



CASTERTON
SEDBERGH PREPARATORY
SCHOOL

REMOTE LEARNING GUIDE

Welcome to the Remote Learning Guide for Casterton, Sedbergh Prep School. We are proud to deliver the very best Sedberghian education for our younger children, while they remain at home, both in the UK and abroad.

As we reflect on both our own experience and that of colleagues around the world, we have refined our approach and embraced this period as an opportunity for growth. Remote learning is clearly different from our usual experience, but still encompasses a strong academic offering, careful pastoral care and a creative approach to extra-curricular activity.

Built to last, we know that this programme of study will stand the test of time.

Prep School pupils cover a huge range of growth and development from Reception through to Year 8, so it is important to recognise how this will influence the aims of our remote learning and the means by which they are achieved.

AIMS

All Year Groups

- Maintain exceptional progress in written English, reading and mathematics
- Build upon prior learning in humanities, STEM and creative arts
- Set age-appropriate limits on screen time
- Provide sensitive and individual pastoral care during a period of uncertainty
- Reinforce sense of Sedbergh staff, pupil and parent community through online interaction
- Motivate continued physical activity and good health
- Sustain engagement in extra-curricular activities
- Maintain wellbeing, happiness and love of learning

Reception to Year 2 (EYFS and Key Stage 1)

- Continue outstanding progress in phonics
- Provide sustainable experience for working families
- Maintain rehearsal of fine motor skills, including handwriting
- Maximise individual attention in small working groups
- Gather evidence of attainment and progress

Year 3 to Year 6 (Key Stage 2)

- Work towards independence in learning
- Maintain rehearsal of fine motor skills, including handwriting and typing
- Increase digital literacy and online collaboration
- Maintain breadth of curriculum

Year 7 and Year 8 (Key Stage 3)

- Foster independent learning in readiness for Year 9
- Build sophistication in digital literacy and online collaboration
- Develop fluency in touch typing
- Maintain breadth of curriculum

We have taken full advantage of our own short experience of remote learning; taking encouragement from the hugely positive response and learning lessons where necessary.

“We have been so impressed with the Microsoft Teams learning. The children have learnt a massive amount about collaborating online and learning in different styles.” Year 4 and Year 7 parent

REMOTE LEARNING PROCESSES

IT REQUIREMENTS

Reception to Year 3: These pupils will require access to a device to communicate with their teacher and class, to view video content from their teachers and to access materials required for their learning tasks. They will not, however, require constant access to a computer as the majority of their tasks will be paper-based.

Year 4 to Year 8: From Year 4 upwards, all pupils must have access to *their own* laptop or computer, which must support both Microsoft Teams and Zoom. This requires a camera and mic. Our parental feedback indicates that this is now the case for all pupils at the Prep School.

STAFFING

The timetable has been adjusted to suit remote learning; this has resulted in some minor adjustments to teachers' subject allocations. It follows that for some classes there has been a change of teacher for your child in certain subjects. In all cases, the remote teaching will be of the very highest order, delivered by experienced and specialist teachers.

ALL YEAR GROUPS

Form Periods: Every child will take part in a Form Period first thing in the morning and then again after lunch. More than just registration, this will provide a crucial aspect of each child's pastoral care.

Form Tutors: Will listen to both the successes and struggles of their individual tutees, feeding back to subject teachers where necessary, and children will have a much-needed chance to meet with each other and maintain friendships.

Assemblies and Services: An assembly video will be shared each Friday, to be viewed by pupils as part of their morning Tutor Period and will provide additional pastoral support and spiritual education.

Mix of Structure and Flexibility: All children have structured time in the morning, with activities timetabled for the afternoon to be completed at the convenience of each family. Importantly, the Prep and Senior School have adapted the same daily structure, so that lunch and timetabled lessons have all finished by 2.00pm. This provides families with children in both sections of the School the chance to exercise together.

