



Walkwood

Church of England ⊕ Middle School



Home Learning Parents' and Carers' Guide

Overview

The provision of home learning has been thoughtfully planned so that the material can be delivered to pupils who have access to some form of computer, to pupils who are at home who need paper copies of the tasks and resources, or to pupils who are in school.

We understand how challenging it is for parents and carers to juggle their own work commitments with the needs of their children. We are not constructing a specific framework so that each household is able to work out what is best for the members therein. Our tasks are differentiated to account for aptitude and interest. What works for one person may not for another, so we are providing materials that can be used flexibly.

We have put in place the following:

- We set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects, planning a programme that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:

Key Stage 2: 3 hours a day (as an average); Key Stage 3: 4 hours a day (as an average)

- We provide a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.
- We provide explanations of content, provided by a teacher and/or through high quality curriculum resources.
- Teachers adjust the pace or difficulty of what is being set in response to questions or assessments including, where necessary, revising home learning material or simplifying explanations to ensure pupils' further understanding.
- We have systems for checking whether pupils are engaging with their work, and we will inform parents where engagement is a concern.
- We provide feedback using digitally facilitated or whole-class responses on ePraise where appropriate. (For pupils who are using paper resources, alternatives will apply.)
- We shall provide a planned, weekly tutor time where the tutors and tutor group can interact. The timings will be shared through ePraise. Attendance is optional due to timings being inconvenient for some and others not being able to join due to lack of appropriate devices.

As a school we will be using ePraise primarily to set our home learning tasks for pupils on a fortnightly basis.

It is recognised that not all pupils will have access to their own laptop or PC, and that whole families may be sharing such devices. Consequently, within each Home Learning pack, there are options for pupils to complete the work using paper and pen.

The Home Learning activities cover considerable scope so that some elements of the Home Learning are optional – this allows for some level of support for SEND pupils and for any pupils who need additional support with their learning. It also encourages the less motivated learner, who may relish a choice of task.

Star Challenge components are included within the Home Learning activities to allow and encourage more able pupils to be stretched in an achievable and realistic manner.



Does my child have to complete all of the tasks in all of the home learning packs?

No. You will see that there are three sections to each home learning pack – Silver, Gold and Star Challenge. This is to give pupils a choice of task and for you to easily support your child with which section seems right for them.

There is no expectation that all work must be completed, although we do want pupils to work hard and to give their home learning their best effort.

As the parent, you can decide when a sufficient amount has been done. We want the pupils to feel happy at home, so finding a balance between a good amount of effort (to help progress) and relaxation is key.

If my child gets stuck, will a teacher help?

Should a pupil get to a point where they cannot continue with a piece of work because they need some help, they should put that work to one side. There is no point worrying about something that they cannot do, and there will be other home learning that the pupil can get on with.

Pupils can email their teacher if they can say what they are stuck on and why. This written message can be responded to when the teacher is available.

For pupils who we know do not have access to the internet, then the teacher can call if a message is left for them by telephoning our reception staff.

Please be aware that teachers are working with pupils in school as well as managing home learning. It is unreasonable to expect an immediate response from a teacher. They will get back to you or the pupil when they are able to.

Will teachers provide feedback for my child's work?

Pupils are able to upload their work to ePraise, so teachers can then access their work and are able to provide written comments to the pupil. This written feedback will happen at least weekly. Guidance on the use of ePraise is supplied in Appendix 2.

Please be aware that staff are working in school as well as managing home learning. Also, not all teachers work full time so they are unavailable on the days they do not work.

How can I get paper copies of home learning back to teachers in school for marking?

We will provide a white 'drop box' for you near the front school gate (on the Feckenham Road entrance) where you can place any completed paperwork. Please ensure that the pupil's first name, year group and class are labelled on the pack so that it can be easily passed to the relevant teachers.

Will school contact me if my child is not completing any home learning?

Please expect that your child's subject teacher will follow up with any pupils who seem to not be engaging with home learning at all. They will contact you via phone or email to see what sort of further support might be necessary.

Safeguarding

All staff within our school recognise the priority which we give to safeguarding children; our school community has an active part to play in protecting pupils from harm. The safeguarding policy still applies.



