



Remote Education Provision: MMPS

The remote curriculum: what is taught to pupils at home

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

EYFS (Nursery & Reception):

On Day 1, parent/carers will be informed that activities will be uploaded on Tapestry for pupils to complete in the afternoon. Resource and activity packs will be sent out to each pupil as soon as possible.

KS1 and KS2 (Year 1 to Year 6):

On Day 1, parent/carers will be informed that activities will be uploaded on Class Dojo for pupils to complete in the afternoon. Resource and activity packs will be prepared and sent out to each pupil as soon as possible. Live teaching of Maths and English will commence from Day 2.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

EYFS:

The statutory EYFS curriculum is delivered to critical worker pupils and remote learners, and the same timetable is followed as we do in school. English/Phonics and Maths lessons are uploaded daily in the morning, together with Quran lessons Monday-Thursday. In the afternoon topic/creative work is uploaded.

KS1 and KS2:

Daily registration will be online for remote learners and in school for critical workers.

We teach the same curriculum remotely as we do in school wherever possible and appropriate. All pupils receive a timetable to provide structure to their learning.

Pupils from Year 1 to Year 6 receive live teaching in Maths and English on a daily basis. This is delivered by their class teacher, who stays online to answer pupil questions.

Foundation subjects are uploaded onto Class Dojo in the afternoon either by the class teacher or a subject teacher.

P.E. is scheduled into the weekly timetable on a Monday, Wednesday and Friday. For example a Joe Wicks video or other link will be uploaded onto Class Dojo and children are encouraged to take part.

All critical worker pupils follow the same timetable. Each bubble has two adults to supervise and support pupils with their activities.



Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

EYFS:

- The recommended time for each activity is 15-20 minutes - less for a younger child - and up to a maximum of 30 minutes if the child shows interest and the activity is extended
- Nursery pupils - Weekly live story with the class teacher
- Reception pupils - Weekly 'guided reading' session with the class teacher

KS1 (Year 1 & Year 2):

Live lessons:

- Daily - Mornings: Maths and English live lessons and completion of tasks - approximately 3 hours
- Weekly wellbeing session
- Weekly group guided reading session

Recorded/uploaded lessons:

- Afternoon: 2 lessons in line with timetable

KS2 (Year 3 - Year 6):

Live lessons:

- Daily - Mornings: Maths and English live lessons and completion of tasks - approximately 3 hours
- Weekly wellbeing session

Recorded/uploaded lessons:

- Afternoon: 2 lessons in line with timetable - approximately 1 hour

Commencing Spring 2: KS1 & KS2

From Spring 2, the provision of live lessons will be extended to include Quran, Humanities (Geography/History) and Science. These sessions will be delivered in the afternoon.

Accessing remote education

How will my child access any online remote education you are providing?

Live teaching is delivered via Zoom and activities are uploaded onto Tapestry for EYFS and Class Dojo for KS1 and KS2.

If my child does not have digital or online access at home, how will you support them to access remote education?

All of our pupils are able to access the remote learning online. Concessions have been made for pupils who have siblings and are unable to access the live teaching. They are able to access the recording at a later time and complete each independent task (Appendix 2: Parent/Carer Agreement - Live Teaching Recordings and Teacher Video Uploads).



Manchester Educational Trust (MIET) have subscribed to a parent/carer contribution scheme, offering parents/carers a chance to purchase a new digital device over a period of 12 or 24 months.

How will my child be taught remotely?

EYFS:

- Three activities are posted every day.
- Recorded sessions from the class teacher explain what the day's lessons and planned activities are.
- Teachers upload links to websites supporting the activities posted, including video clips.
- Live story time once a week for Nursery.
- Live guided reading sessions once a week for Reception.

KS1 and KS2:

- Live teaching is delivered via Zoom or Google.
- Recorded sessions are uploaded on Class Dojo for pupils who were unable to access live lessons.
- Resource and activity packs are sent to pupils for remote learning, including text and workbooks.
- Teachers upload links to commercially available websites supporting the teaching of specific subjects or areas, including video clips.

Engagement and Feedback

What are your expectations for my child's engagement and the support that we as parent/carers should provide at home?

Parent/carers should ensure pupils log in on time and ensure all work allocated is uploaded on time so it can be marked.

Parent/carers should not get involved with the live teaching sessions and should leave their child to interact with their teacher and peers.

Parent/carers should ensure their child is appropriately dressed and ready to start their learning in a punctual manner.

How will you check whether my child is engaging with their work and how will I be informed if there are any concerns?

A register of attendance is taken daily during each live session. Pupils who have not logged in for live session will receive a phone call from the school office.

