



Burnhaven School

Continuing Learning at Home



1. **Rationale**

In a highly extraordinary situation when access to the school building is not possible for an extended period of time such as severe weather, power shortages or a pandemic, it is important that we at Burnhaven School prepare to look after the wellbeing of our School Family. This includes supporting our families and pupils to continue learning but also to look after each other.

2. **Aims**

This policy aims to

- Ensure that our pupils and families feel supported in their mental health in challenging times.
- Ensure learning, with appropriate pace and challenge, continues in a way which is accessible to all.
- Encourage our school family to continue to work together according to our values.

3. **Method Of Delivery**

Seesaw will be used as the primary means of providing materials which can be used to support learning activities at home. Each class has a journal. All children are used to using this for their profile of learning but have now been provided with passwords for home learning through the CLASS app. Teachers will provide appropriate home learning materials on a weekly basis, usually on a Monday or Tuesday. This was agreed with parents in a brief survey. Tasks can be completed on Seesaw by clicking on the three dots and editing. Or learning can be printed out.

All pupils also have access to Glow and through that to Google Suite and Office 365 tools. Those in P4-P7 use these regularly for writing and some use Text Help to support their learning. They can access this from home too using their passwords.

As the period of closure extends, Glow Teams may be used to hold meetings with school groups such as prefects and librarians and for class meetings. Class meetings may be social or involve direct teaching or story time at the class teacher's discretion. These times will vary across the weeks to allow flexibility for parents.

4. **Universal Access**

Glow and its suite of resources can be accessed on laptops, tablets and phones. Although smaller devices may not be a first choice, we ask you to make the best use of whichever devices you have available. If you do not have access to the internet please advise the school by email:

Burnhaven.sch@aberdeenshire.gov.uk

We recognise that each pupil may not have personal access to a device so learning is shared at the beginning of the week to allow parents to choose the best time for sharing that with their children.

5. **Pace and Challenge**

Guidance given to teachers during times such as these is to be cautious about introducing new learning when not teaching face to face. At Burnhaven, we proceed carefully and slowly, offering activities which will sometimes be for revision and some which provide additional challenge. It is difficult for teacher to adjust learning as quickly as they would do in the classroom so feedback from pupils is important to help

them to gauge progress. Children are encouraged to show their teachers mistakes to help give them advice. **There is no pressure from the school for children to complete all tasks.**

6. **Learning Activities**

Weekly class activities provided will consist of:

Numeracy and Maths	Topic maths activities provided by the class teacher MEP maths work provided by group teacher
Writing	One writing task each week. (Staff will try to provide feedback for written work uploaded)
Reading	Daily reading - Home reader/personal choice.
Literacy Activities	E.g. VCOP/ Grammar /Phonics /Spelling /Comprehension
Topic and Learning Across the Curriculum	One theme/question for investigation and research.
	Additional activities may be assigned as appropriate to support the wider curriculum: PE, French, Drama, Music, Wellbeing, Technology, Science, RME or creative activities.

7. **Burnhaven Family Gatherings**

A brief assembly message will be shared weekly with something to think about supporting our school values and our health and wellbeing at challenging times, relevant to the reason for school closure.

In extended periods of closure, Teachers will arrange class gatherings within Microsoft Teams and the school community will seek interesting ways to continue the work of the school such as end term assemblies.

8. **The role of Parents**

We recognise that children can feel unsettled when not able to attend school in unusual circumstances. While teachers aim to continue to support learning, parents will know what their children are able to focus on during a given day. We actively encourage families to read, garden, bake, watch TV, play games together to show children they are loved and cared for by parents and by the wider Burnhaven Community. **There is no pressure from the school for children to complete all tasks.** While we also thank parents for their commitment to their children's learning, allowing them to work independently for bursts is also helpful so we know what they can do on their own.

9. **Communication**

Parents may contact that school through Xpressions and by email when the school is closed. They may also contact the class teachers through Seesaw, however responses may not be as quick as when school is open.