We have taken measures to ensure our website is secure and all Home Learning content is quality assured by our Heads of Department. When using Walkwood Church of England Middle School resources, teachers continue to follow the safeguarding policies and procedures in place at school.

What if I don't have access to Microsoft Office or Office 365?

As part of our Microsoft licensing agreement, all pupils have access to an Office 365 account. This provides access to Office 365 online, with the option to install Office on up to 5 devices. Parents do not need to separately purchase these packages.

Pupils can access Office 365 by logging in as they normally would. By doing so they can email teachers if they get stuck.

Quick [start guides](#) for Microsoft products

Pupil support Centre – [online for Microsoft](#)

How can I protect my devices from viruses and malware?

Excellent information is available [here](#):

Also:

Protect devices from viruses and malware

National Cyber Security Centre

Protecting devices From viruses and malware

This page contains tips about how to protect your computers, laptops, smartphones and tablets from the damage caused by viruses and other types of malware. Following these steps will help keep your devices - and the information stored on them - free from harm. For more information, please refer to www.ncsc.gov.uk/antivirus

How can your devices get infected?

Viruses are a type of malicious software that can harm devices such as computers, laptops, smartphones and tablets. Once your device has been infected, this **malicious software** (also known as **malware**) can steal your data, erase it completely, or even prevent you from using your device. Devices can become infected by accidentally downloading an email attachment that contains malware, or by plugging in a USB stick that is already infected. You can even get infected by visiting a dodgy website. For these reasons, it's important that you **always use antivirus software on your laptops and PCs**. Smartphones and tablets don't need antivirus software, provided you **only install apps and software from official stores** such as Google Play and Apple's App Store.

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Turn on your antivirus product

Antivirus (AV) products detect and remove viruses and other kinds of malware from your computer, laptop or MAC, and should always be used.

- Make sure your AV product is turned on and up to date. Windows and iOS have built-in tools that provide suitable AV.
- New computers often come with a trial version of additional AV software. You may want to carry out your own research to find out if these products are right for you.
- Make sure your AV software is set to automatically scan all new files, such as those downloaded from the internet or stored on a USB stick, external hard drive, SD card, or other type of removable media.
- You don't need AV products on your smartphone or tablets, provided you only install apps from official stores.
- If you think your computer has been infected, open your AV software, and run a full scan. Follow any instructions given.
- If you receive a phone call offering help to remove viruses and malware your computer, hang up immediately (this is a common scam).

Keep all your IT devices up to date

Don't put off applying updates to your apps and your device's software; they include protection from viruses and other kinds of malware.

- Applying software updates is one of the most important things you can do to protect your devices. Update all apps and your device's operating system when you're prompted.
- Set all software and devices to update automatically, including your AV software.
- You should consider replacing devices that are no longer supported by manufacturers with newer models. You can search online to see how long your current device will be officially supported.

Only install official apps

Only download apps for smartphones and tablets from official stores (like Google Play or the App Store). Apps downloaded from official stores have been checked to provide protection from viruses and malware.

Download on the App Store
GET IT ON Google Play

www.ncsc.gov.uk [@NCSC](https://twitter.com/NCSC) [National Cyber Security Centre](https://www.facebook.com/NationalCyberSecurityCentre) [@cyberhq](https://www.instagram.com/cyberhq)



