



'A Caring Christian Family Where We Grow Together'

21st September 2020

Dear Parent/Carer,

Today we will all come together to take the first steps of a huge new educational journey with our RCSAT Remote Learning procedure. While none of us could have predicted at the start of the year that we would need to launch this dramatic new transition in education, I could not be prouder of the way our RCSAT teachers have come together to ready themselves to teach your children from their own homes.

This will not be perfect. Nothing can ever replace a talented teacher in a classroom. However, through the use of Google classrooms we can ensure that the much needed face to face teaching takes place daily should we need to close schools or individual classes again in the future.

The attached procedure has been written to outline RCSATs intention to support Teaching and Learning during the on-going Covid-19 pandemic. Remote Learning will be initiated under the following circumstances, when a child cannot attend school due to:

Level 1 Remote Learning

Level 1 remote learning will take place when a child is absent from school due to illness, self-isolation, government advised quarantine after foreign travel or awaiting the results of a Covid-19 test. We do not expect children to complete remote learning if they are not well enough to do so.

Level 1 remote learning will involve using the following resources:

- Mathematics
- TT rockstars
- Daily reading
- Use of homework on website classpages
- Use of year group Maths and English resources on **Covid 19 Tab/ Remote learning Level 1**

Any work completed during a Level 1 absence can be done so in your child's yellow homework journal.

Level 2 Remote Learning: Google classrooms activated

Level 2 remote learning will take place when there is a:

- closure of a class bubble due to a positive test result – full remote learning will be activated for the class
- full school closure – full remote learning will be activated for the school

In the event of level 2 Remote learning being initiated, work will be shared with all children via Google classrooms for Maths and English. This will take the form of :

- a daily virtual face to face teaching time for Maths and English (including phonics) using Google Meet



Bunbury Aldersey CE Primary School,
School Lane, Bunbury, CW6 9NR
Telephone: 01829 260524 or 261332
Acting Executive Headteacher: Mrs Nicola Badger
Principal: Mrs Nicola Badger
principalbunbury@rcsat.cheshire.sch.uk
admin@bunburyaldersey.cheshire.sch.uk



St Oswald's CE Primary School,
Church Road, Aston Juxta Mondrum, CW5 6DP
Telephone : 01270 623826
Acting Executive Headteacher: Mrs Nicola Badger
Principal: Mr Alex Goodwin
principalstoswalds@rcsat.cheshire.sch.uk
admin@stoswald-worl.cheshire.sch.uk



Warmingham CE Primary School,
School Lane, Warmingham, CW11 3QN
Tel: 01270 526260
Acting Executive Headteacher: Mrs Nicola Badger
Principal: Mrs Kate Appleby
principalwarmingham@rcsat.cheshire.sch.uk
admin@warminghamce.cheshire.sch.uk

Class	Time of daily face to face session 1	Time of daily face to face session 2
Reception	9.00 – 9.30	12.30 – 1.00
Year 1	9.30 - 10.00	1.00 – 1.30
Year 2	10.00 – 10.30	1.30 – 2.00
Year 3	10.30 – 11.00	12.00 – 12.30
Year 4	11.00 – 11.30	2.00 – 2.30
Year 5	9.30 – 10.00	1.00 – 1.30
Year 6	9.00 – 9.30	12.30 – 1.00

- daily work set for children to complete online which will be assessed and individual feedback and support provided for all learners.

Alongside Google classrooms children will also be provided with the following further work during Level 2 Remote Learning. This will be found under Remote Learning Level 2 on the school website Covid-19 tab.

A weekly work plan will be published outlining learning for all subjects for that week. There will be instructions for accessing the daily Maths and English online face to face teaching as well as follow up work on google classrooms. There will also be spelling and topic work on the current teaching theme. A strong feature of the work will be around mental health and well-being and we will include these resources too. Staff will upload these weekly work plans to their class closure page under the Covid-19 school closure tab until the end of the closure period.

To ensure that we are inclusive to all pupils and their circumstances there will be a mix of online and paper based learning for families to access.

Setting up Google classrooms

Every pupil across the trust will be given their password to enable them to access the online platform. Staff across the trust have all been trained on delivering learning via Google classrooms and children will be taught how to access the system during the next few weeks in school.

Why google classrooms?

Google classroom allows your child to access, complete and hand in work assigned to them by their class teacher. It also allows access to reading materials shared by the class teacher, which could be sections of text, maths worksheets or wider curriculum resources. This material can be accessed at home on an appropriate device e.g. laptop, phone, desktop computer or tablet.