The Head Teacher or class teachers will call families on a regular basis to check all is well and provide support where possible. In times of school closure this will be through Skype so the school number may not be recognisable. Whilst there is no pressure from the school to complete all tasks, activity on Seesaw provides the school with an opportunity to see how families are doing. Should there be no communication with the school, then the school will try to make contact to ensure families are well. *As when the school is open, parents are asked to let us know if children are unwell so we know what to expect.*

10. External Supports

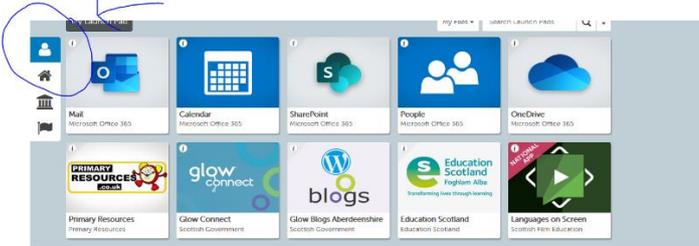
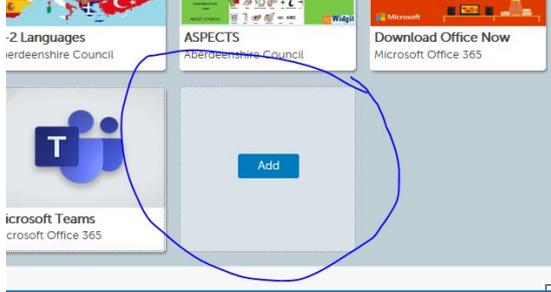
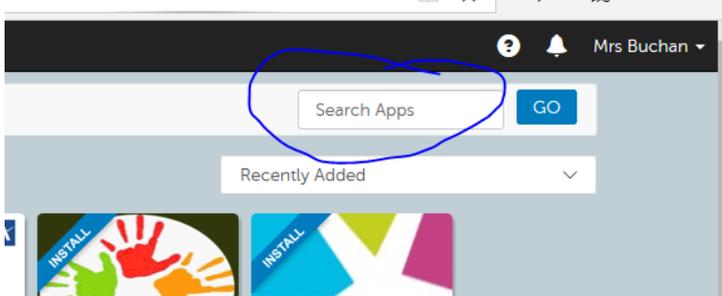
A range of resources online are available for parents and children to access when not in school. These will change with time so a current list is available on the school website.

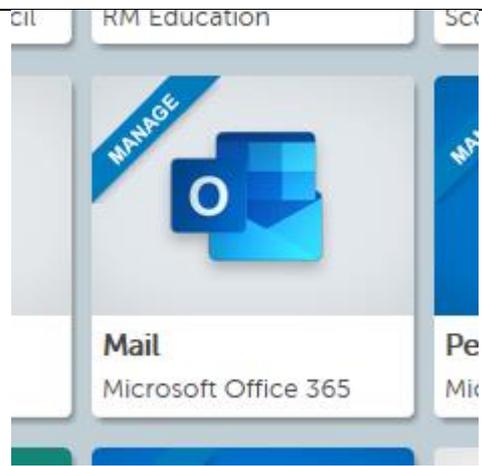
11. Review

Policy has been prepared in April 2020 in response to Covid-19 Pandemic but should be reviewed annually as part of Business continuity planning.

Appendix 1

Setting up your Glow launchpad for Glowmail and Google Classroom

<p>1. Log in to glow</p>	<p>Google glow log in. On purple page use log in from school</p> <p>gw__surnamefirstname</p> <p>blue (Hut 2 classroom have new passwords)</p>
<p>2. Click on to personal launchpad by pressing little man (Mine already has lots on it but yours may be empty)</p>	
<p>3. Click on add tile button And choose "tile from library"</p>	
<p>4. Search for your mail box by typing office and then finding mail. Click on this and it will say add to launchpad. Then click cross on the pop up window.</p> <p>Your tiles will not say manage – they should say install.</p> <p>When you first use mail you will be asked to set up time zones – don't worry it only happens once!</p>	



