



Burnhaven School

Continuing Learning at Home



1. **Rationale**

In situations when access to the school building is not possible for an extended period of time such as severe weather, power shortages, broken boilers or even a pandemic, it is important that at Burnhaven School, we are prepared 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. **Timescales**

For unexpected or emergency closures, signposting to learning activities on our school website or a grid of activities sent through teams will be provided for the initial three days.

Should school closures extend further than this, learning will then be provided online as follows.

4. **Method Of Delivery**

Teams will be used as the primary means of providing materials which can be used to support learning activities at home. Assignments are set for the class and for individuals. We recommend that children complete the learning on the assignment using the resources posted but we recognise that this is not always possible. Children can write responses on paper, take photos of practical activities or even videos and then upload their learning. We know that lots of families like to print out tasks but this is not necessary for their completion. When a task is complete, click submit. If there is more than one activity set in an assignment, please wait until all the activities are complete before clicking submit. You can find submitted work and any feedback from teachers in the "handed in" section of your assignment list.

All pupils 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.

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 for a prolonged period of time, or a suitable device, 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. Weekly or twice weekly class meetings vary in time to allow flexibility for parents work and to allow children to share devices if necessary.

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. **This means that work with mistakes must be handed in so that the teacher can see where the children are struggling. Please do not struggle on to make a piece of work perfect.** We adjust learning based on the successes or areas of revision which we can see are required.

7. 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 'big write' job 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.

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.

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. Times will vary to allow children and families to work around school and home commitments.

9. 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.

10. Communication

Parents may contact that school through Xpressions and by email when the school is closed. They may also contact the class teachers through email, 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.

11. External Supports

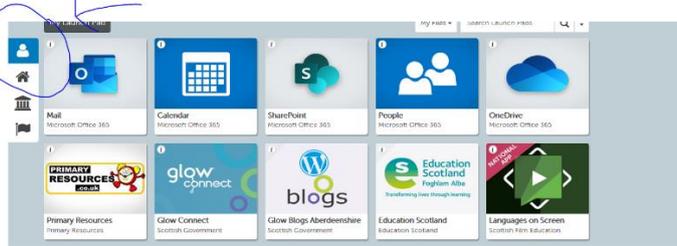
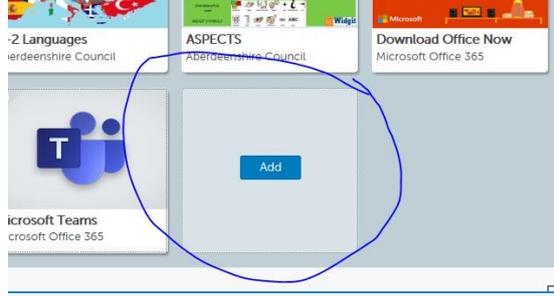
A range of resources online are available for parents and children to access when not in school. These will change with time so a current list is available on the school website.

12. Review

Updated December 2021 – to be reviewed annually in preparation for adverse weather.

Appendix 1

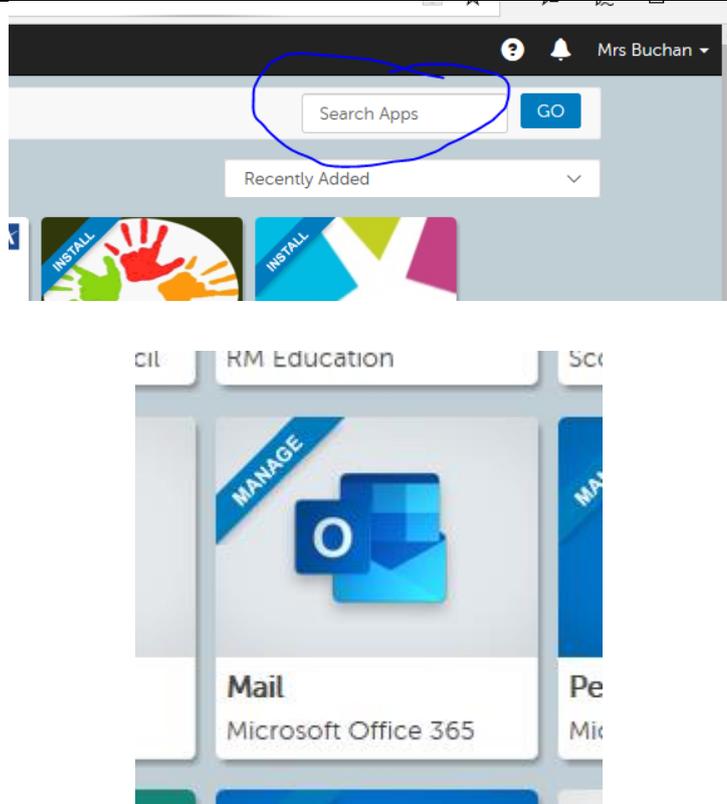
Setting up your Glow launchpad for Glowmail and Google Classroom