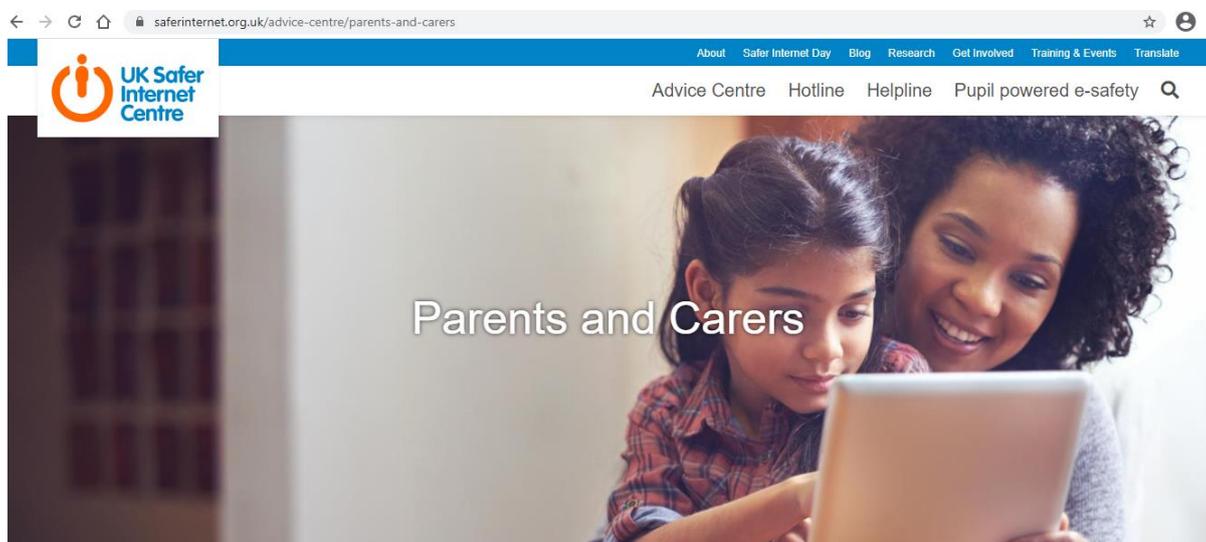
Will there any use of Microsoft Teams?

In the last lockdown, there were concerns about a 'digital divide' between families with access to laptops and those who did not have devices and may have struggled to get their children online at all. We are mindful of this, as well as having set times for pupils to be online can cause problems when there is only one device at home (our survey at the start of the year indicated this is the case).

Therefore, we shall use Teams only once a week, and this will be voluntary. It will be for a short 'tutor time'. In the pupils' version of this guide there is a help sheet on the etiquette that is expected when using Teams.

We are not live streaming teaching nor recording lessons as these also assume that all pupils have access to the internet. Our prepared resources are able to be used at home whether a pupil has internet access or not.

Keeping your child safe online



The following link contains a wealth of information for keeping your child safe online:
<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

Also on the same link you will find various blogs with current information linked to Home Learning.

Walkwood's website also has a number of links as well as guides [at the bottom of the page](#):

A Parents Guide to Instagram	Roblox Checklist
A Parents Guide to Snapchat	Instagram Checklist
A Parents Guide to Fortnite - Battle Royale	TikTok Checklist
Facebook Checklist	Do you know who is talking to your child leaflet
Twitter Checklist	Social media advice for teachers and parents
Snapchat Checklist	Oscar and the 3 Elves



REMOTE EDUCATION 10 TOP TIPS FOR PARENTS

Remote education ensures continuous learning outside the classroom. For parents and carers, remote education isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote education experience.

1. TAKE AN ACTIVE INTEREST IN YOUR CHILD'S LEARNING

As a parent or carer, your school may have explained how remote education works already, but children may still need help. Take an active interest in their learning and help support them whenever they need a helping hand.



2. MONITOR YOUR CHILD'S COMMUNICATION AND ONLINE ACTIVITY

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3. ESTABLISH A DAILY SCHEDULE AND ROUTINE

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4. ENCOURAGE SCREEN BREAKS AND PHYSICAL ACTIVITY AWAY FROM DEVICES

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks; however, it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5. ENSURE YOUR LEARNING DEVICE IS IN PUBLIC SPACE IN THE HOME

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral, with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6. IMPLEMENT SAFETY CONTROLS AND PRIVACY RESTRICTIONS ON APPS AND SOFTWARE

Dependant on how your school implements remote education, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7. ENSURE YOUR CHILD ONLY USES OFFICIAL SCHOOL COMMUNICATION CHANNELS

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8. FAMILIARISE YOURSELF WITH RELEVANT SCHOOL POLICIES

Schools should have a policy on remote education that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9. MAINTAIN FEEDBACK WITH TEACHERS

Engage in communication with teachers where possible, and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10. MONITOR YOUR CHILD'S WELLBEING AND MENTAL HEALTH

Remote education will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as they can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends every day might take its toll.