If a child is unwell, parent/carers should email or phone the school office as usual to report sickness.

Pupils not engaging regularly will receive a phone call from the Deputy or Head Teacher.

In the live sessions teachers can see the pupils who have joined. Pupils have to upload the work they have completed onto the Dojo



Portfolio/Google Classroom for teachers to mark and advise on the next steps if applicable.

Parent/carers experiencing any difficulty with any of the platforms are advised to message the class teacher; if this is not possible then they should contact the school office.

Parent/carers should follow the 'Live Sessions Protocol' as set out in the 'Live Virtual Sessions – Acceptable User Agreement for Parents/Carers' sent to all parent/carers (Appendix 1).

How will you assess my child's work and progress?

Teacher Assessment is ongoing through:

- Daily marking of pupils' work
- Questioning during live lessons (KS1, KS2)
- Questioning during guided reading (Reception, KS1)
- Weekly spelling tests (KS1, KS2)
- Progress tracker on Century platform (KS2)
- Activity tracker on Reading Eggs platform (Reception, KS1, KS2)

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

Pupils who need extra support are on a Remote Learning Provision Plan set out and monitored by the Special Education Needs Coordinator (SENDCo).

Pupils who receive one-to-one support in school will continue to receive individual support during remote learning, wherever possible, via live teaching or support sessions with the SENDCo or a Teaching Assistant (TA). Parent/carers of pupils receiving individual support must sign the 'Live One-to-One Lessons Support Agreement' (Appendix 3).

Pupils on Year 1 or Year 2 intervention programmes will continue to receive support with reading, wherever possible, through live group sessions with the SENDCo or a TA.

Pupils on the SEND register, who are attending school, will have provisions in place and receive support from a TA and/or member of staff on Critical Worker Duty.

Individual Support Timetables are set up for different classes which show the level of support offered to each child on the SEND register. Parent/carers of these pupils have been informed through 'messages' on Class Dojo by the Class Teacher/SENDCO.



Remote education for self-isolating pupils

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

School work will be emailed to pupils at the end of each day. Pupils will submit their work via Tapestry (EYFS), Class Dojo/Google Classroom (KS1 & KS2) for marking by the class or subject teacher.

Reviewed February 2021



APPENDIX 1

MMPS - Live Sessions Protocol

Live Virtual Sessions – Acceptable User Agreement for Parents/Carers

Provision

EYFS: Live: Story Sessions, Reading

KS1: Live: Lessons; Guided Reading; Class meetings (Mental Health & Wellbeing)

KS2: Live: Lessons; Class meetings (Mental Health & Wellbeing)

This document is an update to the previous 'Online Virtual Meeting Consent Form' parents signed. It sets out the procedures and protocols that must be adopted by parents/carers of Manchester Muslim Preparatory School (MMPS) and pupils aged 11 years and under, when participating in Live Sessions with MMPS staff.

Adult Supervision

- Parents will access the platform through the parent/carers account by using the Meeting ID and password sent on Class Dojo/Tapestry or via school messaging service prior to the session.
- A parent/carer must log in on behalf of their child or be present when the child logs into the live session.
- An appropriate adult, like a parent or carer, must remain in the room with young children, (i.e. Nursery to Year 3/4) during the virtual session to assist/supervise. However, we do ask parents not to get actively involved in the meeting and let the children interact with their teacher and peers.
- For older children, parents/carers are asked to remain in the vicinity of the lesson, not necessarily in the same room but in the same building, with the door to the teaching room left open.
- Parents/carers must make sure their child has 'logged off' and signed out before turning off any devices to ensure pupils do not stay online unsupervised by the teacher.

Time of Sessions and Duration

- Sessions will only take place between 9:00am and 3:15pm, Monday to Friday. The start time of the session will be sent to parents/carers via Class Dojo, Tapestry or school text messaging service.
- Exact session duration will depend on the age of the pupil. Each session will be no longer than 1 hour.
- Parents/carers should ensure that their child is on time to the live sessions. Your child should be ready to start promptly at the agreed time along with any resources or equipment they will need. When teachers are involved in lessons, they cannot see late arrivals in the waiting room and for security reasons, the waiting room is locked. Children therefore risk not being admitted in, if they are late.



Learning Environment

- The lesson requires a calm, quiet space, free from distraction. This should be a place where the pupil can sit comfortably.
- It is preferred that teaching and learning online takes place in a communal area in the home, e.g. a dining/living space; lessons should not take place in the pupil's bedroom.
- The area behind the pupil and teacher when they are on camera should be as neutral as possible, and not display any personal items, offensive images or words, or personal information.
- Beware of extraneous background noise which can be very distracting.

