



Lanark Primary School & ELC



Remote Learning Overview

January 2021

The following document details Lanark Primary School and ELC's overview of our approaches to remote, online learning to ensure a *Continuity of Learning*, as defined by South Lanarkshire Council below:

Continuity of Learning in this context is the continuation of educational experience in the event of National Lockdown. It is a critical component of school emergency management, as it promotes the continuation of teaching and learning despite circumstances that interrupt normal school attendance.

Our aspiration is that continuity of learning during lockdown should be as close to the daily face to face experience as context allows.

Guiding Principles

Rationale

Periods of remote, online learning will be guided by Scottish Government policy and advised by *Education Scotland's COVID-19 Education Recovery Group Remote Learning Guidance* and *South Lanarkshire Council's Remote Learning: Advice and Guidance for Establishments January 2021*.

Drawing on this advice, and using a wide range of resources, including, the *National e-Learning (e-Sgoil)*, *The West Partnership OS* and *SLC's Staff Learning Centre*, there will be an expectation that our school and ELC will deliver a high-quality remote learning experience at a time when most children will not be attending school 'in person'.

In planning our approach, we evaluated our planning and delivery using the *Key Principles of Remote Learning* as set out by Education Scotland (see Appendix 1). We appreciate that our offer cannot fully replicate 'face to face' teaching in school, but we understand the importance of taking responsibility for planning, organising and providing learning activities to ensure engagement for all learners (appropriate to their age/stage). In line with the principles, we have and will continue to consider the entitlements of our learners, ensuring online resources are used consistently across the ELC and school to ensure learning, teaching and assessment that reflects the *Curriculum for Excellence*.

Choosing our online platform

From March 2020, Lanark Primary School have been using Google Classroom (GC) as our platform for delivering online learning. This proved very successful during the first 'Lockdown', with almost all parents and carers agreeing that our approach to remote learning was very effective. Comments included:

"The team at LPS have been amazing as usual. They have gone above and beyond to keep the children connected during Lockdown."

"Very helpful my child doing fine with the paper work don't have all the computers for on-line but it's great there is still homework on paper to do if u need any help a message or text to any staff and they will help in any way thank you"

"I think the school is doing a great job at a difficult time. Quick to react and I appreciate how much work has been done to put everything in place and the huge task faced by all the staff when their normal day to day roles have also changed so suddenly."

"In every step the school has taken they have kept all parents and carers fully aware of what is going on and what is going to be taking place in relation to new assignments. Things posted very regularly on twitter and also messages through the parent app also. The communication and support has been amazing. Thank you."

"Teachers respond very quickly on Google classroom. The support and activities provided are engaging and varied. Communication on the whole has been excellent."



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On the full return of educational establishments in August 2020, we continued to encourage the use of Google Classroom (GC) by making it the main platform for our Homework provision. This was to allow for not only best practice in infection control, but also to ensure we had an already established provision should remote learning be required again.

Children access their Google Classrooms, which have been set up by the school to ensure all learners are members, using their current username and password as detailed in their annually issued Homework Packs. Guidance and information relating to our current online Homework provision can be found in Appendix 2.

Learners in our ELC will receive information regarding activities and learning experiences through the dedicated and well established Lanark ELC email address (LanarkELC@glow.sch.uk), which was set up after feedback of our remote learning offer during the first 'Lockdown'.

Remote Learning Offer

Following consultation, school learners (P1-P7) will experience:

- Daily- 1x Literacy, 1x Numeracy and 1x other Curricular Area provided online for learners
- For **Literacy** this will take the form of 2x reading, 1x spelling, 1x grammar and punctuation and 1x writing over the course of the week
- For **Maths and Numeracy** this will consist of 2x Numeracy tasks, 2x Maths tasks and 1x standalone such as mental or problem solving over the course of the week
- For **Cross Curricular** this will take the form of 2x Health and Wellbeing tasks and 3x Topic tasks (e.g. Social Studies or RME) over the course of the week
- **No homework tasks** will be set during the Home Learning period

Planning Exemplar				
Monday	Tuesday	Wednesday	Thursday	Friday
Reading	Spelling	Grammar and Punctuation	Writing	Reading
Numeracy	Numeracy	Maths	Maths	Problem Solving
HWB	Topic	HWB	RME	HWB

How will we communicate with learners and parents/carers using Google Classroom?

