



Queen Eleanor's Church of England Junior School  
*An Academy in the Good Shepherd Trust\**  
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD  
E-mail: [office@queen-eleanors.surrey.sch.uk](mailto:office@queen-eleanors.surrey.sch.uk)  
Tel: 01483 561323



**"A caring, supportive community, grounded in a Christian ethos, where children are inspired to explore their potential and develop skills for life."**

Headteacher: Jo Davies

### Remote Learning Plan

2023-2024

#### School Closure

##### **Keyworker Children (If appropriate and subject to Government Guidance)**

- 1 Teacher and 1 Teaching Assistant (numbers of staff will depend on how many keyworker children attend in each year group) from each year group, in school on a two weekly rota, to work with keyworker children in their year group.
- Work completed with keyworker children in line with children learning from home.
- All work must be from the current plans for the term (which would be taught if the school were open).

#### Children Home Learning

**All of this learning will be delivered and monitored by the teaching staff working at home.**

##### **Daily Year Group Microsoft Teams meetings...**

- Daily year group Microsoft Teams meeting: Years 3&5 @ 9.00am and Years 4&6 @ 9.30am – there is not an expectation that children will attend every meeting. This will depend on access to electronic devices at home each day. A register will be taken to identify children who have not been able to attend the morning meeting so the CT and TA can contact them in the school day.
- All CTs and TAs working from home to attend the daily Microsoft Team Year Group meetings (2 staff members must attend all virtual meetings)
- Daily Year Group Microsoft Teams meetings to set expectations for the day, talk about the work to be covered and provide opportunities for the children and staff to feedback on learning from the previous day.
- Pre-recorded videos to support English and Mathematics learning will be uploaded each day for the children to view as and when they can within the day.
- Microsoft Teams meetings held daily, as well as the morning meeting, to support children with their Mathematics and English learning.

#### **Work Expectations**

**All staff have access to their Year group Microsoft Team class pages. Staff working in school with Keyworker children will not be expected to access their Microsoft Team pages therefore staff working from home will be responsible for responding to all classes.**

- All work/activities to be uploaded on Microsoft Teams by 9am each day. This can be uploaded the night before.
- Children should be given a daily Maths and English task and one other foundation subject to complete.
- PDF documents should only be uploaded to Microsoft Teams if they do not require the children to record on them e.g. a document for the children to read, a word bank etc.
- Pre-recorded videos of English and Maths learning to be uploaded daily by 9am. This can be uploaded the night before.
- Arrange daily Mathematics and English support meetings.
- Children to upload the work they have achieved by the end of each day.
- CTs/TAs to comment on work uploaded by the children by the end of the following day.
- Creative task/s to be uploaded on a Friday afternoon by CTs – this does not need to be commented on. Friday afternoons will be PPA (Planning, Preparation and Assessment) time for all staff and families will not be able to contact them during this time.

#### **Communication with Families**

- 'Chat' on Microsoft Teams pages is available between 9am-3pm Monday to Friday for children/families to contact CTs/TAs regarding questions about work/needing help.
- CTs/TAs to contact families daily if the children do not engage with any of the virtual meetings.



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#### **Work Packs**

- The work for the week will need to be sent, by staff, to the office the previous Friday so that it can be printed for families requiring a paper copy.
- Families can collect printed work packs from the school office each Monday after 9.30am.
- Mrs Strickland, SENCO, will be in contact with families who are eligible to receive a school laptop.

#### **Class/Year Group Closure**

**All children and staff in the closed year group/class will be required to work from home.**

#### **Daily Year Group Microsoft Teams meetings...**

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• **Example Timetable for Home Learning**

	Morning Microsoft Teams meeting	Maths Virtual Support Meeting/Complete Mathematics work	English Virtual Support Meeting/Complete English work	Foundation Subject and completing any unfinished Mathematics and English
Monday	9.00am/9.30am	10.00am/10.30am	11.00am/11.30am	1.30-3.00pm
Tuesday	9.00am/9.30am	10.00am/10.30am	11.00am/11.30am	1.30-3.00pm
Wednesday	9.00am/9.30am	10.00am/10.30am	11.00am/11.30am	1.30-3.00pm
Thursday	9.00am/9.30am	10.00am/10.30am	11.00am/11.30am	1.30-3.00pm
Friday	9.00am/9.30am	10.00am/10.30am	11.00am/11.30am	1.30-3.00pm

\*Please note the times above are suggestions.