What if my child is reluctant to learn?

If your child is feeling a little overwhelmed, let them take regular breaks from their Home Learning. Talk to them about what they might be struggling with and please contact your child's subject teacher or tutor via email for help – they will be more than happy to email you back with some suggestions on how to adapt the learning to suit your child, or to arrange a mutually convenient time for a telephone chat with you.

Also, the following organisation has a plethora of information to help and guide families:

<https://youngminds.org.uk/find-help/for-parents/parents-guide-to-support-a-z/parents-guide-to-support-anxiety/>



Giving structure to your day at home will help children to know what to expect from their day.

For some children, routine and structure is what they need because this is what they are used to at school. However, this is not always the case for all children. The next few weeks will be very different for children of all ages and we have to remember that they will all take time to adjust to a new setting.

If your child is able to follow a set routine then it is important that they are on board and know what is happening. You could make a timetable with your child so you are all aware of what needs to be covered and when. There is an example of a schedule in Appendix 1.

Don't feel pressured to keep to the school daily routine as it may not work for your child. Maybe they could work in the mornings and then have more active afternoons doing P.E or music-related tasks.

Further tips and ideas can be found here:

[Tips for supporting parents and families](#)

[Structured learning at home](#)



Useful websites for further support during lockdown

Web address	Content
www.actionforhappiness.org	Website about happiness and different games to play, poems to read and quotes.
https://www.headspace.com/meditation/kids	Examples of ways to meditate and the benefits of this when feeling anxious.
https://www.bbcgoodfood.com/howto/guide/10-mindfulness-exercises-kids	Information about good food and exercise.
https://young.scot/get-informed/north-lanarkshire/50-things-to-do-while-in-lockdown	List of fun extra-curricular things to do in lockdown.
https://www.woodlandtrust.org.uk/blog/2021/01/lockdown-activities-kids-winter/	Exploring the outdoors while in lockdown.

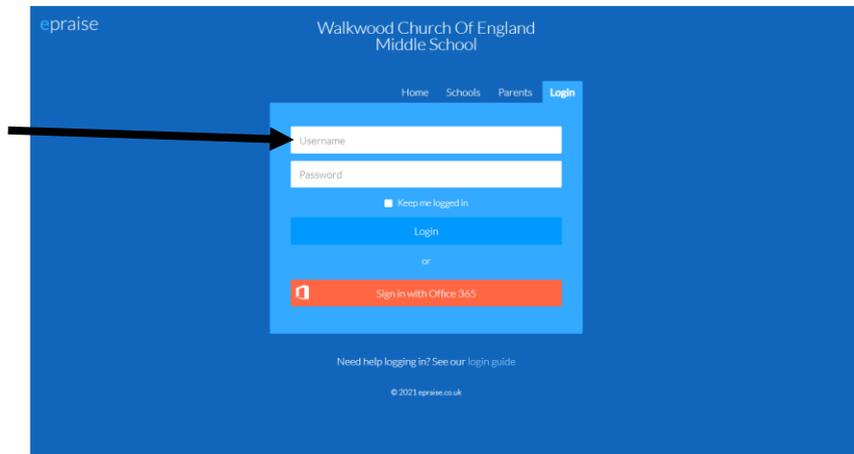


Appendix 1: ePraise

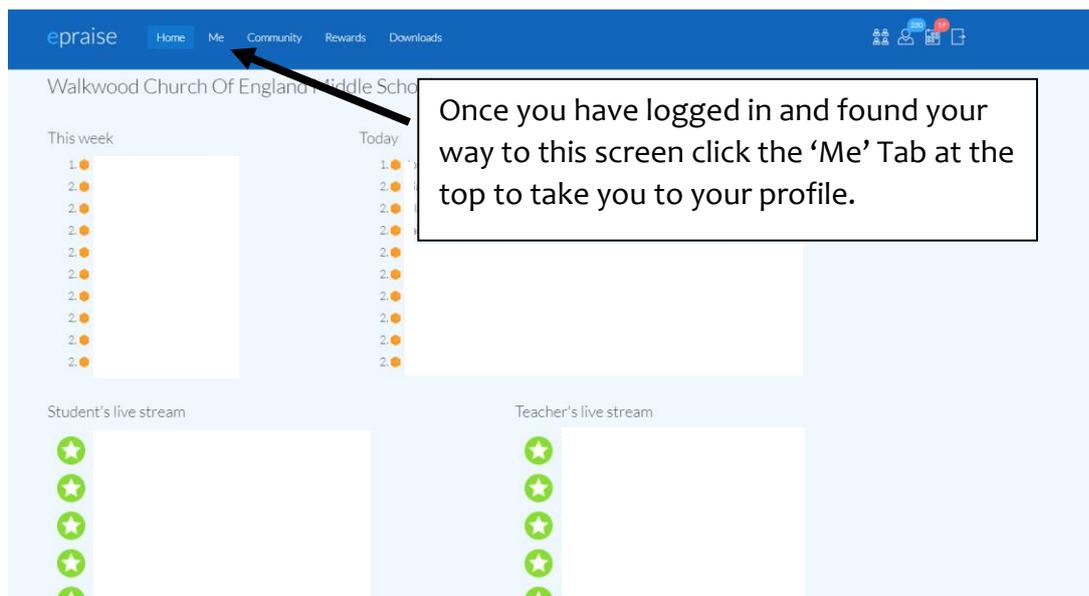
A summary of how pupils will access home learning

Logging into Epraise

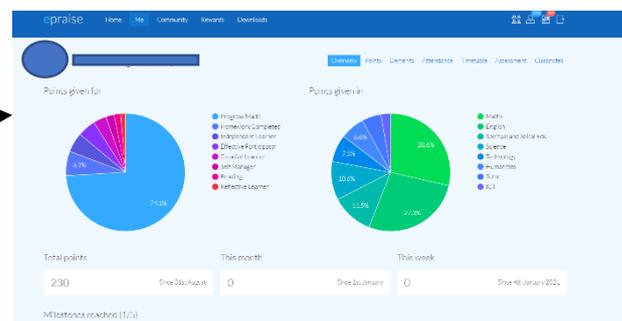
To start with log into Epraise using your username and password. Remember that this will be the username and password you use to log onto the school computers.