How do I find Google Classroom?

Google classroom is a free web based programme and can be accessed on most electronic devices. To access the virtual classroom and material you will need a device which can access the internet. You can access Classroom using the internet on any browser, such as Chrome, Firefox®, Internet Explorer®, or Safari®. Classroom is also available for Android and Apple® iOS® mobile devices and can be downloaded from the appropriate app store.

What can my child access on Google Classroom?

Prior to accessing google classroom at home, your child will have accessed google classroom within school. Your child can only access their own classroom set by their teacher. E.g. Year 6 children can only access the virtual Year 6 classroom. When logged into Google Classroom, your child will be able to view, edit and hand in work set by the class teacher. Work can be also be downloaded and printed.

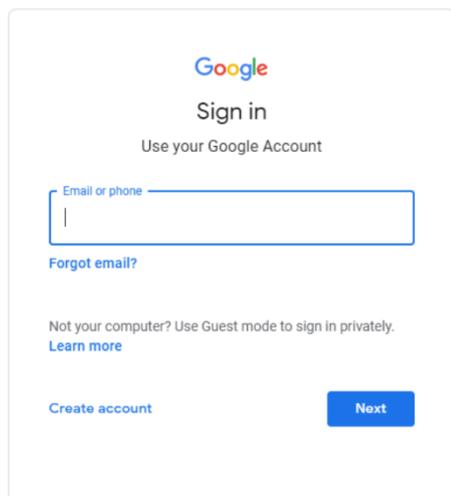
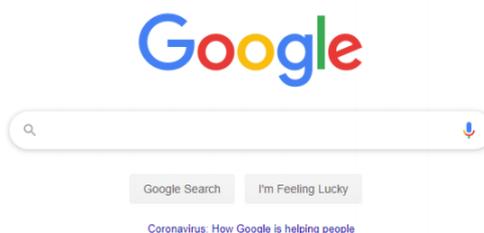


How does it work?

Before you can access Google Classroom your child must log in to their Google Account. This google account has already been set up by the school. Neither you nor your child needs to create an account.

Opening Google Classroom through an internet browser

To access their Google Classroom account, open an internet browser and navigate to google.com. In the search bar, type 'Google Classroom'. Then, click the link shown below.

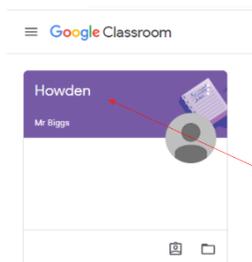


You will then have the following page displayed.

You must then enter your log in details.

When your child has logged in they will be able to see their own virtual classroom.

To access the classroom, click the name of the class.



Further guides for parents will be sent later in the week once the children have all had the opportunity to log onto the system. They will also be uploaded onto our Covid-19 Tab on the school website.

Protocols for on-line learning

We will use Google Meet to deliver daily Maths and English input.



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Pupil Participation in Google Meet Lessons

Working across a video-conferencing platform is something many of us are getting more familiar with. In working in this way children and staff involved need to understand expectations and matters of safeguarding. Even though you will be in your home, you should consider video-conferencing to be a part of school. As such, our school rules apply:

- We respect ourselves, each other and the school community
- We are safe and act responsibly
- We are ready to learn and make progress

Positive and Safe Behaviours

- Conduct yourself as you would in a lesson or classroom.
- Maintain appropriate language and body language.
- Wear appropriate clothing and choose an appropriate location.
- Have good punctuality and manners.
- Refrain from personal comments – especially regarding other pupils.
- Respect everyone's opinion.
- Do not generate comments which will hinder the teachers ability to teach
- Allow the teacher to lead the meeting.
- Do not use Google Meet to contact teachers at any time other than a designated lesson time.

Cooperation Protocols

- Mute your microphone unless asked to speak.
- Please follow any systems or turn-taking structures the teacher uses.
- You can ask questions using the chat facility.
- Be an active member of the group.
- Hang up promptly when the meeting closes.

I appreciate that I have sent a great deal of information to you since the start of term but I hope that it reassures you that we have worked hard to ensure that we can respond quickly should circumstances change. It is possible that there may be some technical issues for some and I would rather these were resolved now and therefore ensure that the education of your child can continue as uninterrupted as possible.

Please don't hesitate to contact the Principals in each school should you require any further support.

Kind regards



N M Badger
Acting Executive Headteacher for Rural Church Schools Academy Trust