

Communication  
Personalisation  
Preparation  
Independence



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Dear Parent/Carer,

As you may be aware, schools are required to have a remote learning plan in place so that any student who cannot attend school because of COVID-19 does not miss out on learning.

This letter explains our plans for remote learning for children and young people (CYP) who have to self-isolate, or where local or national restrictions mean that pupils need to stay at home as announced by the Prime Minister on Monday evening.

It is worth sharing that all classes have students in school and therefore we are working on getting the balance right for everyone.

### **Our remote learning plan**

Our remote learning plan has been made with our pupils and their families in mind. We believe that this strategy will work best for the CYP at our school.

- Home learning will be provided which takes into account needs and strategies for how students' learn identified within their EHCPs such as; short tasks broken down into chunks, regulation breaks, repetition etc.
- Teaching videos/ links will be provided and, across the week, there will be learning in different areas of the appropriate curriculum.
- We welcome you and the CYP sending their work back and commenting on Google Classroom so that the team can check the learning and provide feedback as necessary.
- We will be in regular contact with you, so please make sure that your email address and phone number are up-to-date and you look out for communications from school.
- You will be able to request paper copies of the learning if you don't have access to the internet.
- Please do not worry as we will work closely with you and appreciate every family is different.

### **What you'll need at home**

Pupils will need to access remote learning and learn effectively at home. To do this, the following list will make the learning easier for you:

- We will be offering some lessons online using Google Classroom, G-Meet, Zoom or MS Teams. Class teams can advise on how to access these platforms.
- We will set out what equipment the pupils will need, e.g. a device that can access the internet, such as a laptop, desktop computer, tablet or smartphone



- List any materials that CYP will need, like stationery paper, physio equip, symbols etc. Please ask us if you need any resources sending home.
- Consider where the learning will take place, and space where your child is comfortable and safe in is ideal.

If you or your child does not have any of the above, please let us know as soon as possible so that we can help support you. **The DfE are currently supporting with additional data for mobile devices. Please get in touch if this would be of benefit.**

### **What we expect from your child**

We would love each CYP to engage with home learning where possible, but fully appreciate that 'bringing school to home' is problematic for many of our young people with complex needs so are happy to discuss alternatives.

If a CYP isn't engaging with the learning or you are having any issues, we'll use the following strategies to provide additional support:

- Increased phone calls home
- Increased support via the class team and wellbeing team if required

### **What you can do to help**

We appreciate that this situation will present challenges for you. We kindly ask for your support so that we can continue to provide high-quality education for your child during this time.

Some of our children may need support in accessing online materials and staying focused with their remote learning. We ask that you help them as much as you can.

At the same time, we don't expect you to carry out activities with your child all day. But, it would be really helpful if you can take an active role in your child's learning by asking them about their day and what they've learned.

We recognise our diverse population at Applefields but here are some tips shared by parents:

- Help your child to be ready to access their learning. A visual timetable may help, perhaps with some elements of choice.
- Distinguish between weekdays and weekends, and make it clear when the school tasks are over, to separate home and school life.
- Plan regulation breaks and exercise into the day to help keep your child active. If they are struggling, little and often is a good approach.

### **Use of live video and recordings**

In some instances we may use live classroom video links to support students to access the classroom sessions who are learning at home. We may also use pre-recorded sessions to deliver material to students to access at their convenience. If you would prefer for your son/ daughter to not take part in these sessions then please let the school office know.

### **Use of online platforms for communication between students**

In some classes, staff may facilitate a meeting using G-Meet, Zoom or Microsoft Teams. These lessons will again be for educational purposes and are designed to cover broad areas of the EHCP for communication and interaction, social and emotional mental health and cognition and learning. If you would prefer for your son/ daughter to not take part in these sessions then please let the school office know. Only 1-1 sessions will be recorded as a safeguarding

measure and the designated safeguarding leads will be the only ones to access this following a meeting. You would be informed of any 1-1 sessions prior to them taking place and can opt in or out at any time. An appropriate adult should be present/ within the vicinity during all meetings.

**Acceptable use and code of conduct**

Please consider what is being uploaded onto Google Classroom. Any photos/ videos should be in a public space e.g not a bedroom, have appropriate backgrounds e.g no personal information or propaganda, students should be dressed appropriately and act in a way that can be posted for other students/ staff to see. We will monitor each Google Classroom and take down anything that may cause offence.

Families/ students are not permitted to take stills or recordings of sessions and material should be used for learning purposes only. Sharing of material is strictly prohibited and this includes posting on social media.

Our policy for remote learning is available should you wish to receive a copy.

Please keep in touch with us and do let us know if you're having any difficulties with remote learning, or if you have any questions. You can contact me or the class teacher by emailing: [info@applefields.york.sch.uk](mailto:info@applefields.york.sch.uk) or by calling 01904 553900 and leaving us a message, and we will return your call.

Thank you for your continued support.

Yours faithfully,

Lydia Waites

Assistant Headteacher