<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>	

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.

Your tiles will not say manage – they should say install.

When you first use mail you will be asked to set up time zones – don't worry it only happens once!



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

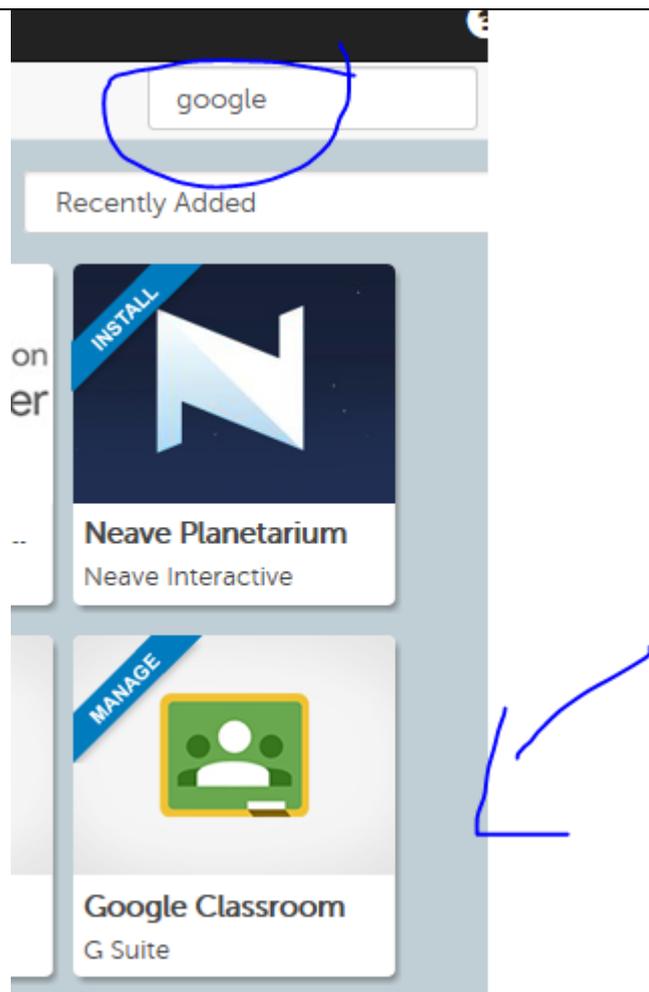
You can repeat the same process to get any useful tiles e.g

Sway

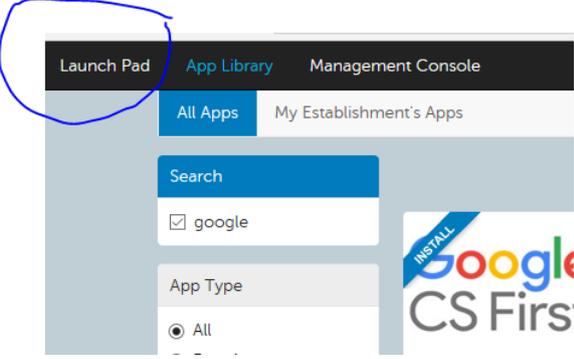
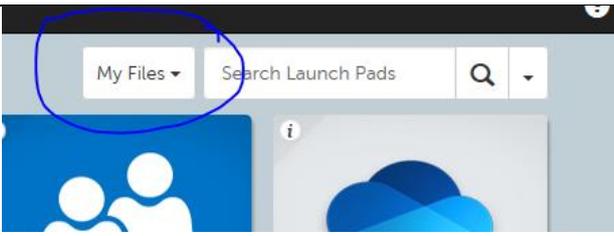
Teams - for group meetings

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

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