\*Please ensure your child/ren have a morning break, lunch break and opportunities to get some fresh air in the day.

\*We are suggesting the children work for approximately 4 hours with breaks when appropriate.

**How will the school support children with SEND or additional needs during periods of home learning?**

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- Social stories provided for any child who needs support in understanding why they need to work from home and support given by the school for any child finding home learning challenging.
- Learning will be differentiated by teaching staff to ensure all children can access the learning.
- If a child is working significantly behind their age related expectation or require a highly differentiated curriculum due to their Special Educational Needs – individual work will be provided for that child/ren. For example, pre key stage work, highly differentiated task based on child's individual SEND targets/goals.
- Teaching Assistants and support staff attend the daily Microsoft Teams meetings to support children who may need additional help.
- Children and families will have opportunities to speak to their class teacher individually if they have any concerns about the home learning tasks or need additional support.
- Additional equipment and resources can be loaned from the school to help support children with additional needs for example concrete mathematics resources. Please contact Mrs. Naomi Strickland regarding this ([senco@queen-eleanors.surrey.sch.uk](mailto:senco@queen-eleanors.surrey.sch.uk)).
- The School's SENCO, Mrs. Naomi Strickland, is available to meet with children and families to discuss support for children with additional needs. This can be done on the phone, virtually or via email ([senco@queen-eleanors.surrey.sch.uk](mailto:senco@queen-eleanors.surrey.sch.uk)).

**Children with Educational, Health Care Plans (EHCP)**

There may be occasion when children who have Educational, Health Care Plans (EHCP) need to work from home. The school will continue to support families of children who have EHCPs. It may not be possible to meet all the provision outlined in the EHCP whilst children learn at home and this will be individual to every child.

It is still possible for children to receive support from outside agencies, such as Speech and Language, Educational Psychology etc., during periods of home learning. This support can be offered virtually, via the phone or email. If your child receives regular support from these services as a part of the EHCP these will continue during periods of home learning.

The School's SENCO, Mrs. Naomi Strickland, is available to meet with children and families to discuss support for children with EHCPs. This can be done on the phone, virtually or via email ([senco@queen-eleanors.surrey.sch.uk](mailto:senco@queen-eleanors.surrey.sch.uk))



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### **Children returning to school**

The school appreciate for some children with additional needs that returning to school may be challenging after a period of home learning. The school will support families and children who find coming back to school challenging or worrying. This may include social stories, messages from staff, visual timetables of their first few days back etc.

Particular support will be given to support children with additional needs to ensure they settle back into school and continue to make progress. Any gaps in learning from periods of home learning will be identified and addressed promptly.

### **Safeguarding**

If any parent/carer has a concern about the welfare of any child/ren during school closures they can contact the school's safeguarding team – Mrs Jo Davies (Headteacher), Mr Gary Papworth (Assistant Head), Naomi Strickland (SENCO), Miss Lauren Walton (SLT), Mrs Adele Robson (Office Manager) and Rocio Barnes (HSLW) via email on [dsl@queen-eleanors.surrey.sch.uk](mailto:dsl@queen-eleanors.surrey.sch.uk) or by phoning the school office on **01483 561323** and asking to speak to one of the safeguarding team.

Or alternatively, any ongoing concerns about the safety of a child or young person, you can report directly to **Surrey Children's Single Point of Access (C-SPA)** between 9am to 5pm from Monday to Friday on **0300 470 9100**. If you need to contact C-SPA out of hours please phone: 01483 517898 to speak to the Emergency Duty team.

If you have a concern regarding someone who works with children, please contact the Head Teacher in the first instance to discuss your concerns. Alternatively, you can contact the **Local Area Designated Officer (LADO)** on **0300 123 1650**, or email [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk).