If your child is unwell, or misses

their Form Time due to unforeseen circumstances, please email their Form Teacher as soon as possible so the register can be completed correctly and any worries investigated.

Marking and pupil assessment

We are not expecting children to complete every task. Just like in a lesson at school, we would like everyone to work at their own pace. We will try to make the objective of the lesson clear and children are used to telling us how they are feeling about work; we would like this dialogue to continue. We will be able to support children who are unsure of new learning well, if the children continue to give us feedback. If a child has completed their lesson time, then it is absolutely fine to stop and send the work in to us.

In order to assist pupils with their learning, it is important that work is submitted back to the teachers for review and marking. However, given the circumstances, there is no pressure to do this immediately but a timely return will help the teacher to plan next steps for each child. Individual teachers will make clear their expectations around submitting work when individual tasks are set.

For Reception children, we ask parents to upload photo evidence to Tapestry for us to review in the usual way. For children in Years 1-6, most work can be submitted via Seesaw with some discussion topics assessed through participation in the Teams event. Feedback will be delivered through these platforms using a variety of approaches including written marking, a recorded comment or verbal feedback when working with small groups.

Teaching staff will be keeping a close eye on academic work and will be regularly assessing and reviewing pupils' attainment and progress. This assessment will continue in line with our usual framework, taking into account both effort and attainment. Where there are specific concerns in any of these areas, our usual school approach will apply; subject teachers will address individual concerns, whilst form tutors will manage any broader issues.

Small Group Teaching

We are offering teaching expertise in two ways for children from Year 1 to Year 6. We expect all children to log into Teams at the start of each lesson to listen to the context of the lesson, the specific learning objectives, success criteria and then work through the key teaching point with the teacher. Children will then be able to follow the instructions on Seesaw and then undertake the exercises. The teacher will be available on Teams for the whole hour for assistance and feedback.



Clinics

We pride ourselves on the individual care and additional support that we provide our St Margaret's pupils. We very much wish this to continue as part of our Online Teaching and Learning Programme. Clinics will be run by Subject Teachers and our Teaching Assistants for Reception to 6 and will provide opportunities to address any concerns and to go over work. These will be delivered using Teams. If your child feels that they require additional support, please contact their subject teacher directly to set up a Clinic session. Equally, a subject teacher may request a Clinic session with your child and it will be delivered individually or in small groups. Reception children will have 1:1 meetings with their Class Teacher each afternoon.

1:1 lessons

All 1:1 Teams sessions will be recorded by the teacher for the safety of pupils and staff. We also require a parent to make themselves visible to the teacher at the start of the 1:1 session and remain in the vicinity of the lesson please. In light of the transition to online learning, we have updated our Privacy Notices; these are hosted on our school's website.

Homework and personal study

We are not going to set specific homework at the beginning of this phase. All the children will have a number of activities set for them and have been directed to a number of useful activities for after school, such as writing a book review, reading a book, writing a diary or practising times tables.

Reading

There is an expectation that all pupils read daily, aside from their timetable. As a guide, we recommend the following as minimum times:

Reception – 10 minutes a day

Y1 and Y2 – 20 minutes a day

Y3 and Y4 – 30 minutes a day

Y5 and Y6 – 40 minutes a day

Entrance Examinations

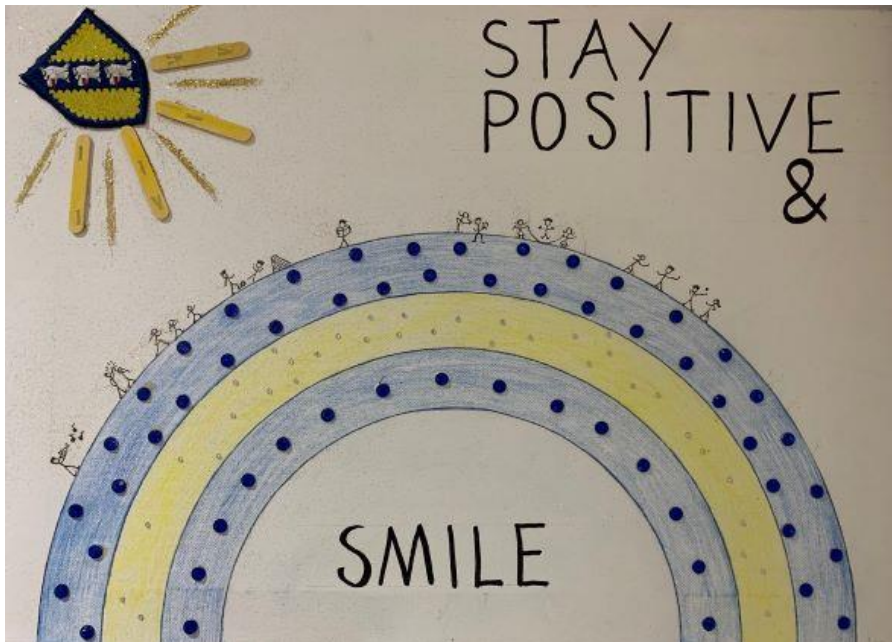
We are very aware that our current Year 5 pupils want to perform to their best in their forthcoming entrance exams this autumn and winter. VR and non-VR lessons will continue to be delivered and we are confident that maths and English lessons will equip the pupils with the skills needed to confidently tackle the exams.

Future schools

We are always happy to discuss future school choices and understand this is particularly critical for our Year 5 pupils. If you would like some help, guidance or just a sounding board, please drop Mrs Moss an email (carolyn.moss@stmargaretsprep.com) and she will phone you.

Additional online learning resources

In addition to the Online Learning Programme led by our school team, we are directing you to the Inspiration Sheets that we have produced for each subject. These are available on Cognita Connect for you to refer to.



Pastoral

Reward system

We know how much the children love to collect merits and so we are continuing this even when working from home. For children from Reception to Y2, the teacher who issues the merit will inform Mrs Turner who is keeping a record by individual child and by house colour. For Reception – Yr3 children, the class teacher is keeping a record of the merits awarded to each child and they are also entered onto a spreadsheet for house totals. For Year 4 – 6 we are asking pupils to record their own merits and staff are keeping a record of the house totals. Children who reach 50 merits are receiving a badge and certificate in the post.

Charity work

We are proud of our charitable work at St Margaret's and are keen for this to continue. We understand that you may have some very personal charities that you would like to support at this time, or please save any donations for Starlight for us to collect when we return.

Pastoral concerns or queries

It is important that pupils and parents know that we are here to support them during our Online Teaching and Learning Programme.

If you have any pastoral or wellbeing concerns, please contact your child's Form Teacher in the first instance by email and they can phone you.

If you feel that you would like more support, please contact:

- charlotte.mackle@stmargaretsprep.com
- corinna.barber@stmargaretsprep.com
- louise.laurie@stmargaretsprep.com
- carolyn.moss@stmargaretsprep.com

For matters of a safeguarding nature please contact a member of our Safeguarding Team:

- Designated Safeguarding Lead – di.howells@stmargaretsprep.com
- Deputy DSL – emma.blackburne@stmargaretsprep.com
- Early Years Designated Safeguarding Lead – louise.laurie@stmargaretsprep.com
- Deputy Early Years DSL – harriett.carter@stmargaretsprep.com

The broader curriculum

During this period of online learning we are as keen as ever to ensure that pupils receive as broad an experience as possible. With a potential increase in the amount of time spent on screens and devices, it will be even more vital to build time into the day for fresh air, exercise and other enriching activities. We are asking the children to take part in our weekly Engineering, Environmental and Global Challenge, preferable via an off-screen activity.

The arts

We are proud of our music and art departments at St Margaret's and know that these subjects are very popular with many of our children. Mrs Morgan, Mrs Howells and the Class Teachers are keen for the children to continue their art and music education. Lessons will be delivered via Teams and tasks will be set using Seesaw or Tapestry depending on the school year and evidence collected through photographs and feedback. Any making activities have been designed so that they can use everyday items you may have around the house (eg. recycling junk) or have alternatives so there will be no need for extra materials/tools to be purchased.

Performing arts lessons

Peripatetic lessons will continue as arranged between parents and peri teachers and these will be delivered on Teams at a mutually agreed time. In the event of a clash with other lessons or activities, your child's one-to-one lesson should take priority.

Games and PE

During this term our Games staff will offer challenges to the Prep children that will encourage them to develop a particular skill. Details of this will be posted on Seesaw and there will be plenty of merits for enthusiastic participants. We also encourage them to walk, bike or run daily and to develop their ball skills if space allows.

Pre-Prep and Early Years children have their usual scheduled PE and Games lessons with Mr Clifton.



General contact details

Please be assured that staff are contactable each day during our term times and are available to support pupils through their Online Teaching and Learning Programme.

We will endeavour to answer all queries promptly but commit to replying within 2 working days. The staff will be busy with online teaching sessions during the day so please be patient. Emails sent after 5pm will be opened the next working day. If the matter is very urgent, please copy in carolyn.moss@stmargaretsprep.com

Please do contact your child's Form Teacher if you have any general queries. If there is an issue relating to the work itself, please contact the relevant subject teacher in the first instance.

If you have general questions regarding our academic or pastoral provision, please direct these to carolyn.moss@stmargaretsprep.com

If you have general questions regarding safeguarding, please direct these to our Safeguarding Lead Di Howells di.howells@stmargaretsprep.com

Please feel free to contact any other member of staff as you would normally do for all other school matters.



Expectations

What you can expect from our school

- A continuation of an excellent and robust curriculum
- Online and offline learning activities
- Continued high quality pastoral care
- Regular communication from the school and teachers

What we expect from our pupils

- Commitment to take part in all online learning and work hard
- Willingness to step out of their comfort zone, especially when things are different or not straight forward

How you can help your child

- Family comes first and must be your priority
- You are not expected to be your child's teacher. Please do contact the school if you are struggling with the work that has been set
- It would be helpful to provide a dedicated work-space for your child along with the following equipment: IT device / pad of paper / notebook / exercise books / pen, pencil, colouring pens/pencils / maths equipment / ruler / reading book (age appropriate)
- Stick to a routine where possible. It may be helpful to print out a copy of your family timetable and how the school day will fit into it
- Recognise the need for regular breaks for your children
- Help your child to eat healthily
- Encourage children to keep in contact with their friends
- Enable children to be punctual for any live sessions
- During academic learning, focus should be entirely on schoolwork sessions, therefore apps/tabs that are not relevant to academic learning should be closed and mobile phones put away
- Keep communicating with us – if there is something that needs to be addressed or we could be doing something better, please do let us know

Safeguarding guidance for online working

We recognise that our pupils may have increased access to the internet, as they spend more time at home and as they access our Online Teaching and Learning Programme. We would therefore recommend the following guidelines:

- Where possible, please ensure that you have the appropriate settings in place on the devices that your children will be using.
- We will be treating the online environment as part of the school day. Children should be aware of their use of language and ensure that they behave appropriately whilst online.
- Please be vigilant about the sites that your children are visiting. You may need to check their work as well as having a good understanding of the tasks that they are undertaking.
- We ask that parents supervise online sessions in an appropriate manner.
- At the beginning of the session the teacher will set out some ground rules for how each session will run.
- If your child is unwell or unavailable at the time of their assigned session, please let us know.
- Ensure that they have adequate breaks from devices. Children will be set a wide variety of tasks by staff to encourage the use of mediums other than electronic devices.

Our school safeguarding policy remains in place and if you have any concerns of a safeguarding nature then please contact the school's Designated Safeguarding Lead Di Howells di.howells@stmargaretsprep.com

Sources of information for parents

A range of resources, tips and advice to help families during school closures is available and is continually updated on the Cognita website.

<https://www.cognita.com/cognita-be-well/resources-for-families/>

TIPS AND ADVICE FOR FAMILIES