Teacher Feedback: In Key Stages 2 and 3, teaching staff will be 'live' through Periods 1 to 4, carefully guiding pupils, answering questions, appearing on video calls and so on. In Reception and Key Stage 1, the teachers will be 'live' in Periods 1 to 3, with enrichment work set thereafter.

For lessons timetabled in the afternoon, staff will be available for feedback and questions between 2.00pm and 4.00pm, offering that flexibility to engage with those subjects as previously mentioned.

School Week: The school week will run from Monday to Friday, with weekends kept free for family time or enrichment activities as desired.

Sport: Sporting resources and space will vary from family to family. Initially, the School will gather information on individual circumstances, then build specific programmes for skill development and fitness for the pupils. Progress will be monitored and the next steps communicated. We are in the process of developing 'virtual inter-school competitions' in suitable sports.

Music, Art and Drama: Creative subjects will remain an important part of our pupils' weeks from Year 3 to Year 8, with specialist staff monitoring pupil progress and providing regular feedback. Lessons will be sympathetic to, but not limited by access to materials and resources.

Concerts: Pupils playing musical instruments and taking LAMDA lessons will still have the opportunity to perform via an alternative platform, to be pre-recorded and uploaded to the School's YouTube channel (see below).

House Competitions: The House Music Competition will be completed remotely and other initiatives such as the Sedbergh Prep Film Festival, Gardening Competitions and a virtual Sports Day will maintain the sense of House spirit.

Screen Time: Lessons will be a mix of offline and online, with pupils in younger years exposed to much less screen time. Pupils towards Years 7 and 8, inevitably, will experience greater screen time than usual, but we will monitor this carefully and adapt as necessary. A 'drop down' day where pupils come off regular timetable and come away from a screen to work on themed activity will be planned and implemented according to perceived need from the pupils.

RECEPTION TO YEAR 3

Routine: Each morning, class teachers will send an email to parents to communicate the learning tasks for the day ahead, including links to videos of the teachers introducing and modelling the tasks they want the children to complete.

The teachers will also schedule 'live' lessons during the course of the week using either Microsoft Teams or Zoom; the details of which will be included within the daily email.

Prep: Our Reception children will be expected to maintain their reading routine, reading with an adult each evening then recording this reading on Tapestry. Specific reading tasks and activities will be set by Mrs Baines.

Year 1 and 2 children will receive weekly spellings to learn, with a spelling test taking place each week. These children will also be expected to read each evening with specific reading tasks directed by Mrs Mason and Miss Adamson.

Year 3 children will receive a weekly English and Maths task which will either consolidate what they have learnt during the week or will introduce new learning for the week ahead.

"Just wanted to say a huge thank you to you and your staff for all you are doing for my daughter and all the other children. They are very lucky to have you all to inspire them to do the best they can." Year 1 parent

YEAR 4 TO YEAR 8

Microsoft Teams: The chief tool for remote education is Microsoft Teams. Pupils should communicate with their teachers via 'chats' on this channel and submit work the same way. Class Notebooks will become the digital version of their own pupil files or exercise books, with one for every subject they are taught.

Even where work is completed by hand, photographs should be returned via Teams and feedback provided through the same single source. For example, many pupils have Power Maths exercise books which are best completed by hand.

Children *must not* email work to staff, nor communicate to them via 'posts' on the Team landing page. This single source of communication is crucial to timely and effective feedback.

Google Classroom: This platform has already been established for English in Years 7 and 8 and so will remain in place *for these year groups and in this subject only*.

Prep: Year 4 children will receive a weekly English and Maths task which will either consolidate what they have learnt during the week or will introduce new learning for the week ahead.

In Years 5 to 8, pupils will be provided with a Pick and Mix task board with the majority of these tasks being offline and away from a screen. We will not set prep in the first week of term, while pupils become used to their new routine. Teachers in the core subjects of maths, English and science may require their pupils to revisit topics or take on additional challenges where necessary.

Wellbeing Survey: Pupils in Years 7 and 8 will be asked to complete an online wellbeing survey – GoVox – at regular intervals to allow staff to monitor their mental health. The survey is not appropriate for pupils in Key Stage 2 and below.

"(I) have been blown away by the effort that the Sedbergh School team have put in to making the pupils' learning: productive, interactive, engaging and fun. There has been such a variety of methods/techniques used: home videos, audio files, screen sharing, quizzes, prompt feedback....brilliant!" Year 6 parent

EXAMPLE TIMETABLES

Individual timetables will be emailed to parents before Saturday 18th April. It will be important that both pupils and parents have a clear understanding of their timetables and it is strongly suggested that these are on display in more than one venue around the home.

Reception to Year 2

8.30am	9.00am	9.50am	10.10am	11.00am	11.10am	12.00pm	12.40pm	1.30pm	2.00pm
Tutor Period	Phonics	Break	Maths	Transition	English	Lunch	Enrichment	Tutor Period	Sport

Year 3 and Year 4

8.30am	9.00am	9.50am	10.10am	11.00am	11.10am	12.00pm	12.40pm	1.30pm	2.00pm
Tutor Period	Phonics	Break	Maths	Transition	English	Lunch	Science	Tutor Period	Sport + Art

Year 5 to Year 8

8.30am	9.00am	9.50am	10.10am	11.00am	11.10am	12.00pm	12.40pm	1.30pm	2.00pm
Tutor Period	Maths	Break	English	Transition	Music	Lunch	History	Tutor Period	Sport + Drama

PARENT COMMUNICATION

The Prep School has always prided itself on its 'open door' approach to parental communication and it is vital to the remote learning programme that alternative channels of communication are sourced.

Parent / Teacher meetings: The Prep School will be arranging a range of 'virtual' Parent / Teacher meetings around Half Term in order to discuss pupils' engagement, attainment and wellbeing. Further details will be circulated in due course.

Summer Term Reports: Summer Term reports and the Space Profile for Year 8 will continue as normal.

Email: The first means of communication between parent and teacher should be email. For academic matters, please contact the subject teacher concerned and for any other concern please get in touch with the Form Tutor. For Years 4 and below, this will of course be the same individual. Staff will also need to create space away from their screen and so whilst they will respond to weekday emails within 24 hours, parents should not expect an immediate reply to emails sent in the afternoon or over the weekend, for instance.

Phone call / Video call: Where an issue remains unresolved, staff will schedule a phone or video call with either the parent on their own or alongside the child if appropriate.

"We have felt as though 'nothing is too much trouble' when we have communicated with staff."

Year 5 parent

INTERNET SAFETY

All pupils have been taught how to use the internet safely in a manner which was appropriate to their access at the Prep School. Given the changing circumstances, we will focus on revisiting these topics within the first week of the summer term, either through Form Periods or PSHEE lessons as appropriate.

Parents might be interested in reviewing the wealth of information to be found at a few key sites:

NSPCC Net aware: net-aware.org.uk/

Childnet: childnet.com/

National Online Safety: nationalonlinesafety.com/

PAID FOR LESSONS

Music and LAMDA: Individual music and LAMDA lessons will continue for the Summer Term via Zoom, whose audio and video capability is excellent and tolerant of low bandwidth. Pupils will still be able to work towards examinations and performances (see above).

EAL and IN: Mrs Airey has contacted those parents in receipt of these lessons and is drawing up a suitable timetable, teaching lessons in the afternoon where possible to avoid any clash with timetabled academic lessons.

HELP AND SUPPORT

If you have questions or queries about the use of Microsoft Teams for Remote Learning, there are a variety of sources of information and help / advice, including the links below from Microsoft:

[Distance Learning guide for Pupils](#)

[Distance Learning guide for Parents](#)

If you want some quick and easy guides on using any of the following Microsoft products, please use the links from the Microsoft website below:

OneDrive help: <https://support.office.com/en-gb/onedrive>

Word help: <https://support.office.com/en-gb/word>

PowerPoint help: <https://support.office.com/en-gb/powerpoint>

OneNote help: <https://support.office.com/en-gb/onenote>

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