Accessing your home learning



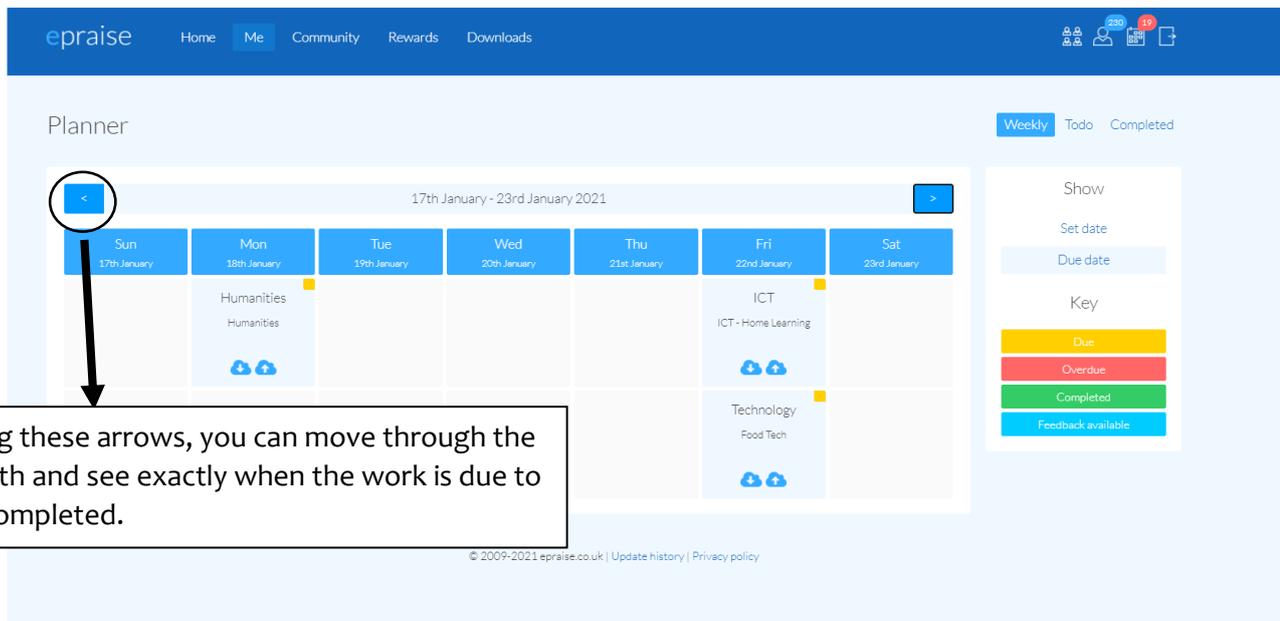
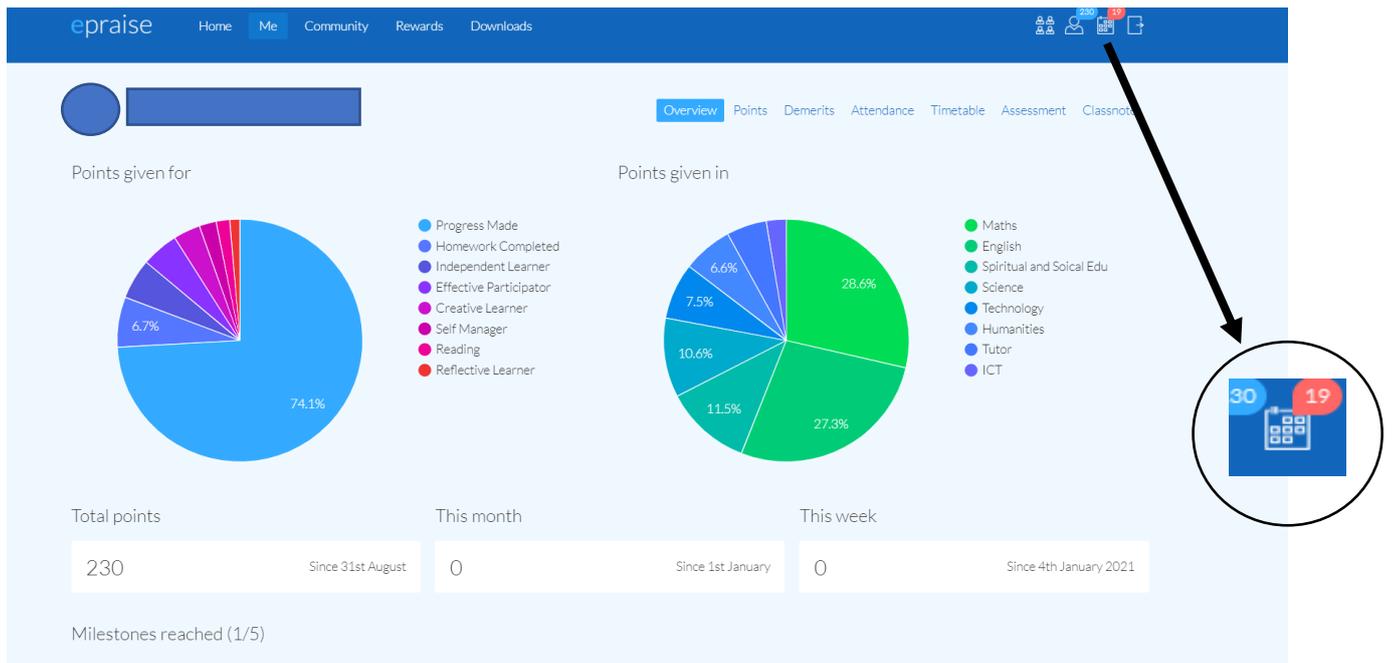
Your profile will then appear just like in the picture to the right



Once on your profile you are able to access all of your home learning quickly and easily one of two ways.

