



# 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. Aberdeenshire Pupils can expect:

In the event of a short-term closure (up to 3 days - full/partial), the expectation is that all schools will provide learners with access to learning grids/packs for the duration of this timeframe. It is expected that this provision will focus on literacy, numeracy, H&W but may also include interdisciplinary learning. It is anticipated that during this initial timeframe, contingency planning for any medium-to-long closure will be initiated and where possible online/remote learning will be implemented and operational by Day 4.

Should closures be longer than 4 days, schools move to remote/online learning which will look like this.

- A programme of learning and teaching shared on a weekly basis, with the tasks for the week ahead / containing resources and signposting resources to support learning / detailing times when synchronous learning could, if the school decides this is an option, take place. Some settings would put this out at the start of the week, others may take a staggered approach to this: for example, S1 on a Monday, S2 on a Tuesday and so on. Click [here](#) for exemplars.
- Opportunities to ask their teachers questions in relation to their learning
- To receive effective and timely feedback on their work
- To receive clear next steps / targets for their learning
- Interactions with their teacher / school staff (for example, tutor groups / learning squads in secondary, class catch-ups in Primary), including support for wellbeing videoconferencing can be considered as an option.
- The opportunity to give meaningful feedback on their remote learning experiences to ensure that provision meets their needs

### 4. Method Of Delivery at Burnhaven School

Microsoft Teams will be used as the primary means of providing materials which can be used to support learning activities at home. Each class has a page.

Assignments will be posted in the assignments tab on a Sunday Evening. They are assigned to groups or individual children with a due date of the end of the end of the week. These can be complete a student's own pace and according to the demands and flexibility of the family. **Parents and Children should feel no pressure to complete all the tasks. Plenty of activities are available for those who want it. If the**

**workload seems too much, please concentrate in literacy and numeracy.** Children will only see the learning assigned to them. See below for instructions completing assignments.

Teams will be used for weekly class meetings which may be social or involve direct teaching or story time at the class teacher’s discretion. There will also be time for pupils to ask questions. These times will vary across the weeks to allow flexibility for parents. A timetable will be published monthly with reminders weekly so that you can plan your week. Teams may also be used to hold meetings with school groups such as prefects, librarians and choir details will follow as necessary.

**5. 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](mailto: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.

**6. 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 strongly encouraged to show their teachers mistakes to help give them feedback. Children should hand back work on Teams as its completed rather than wait until the end of the week. Teachers will mark this and give feedback, they will also use this information to adjust learning for the next week.

**7. Learning Activities**

Weekly class activities provided will consist of:

<b>Numeracy and Maths</b>	Topic maths activities provided by the class teacher MEP maths work provided by group teacher
<b>Writing</b>	One writing task each week. (Staff will try to provide feedback for written work uploaded)
<b>Reading</b>	Daily reading - Home reader/personal choice.
<b>Literacy Activities</b>	E.g. VCOP/ Grammar /Phonics /Spelling /Comprehension
<b>Topic and Learning Across the Curriculum</b>	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.

## 8. 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. From time to time Live Assemblies will be offered to catch up with the whole family. These take place in the Live Assembly Team.

## 9. The role of Parents

We recognise that children can feel unsettled when not able to attend school in unusual circumstances. We also recognise that parents are trying hard to work from home while children are also there which creates a significant strain. While teachers aim to continue to support learning, parents will know how much their children are able to focus during any 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. While we 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.

## 10. Communication

Parents may contact the school through Xpressions and by email when the school building is closed. Office hours are as normal, but you may need to leave a message as office staff are working from home in the main. 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. If teachers need to phone, they will withhold their phone number so please look out for unusual numbers during this time. Whilst there is no pressure from the school to complete all tasks, activity on Teams provides the school with an opportunity to see how families are doing. Should there be no work returned on teams, 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.*

Comments on a task in Teams can be seen by the whole class. If you wish to ask teachers questions directly, you may use their Glow Email Addresses.

Miss O'Brien – [gw19obriensinead@glowmail.org.uk](mailto:gw19obriensinead@glowmail.org.uk)

Mrs Hart – [gw20hartamanda@glow.sch.uk](mailto:gw20hartamanda@glow.sch.uk)

Miss Bailey – [gw11baileyjoanne@glow.sch.uk](mailto:gw11baileyjoanne@glow.sch.uk)

Whilst they may respond to emails outside school hours, please do not expect quick replies, nor a conversation outside of usual hours. If you wish to have a longer conversation, please request a phonecall.

**Mrs Massie works on Wednesdays and some Tuesdays. Again, whilst she may choose to communicate outside these hours, please expect work and communication from Mrs Massie to happen on Wednesdays. [gw15massieamanda@glow.sch.uk](mailto:gw15massieamanda@glow.sch.uk)**

## 11. 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.

## 12. Review

Policy has been updated in January 2021 to respond to a second lockdown for the Coronavirus Pandemic.

## Accessing Teams at Home

- Link to video for logging in to Glow using a laptop or desk top

<https://drive.google.com/file/d/19Y3ldqDUBE3zAapsocQBJ7qDdkBgDDNg/view?usp=sharing>

- Instructions for logging in on a tablet

Use guidance above but often you are asked to download Teams App. If that is the case use the email address version of the log in details which ends @glow.sch.uk For example [gw08buchananita@glow.sch.uk](mailto:gw08buchananita@glow.sch.uk)

- Accessing Glow on other devices:

### Accessing Glow on Your Console

Did you know that pupils can access Glow on their gaming consoles? This might help free up home laptops or devices for parents who are also seeking to work from home. It may not be available on all console formats but this guide will help Xbox and PlayStation users.

#### For Xbox users:



1. Turn on Xbox One and launch Edge\*
2. Enter the URL <https://glow.rmunify.com>.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk).
4. Enter the password.  
( Optional) You can choose to save the username and password on the browser for easier access next time.
5. Follow this link for a useful video tutorial: <https://youtu.be/rWTwAfIKbku>

\*If your console doesn't have the Edge browser, it can be downloaded in your Store.

#### For PlayStation users:



1. Turn on PS4 and launch Internet Browser (Select Library, then Applications, as shown.)
2. Enter the URL <https://glow.rmunify.com>.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk)
4. Enter the password
5. Follow this link for a useful video tutorial: <https://youtu.be/mHTHaXhccDE>

## **How to complete an assignment**

Please find below a video about how to complete an assignment

[https://drive.google.com/file/d/1umBUlk3KG8KlKu1JXyP-IPx\\_p7AEf2as/view](https://drive.google.com/file/d/1umBUlk3KG8KlKu1JXyP-IPx_p7AEf2as/view)

### Key points:

- Click on an assignment from the list.
- On the assignment page click on the three dots and download. (This is a vital step or you will change the master)
- Save the download as a new document with your name
- Complete online
- Save document.
- Return to the assignment page.
- Upload the document you have created. This is also where you upload a photo or video if that's how you have completed the assignment.
- Click the hand in button.
- Remember to return to the assignment to read any feedback given.

If you decide to print the work or complete the learning in a jotter, please upload a photo for teachers to mark and give feedback. If you need resources for completing the work, please contact the school in the first instance. Burnhaven.sch@aberdeenshire.gov.uk

## **New Guidance for using Teams Video Conferencing for Class Meetings**

We can now see pupils in class meetings so there is easier communication. Guidelines for setting this up are emailed with this policy. Also emailed is the Video Conferencing Risk Assessment.