- Teachers will be online 10am-11am and 1pm-2pm to answer any questions on the GC Stream
- The GC Stream will be available for children and parents/carers to communicate with teachers and each other
- A daily 'check-in' will provide an opportunity for engagement and wellbeing to be monitored
- A daily 'check-out' will allow learners the opportunity to self-assess their learning which can then be monitored by the class teacher

Following feedback, ELC learners will experience:

- A weekly focus sheet based around a common theme, which provides learning experiences for learners and their families to work on together at home (see Appendix 3).
- Through email, a 'Traditional Tale' overview, containing learning experiences based around a story/nursery rhyme will be shared each week
- Parents/carers will be encouraged to come up with their own ideas and involve young learners- being 'responsive'.
- Additional resources will be shared as appropriate and throughout the period of remote learning.
- Communication with parents/carers, including sharing learning, will be done through the dedicated email address.



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How will we support direct teaching, sometimes referred to as 'live' learning?

The following list is not exhaustive but does provide examples of ways which staff at Lanark PS & ELC are planning regular, high quality interactive learning.

There is an expectation that there is at least **one** daily occurrence of direct input (school):

- **Voice note - a recording of your voice going over the learning intentions or Instructions for an activity.**
- **Voice recordings on your presentations e.g. PowerPoint**
- **Voice (Screen recordings using Screencastify or similar)**
- **Reading a story aloud**
- **Recording of you carrying out an example of a task (using screen recording, online whiteboard or similar)**

Being available "live" on the GC Stream twice daily allows for regular engagement of learners, parents/carers and staff. This also allows for monitoring of learners wellbeing.

Additionally, staff at Lanark PS & ELC provide high-quality learning experiences for children of keyworkers and our most vulnerable learners our classrooms and playroom. Our aim is to provide the most consistent, continuous learning offer possible (whether in school or at home).

Quality Assurance

Our learning offer

As with any learning taking place within our classrooms and playroom, the quality and consistency of our online offer will be monitored. The Senior Management Team are members of every classroom and "sampling" of lessons and activities are taken daily. There is a clear, consistent approach to what and how assignments are posted and any adaptations are decided upon collaboratively between all teaching staff.

Regular discussions regarding teacher planning will take place, with the opportunity for shared planning and moderation built in to our quality assurance calendar.

The GC Stream 'Comment' function on assignments, allows for dialogue, reflection and feedback in relation to learning- providing ongoing opportunities for learner conversations to take place.

In order to ensure best practice, ongoing professional learning for staff is sought out and offered as appropriate. This may come from a national offer, our learning partners, SLC training, our ICT Coordinator and/or staff expertise.

Engagement

We will track and monitor learner engagement with remote, online learning (and follow up with learners who are not engaging). In some circumstances, this means providing extra support (via phone calls, online guidance demonstrations, videos and regular check-ins), making a digital offer (device or network) or offering the opportunity for learners to engage with their learning 'in person'.



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Communication

Staff

A dedicated LPS & ELC Staff Professional Learning website and Google Classroom has been established where key information is shared in order to support and guide staff on new or ongoing online based ideas and resources.

We have also created a number of guides (text and video based) and advice notes for staff which can be easily accessed.

Daily communication takes place through a range of platforms including email, Google Classroom, Glow Meet and Microsoft Teams meetings. Where possible, our planned meetings for staff, stage and moderation purposes take place via an online method.

Parents/Carers

At Lanark PS & ELC, all important information can be shared in 'real time' using our Communication App. This allows us to include links to additional advice/resources as well as attach any necessary documentation which may be of use to parents and carers. Achievements and learning successes are shared through our Twitter feed. Our website provides another opportunity to share information that can be accessed at any time.

All parents/carers in the school and ELC are issued with an updated *Readiness to Learn at Home* information sheet at the beginning of any new period of remote learning (see Appendix 4 and 5), for more details on our online home learning provision.

We have also published a short, informative video detailing our remote learning approaches and the reasons for these, which can be found here:

<https://www.thinglink.com/videocard/1405513486166917121>

At Lanark Primary & ELC, we also recognise that our learners and their families come with a range of ICT and online knowledge and experience, so we have a dedicated ICT at Home email address to support any issues, difficulties or requests for ICT devices (LanarkICTSupport@glow.sch.uk).

We also have a dedicated Accessing Glow and Google Classroom Parent Guide:

[Click here to access a Guide to Glow and Google Classroom - Oct 2020](#)

Learners

Learners are able to communicate with us in a number of ways, including the ELC email (with support), Google Classroom (GC Stream and Assignments) as well as through face to face (keyworker and vulnerable children) and via phone calls as and when appropriate. We also have a dedicated Online Learning and ICT Support Website specifically for learners which can be found here:

[Click here to access the Pupil Home Learning & ICT Support Website](#)



Appendix 1

Key principles for remote learning include:

- remote learning will not replicate face to face in school teaching – in style, approach or hours of delivery ✓
- class teacher retains responsibility for planning and organising children's and young people's learning, with learning supported by parents and carers ✓
- opportunities for learners to progress and extend their learning ✓
- approaches to assessment of learning and providing feedback that support and capture children's and young people's achievements in school and at home ✓ - from both online platforms and those shared on Twitter
- provision of learning activities to ensure engagement for all, considering the age and stage of development of learners, and introducing increasing opportunities for independent study as appropriate ✓
- provision of learning activities for learners who require additional support for learning and any learners who may be particularly vulnerable or disadvantaged ✓ - we have now offered 2 mornings in school for our learners most at risk of missing out
- a shared understanding between home and school of the remote learning approach and the respective roles and responsibilities of all involved ✓ - remote learning approach video
- continued endeavours to tackle digital exclusion, including the provision of devices and connectivity solutions to support learning ✓ - continued issuing or loaning of Chrome books and wifi devices to reduce digital exclusion
- partnership working with community providers and third sector organisations to support provision. ✓

In line with these key principles, children and young people are entitled to:

- learning opportunities which reflect the principles of Curriculum for Excellence, allowing learners to develop their knowledge, skills and attributes in a variety of relevant contexts and across curriculum areas ✓
- access to appropriate physical resources where needed – this might include learning materials, textbooks and / or digital devices ✓
- on-line resources that will be consistently used across learning to aid interaction, assessment and feedback ✓
- regular high quality interactive learning and teaching using technology or other remote methods ✓
- a balance of live (at the moment we are doing this via recorded lessons/ stream availability and ongoing feedback) learning and independent activity
- access to key learning which is available for learners to revisit as often as necessary ✓ recordings of lessons allows this to happen
- ongoing dialogue, reflection and feedback with practitioners in relation to their own learning ✓
- daily registration/check in for every learner, recognising that the format for this may vary depending on the age and stage of learners ✓
- regular opportunities for engagement with other pupils to support learning, as well as informal engagement ✓ - through the stream and any 'shared' activities
- due regard for their well-being and safeguarding. ✓



Appendix 2

What does our online Homework provision look like?

Weekly Homework

- 2x Literacy tasks per week which should consist of one reading task and one spelling task. These tasks can be completed in their homework jotter with no marking online required.
- 1x Numeracy task per week which is required to be a 'hand in' task online. E.g. creating a Google Doc for each child to complete and submit to you for marking and feedback. As this is online you are able to copy and paste comments back.
- Homework should go live Monday and due date Friday
- All classes must follow the same format for homework for a consistent approach e.g. 2x Literacy with no hand in or due date. 1x Numeracy with a due date and a hand in required for feedback.
- A homework pack containing a jotter, Learn It list, Listening & Talking Grid, passwords, letter and help sheets will be provided to children.

Weekly Homework Tasks

- Big Maths Learn Its – These are in the homework folder which children will be given out. This task is listed under Weekly Homework Tab and expectation is to remind children of this but they are responsible for accessing task.
- Listening & Talking Grid – as above.

Weekly Diary

- Google doc. This should be completed weekly with a short comment about child's learning/progress. Again, this can be copied and pasted. *Example: You might want to do a week of Maths comments and copy and paste each group, followed by a week of whole class outdoor learning comment followed by a differentiated copy and paste Literacy comment the week after.* To access each child's weekly diary you have to click on 'View Assignment' then individual child's Google Doc. You cannot click on the doc shown on the stream – this is generic.
- Parent/carers can comment back to you but should be relevant to homework. Any comments which you feel are not homework related should be directed to Farah, Marguerite or Susan.
- This should only be checked once a week. There is no expectation you are continually checking and responding.

Homework Jotter Check In

- Jotters will be sent back into school during week ending Fri 6th Nov and Fri 4th Dec. There is no expectation you are marking completed tasks but 'checking in'. Knowing this is happening may motivate some learners! A sticky label would be used to stick in to say jotter had been checked – we will prep these and place in dookits ready to use. You would manage the quarantine period of the jotters before handling and ensure your online Google HW tasks did not require a jotter on those weeks.



Tasks in the Event of Individual 14 day Isolation

- This is if an individual is isolating and requires work. This work should support what you are teaching in class during the 14 days and therefore the work they are missing. *Example: Taking a photo of a textbook page or uploading a worksheet which you have provided to that group.*
- You still need to provide the usual online homework (2x Literacy & 1x Numeracy) for anyone isolating in addition to their classwork.
- A bank of prepped resources for this header may not work as it needs to be relevant for what you are teaching that particular week and so would need to be prepped and uploaded if in the case of someone isolating. You also could not copy and paste if a different child was isolating several weeks later as the assumption is they would already have covered that learning when in class.