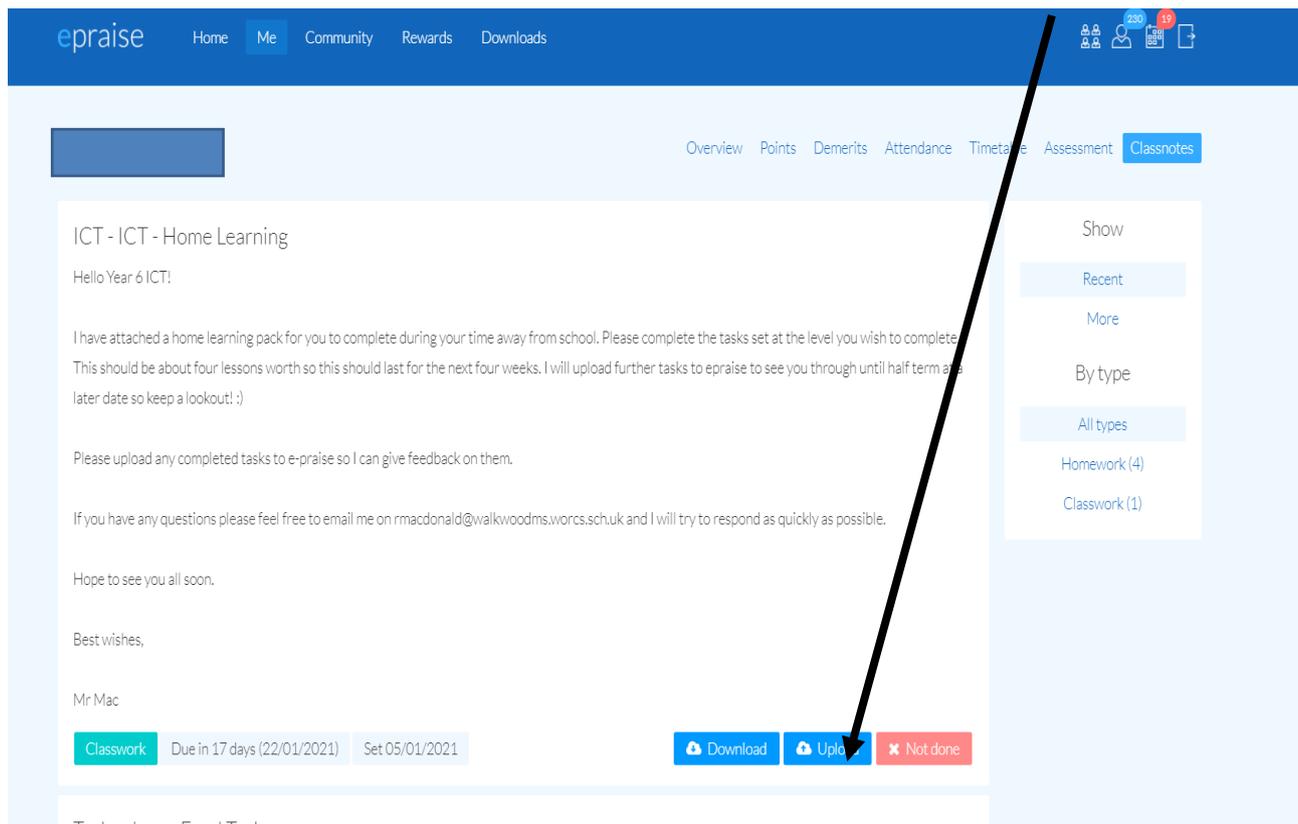


The second way of accessing your learning packs is through your 'Planner'