5. Repeat for Google Classroom – search google and insert launchpad.

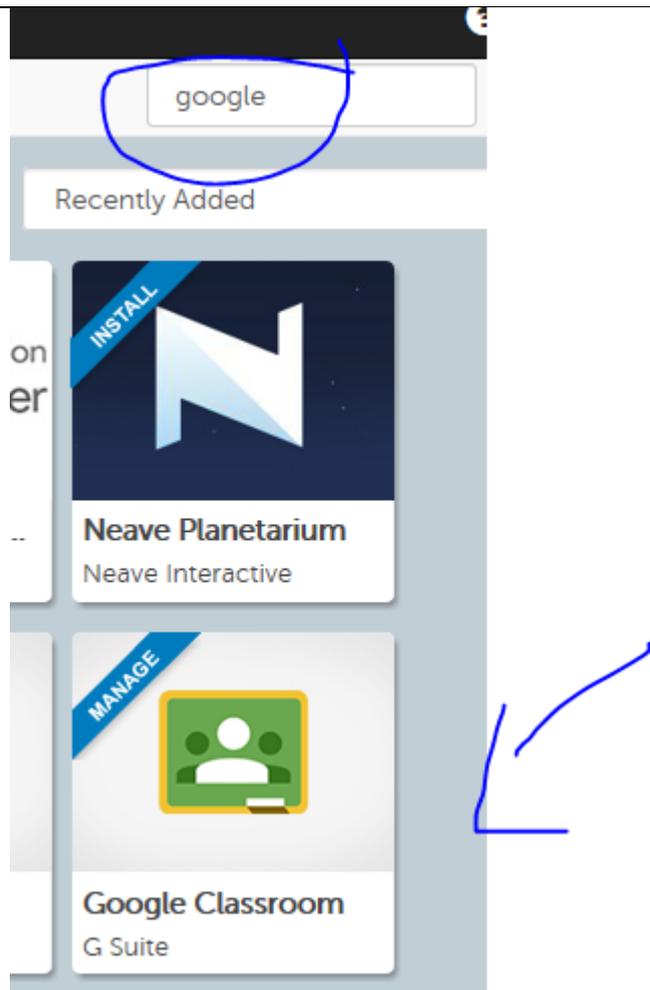
You can repeat the same process to get any useful tiles e.g

Sway

Teams - for group meetings

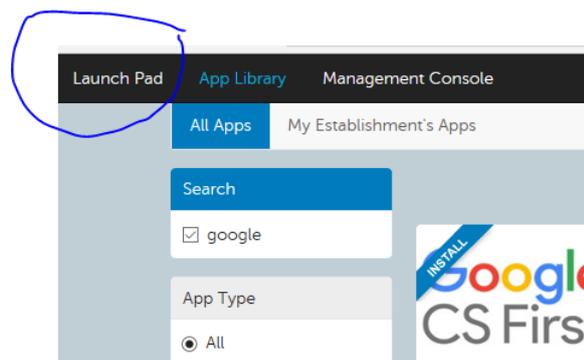
Burnhaven School site or Burnhaven learners site – again we might use this later

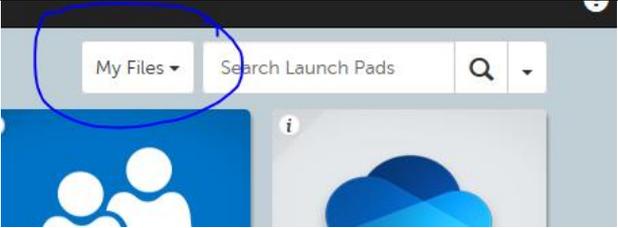
Beinternetawesome



6. Return to launch pad by clicking on button in top left corner

You should now be able to see your mail or go directly into the classroom with the code sent in the email.



<p>7. Remember you can see all your files here just like we do at school.</p> <p>Send any written work to your teachers</p>	 A screenshot of a web interface. At the top, there is a navigation bar with a 'My Files' dropdown menu circled in blue. To its right is a search bar labeled 'Search Launch Pads' with a magnifying glass icon and a dropdown arrow. Below the navigation bar, there are two main content areas: a blue square with white icons of two people, and a grey square with a blue cloud icon and an information icon.
<p>8. If you are having any difficulties</p>	<ul style="list-style-type: none">- Try using the Chrome web browser first- Contact the school but we can't promise an immediate reply.