Tasks in the Event of Home or Blended Learning

- 2x Literacy, 2x Numeracy, 1x HWB and 1x Cross Curricular should be prepped in case of a lockdown and home learning.
- Online learning is expected from day 1 of any lockdown so a small bank of prepped lessons will give us a starter. The expectation is you would be working from home and adding to this. A discussion would then take place as to the quantity of tasks being provided.
- These prepped lessons need to be saved as Draft until required. This means the child cannot see them or access tasks.

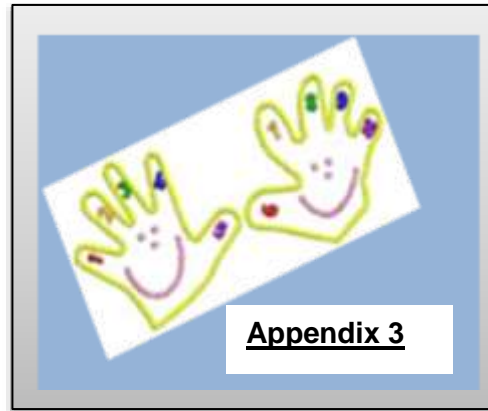


Curiosity

- What is winter?
- Bring some snow indoors, take an ice-cube from the freezer – which melts first and why?
- What are icicles?
- Why are polar bears white?
- Which animals like winter and which don't?

Problem Solving

- Fold a piece of white paper, cut pieces out of it to make your own snowflakes.
- Compare the lengths of scarves in your house. Who has the longest one?
- What is an igloo, and can you make one for you or your toys?
- Can you think of words that start with the same sounds/letters that are in the word 'winter'?



Appendix 3



Imagination

- Find an amazing stick and draw or write in the snow and on the ice.
- Make your own winter story and draw a picture about it.
- Make a winter castle using junk modelling or snow.
- Design your own hat, scarf and gloves.

Open Mindedness

- What is snow made from?
- Go a winter walk – what do you see?
- Count the snowmen, frosty spider webs, icicles, frozen cars etc. Which do you see the most of?
- Can you move ice-cubes from one bowl to another using different kitchen utensils?
- If it's too cold to go outside, bring some snow inside in a bowl. What can you make?

Lanark Primary ELC

* Winter *

**11th – 15th January
2021**





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Appendix 4

South Lanarkshire Council

LANARK PRIMARY SCHOOL

READINESS TO LEARN FROM HOME – Dec 2020

PARENT/CARER INFORMATION LEAFLET

Within Lanark Primary School, daily learning tasks will be set by your child's class teacher via Google Classroom.

Your child has been shown how to access this within their class and you have already received the Parent Guide and all necessary login details in the Homework Pack. Your child has been shown where to find their **Weekly Homework tasks and Teacher/ Parent Homework Diary**.

In the event of full classes having to access their learning from home (e.g. due to isolation, local restrictions or national school closures), Google Classroom will also be used to upload and access Home Learning activities. No Homework will be issued during remote, online learning.

In each school week, a number of tasks will be issued for your child to complete. These will consist of a **daily** Literacy task, Numeracy task and a learning task from at least one other curricular area.

If Learning from Home continues for a prolonged period of time, some extended tasks may be shared, and your child will be given a number of days to complete them. If this is the case, specific instructions will be shared by your child's class teacher.

Your child's class teacher will be available to answer questions during the school day via **Google Classroom using the Stream tab**. The Stream will 'open' for comments and be used to allow for daily contact with your child's class teacher(s).

They will be available "live" within the class Stream at the following times:

- **10am – 11am**
- **1pm – 2pm**

If you post questions/comments, responses may not be instant e.g. at the weekend or when a teacher is responding to another pupil, but they will try to respond as quickly as possible.



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Appendix 5

South Lanarkshire Council

LANARK PRIMARY ELC

READINESS TO LEARN FROM HOME – Dec 2020

PARENT/CARER INFORMATION LEAFLET

Within Lanark Primary ELC, ideas and activities to support learning at home will be shared with you via the Lanark ELC email account.

In the event of the full playroom having to access their learning from home (e.g. due to isolation, local restrictions or national school closures), this will provide the main method of communication between parents/carers, learners and ELC staff.

For each week, a number of play-based and active learning activities will be shared with you- please feel free to share these learning experiences with us!

If Learning from Home continues for a prolonged period of time, we will provide additional ideas, activities and parental guidance to help support your child's learning.

Your child's keyworker will be able to respond to any comments, questions or sharing of learning that takes place, and once again, this will be done through the Lanark ELC email.

As before, wellbeing check-in calls will continue to take place monthly.

Many thanks,

The ELC Staff Team