Appropriate Dress and Conduct

- Pupils and staff may dress informally for the sessions; however, we ask that it is appropriate for an educational environment.
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress or location, the session for that child will be ended by the teacher and the concerns recorded and passed to the Head Teacher or Deputy Head Teacher.
- Pupils should not be eating during the live session. Drinking water is encouraged throughout the school day.
- Pupils' behaviour when accessing online live sessions, be it via video or written comments, should be appropriate as though they are at school.

Privacy & Confidentiality – Recording of Live Sessions

- Safeguarding/GDPR:
Parents/pupils must not share log-in details and passwords on any type of social media, including WhatsApp groups.
- Live sessions are *recorded for safeguarding reasons* and saved on MMPS G-Suite for Education Drive.
- If your child takes part in a class/group video session, they can be seen by the teacher, other pupils (and members of their household).
- Parents/carers must make sure their child and other members of the household are aware the video call/session is happening.
- Under no circumstances should you or your child record/video or screen shot the lesson. This is to ensure the safeguarding and privacy of your family and our staff members.



Session/Lesson Content

- Session/Lesson content will be tailored to follow the sequence of learning and adapted where possible to allow staff to replicate the classroom activity to the best of their ability.
- Parents/carers are encouraged to join at the start and end of each lesson, so they are clear on the goals and objectives for that lesson and understand any home practice to be undertaken by their child before the next lesson.

Cancellation and Absence

- Should a staff member be unable to take the agreed lesson, parents/carers will be contacted with as much notice as possible to inform them of the cancellation and, where possible, to rearrange the lesson.
- If a pupil cannot participate in a lesson due to sickness, parents/carers must follow usual absence procedures and notify the school office as soon as possible in advance of the lesson day/time.

As a parent/carer it is your responsibility to ensure that you:

- Agree to procedures and information within this Acceptable User Agreement for Parents/Carers
- Are aware of the date, time and teacher of online sessions
- Supervise your child when accessing and signing into, and logging off live sessions
- Ensure your child is in a suitable learning environment to participate in live sessions



APPENDIX 2

PARENT/CARER AGREEMENT

Live Teaching Recordings and Teacher Videos Uploads

Privacy & Confidentiality

- Live teaching sessions are recorded and saved on MMPS G-Suite for Education Drive
- Links to recorded sessions are uploaded onto Class Dojo

Parents/Carers/Pupils must not:

- Record teaching sessions or take photographs of sessions
- Download and share recordings on social media or any other forum/platform
- Download or share recording with family members in the UK or abroad
- **All teaching videos are intellectual property of MMPS**

- Please tick this box to confirm you have read the above '*Privacy and Confidentiality*' Terms and that you will abide by them.

Full Name of Child:

Year

Name of Parent/Guardian:

Date

Return the completed form to: pa@mmps.miet.uk



APPENDIX 3

PARENT/CARER AGREEMENT

Live One-to-One Support Lessons Agreement

*This agreement is in addition to:
Live Virtual Sessions - Acceptable User Agreement for Parents/Carers*

Privacy & Confidentiality

- Live one-to-one support sessions are *recorded for safeguarding reasons* and saved on MMPS G-Suite for Education Drive. Parents and children will be asked to confirm they are aware of this and give consent at the start of each session.
- **Parents will need to appear on screen at the start of each one-to-one session to confirm they give consent** for their child to be part of the support lesson.
- Parents/carers must make sure their child and other members of the household are aware the video call/session is happening.
- Devices should be used in appropriate areas, for example in communal areas and not in bedrooms, and where possible be against a neutral background.
- Staff will only ever video call a pupil with prior agreement with parents and the Head Teacher or Deputy. This will, wherever possible, be at a pre-arranged time. The times of all video calls/support sessions will be sent to parents via Class Dojo Message or school messaging service.

Parents/Carers/Pupils:

- Children and other members of the household must wear suitable clothing.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct.
- Parent/carer **must remain in the vicinity** during the one-to-one session.
- Parent/carer must **ensure that their child is signed out** after the session.
- Parent/carer must not record teaching session or take photographs of sessions.
- Parent/carer must not download and share recordings on social media or any other forum/platform.



- Parent/carer must not download or share any recordings with family members in the UK or abroad
- **All teaching videos are intellectual property of MMPS.**
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Please tick this box to confirm you agree with all the terms set out above and will abide by them.

Full Name of Child: **Year**
Name of Parent/Guardian: **Date**

Return the completed form to: admin@mmps.miet.uk