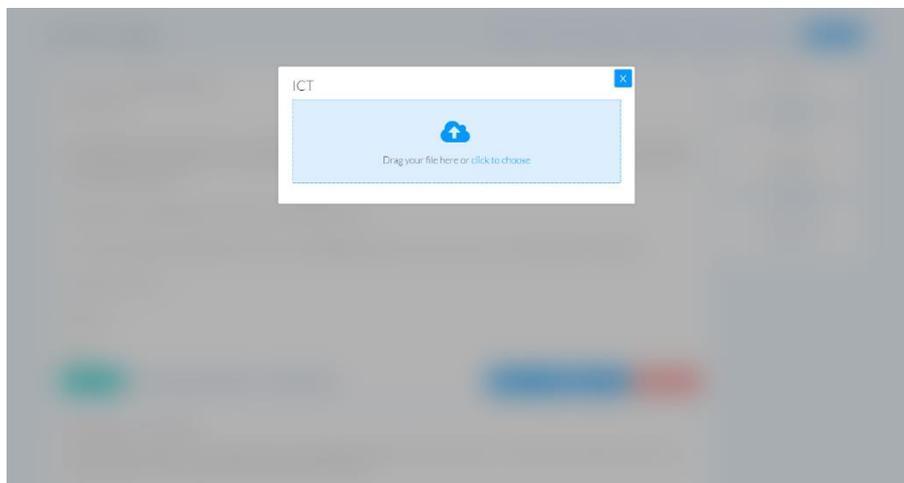


Uploading completed work to Epraise

To upload your completed work select the upload button found in the classnotes section.



Once you have clicked this button you will see this screen...



From here all you need to do is drag and drop your completed work (file) and this will then upload and save.

Alternatively, you can click the choose file button and select the piece of work you want to upload.



Appendix 2: possible home learning planner

	Monday	Tuesday	Wednesday	Thursday	Friday
09.00 – 09.40	English	Maths	English	Maths	English
Break					
09.50 – 10.30	Science	Humanities	Science	Humanities	Science
Break					
10.40 – 11.20	Humanities	SSE	Choice	SSE	Humanities
Break					
11.30 – 12.10	Choice	Choice	SSE	Choice	Choice
Lunch					
13.00 – 13.40	Maths	English	Maths	English	Maths
Break					
13.50 – 14.30	SSE	Reading	Choice	Reading	Choice
14.30 – 14.50	Reading	Choice	Reading	Choice	Reading



A blank version to match what is possible in your home:

	Monday	Tuesday	Wednesday	Thursday	Friday
Break					
Break					
Break					
Lunch					
Break					



Appendix 3: Home learning sheet for all subjects

	Subject:			Year group:	
	Topic:				
	Objective(s):				
	For fortnight beginning:		Link to curriculum:		
Fruit of Faith:		because			
Superhero:		when			
Silver standard  (1 Epraise point)	(Remember to note the points you will be awarded for each task)				
success					
Gold standard  (2 Epraise points)					
success					
Star challenge  (3 Epraise point)	(Remember to always challenge yourself and gain as many points as possible)				
success					



Appendix 4: Compulsory Teams etiquette for pupils



The word 'etiquette' means behaving in a socially acceptable way, or code of polite behaviour among members of a particular group. In Walkwood, this means applying the Fruits of Faith in online conversations.

When you are joining an online tutor time the following etiquette must be followed:

- Make sure that you are in a quiet, safe environment, free from distractions. Ideally, this should not be your bedroom.
- Make sure that you are dressed appropriately in clothes that would be suitable for a school non-uniform day – please ensure that you are not wearing anything which would cause you or others embarrassment or offence. Make sure that there is nothing in the background which might cause embarrassment or offence.
- You should let the rest of your household know when you will need access to the computer / device and will be involved in a “live” session.
- Just like in the classroom, it is rude to talk at the same time as the teacher. So, keep your microphone on mute unless you want to ask a question or say something. When you have got permission to speak, say what you want to say, and then mute your microphone again.
- You do not have to turn your camera on. Most pupils prefer to leave the camera on, but if you want to switch it off, you can.
- Interact with your teacher and other pupils respectfully and sensibly. Always use appropriate language.
- You must not record or take photos of teachers or pupils during Teams sessions.
- Be aware that, like with all Office 365 applications, anything posted on Teams can be accessed by school. You should not share personal information or make personal comments about other people.



Appendix 5: Fruits of Faith Challenge

<p>Friendliness We treat others as we would want to be treated.</p> <p>Do a kind act for someone else to help to brighten their day. Perhaps you could make a class playlist with everyone choosing an uplifting song so everyone can play it whilst they work.</p> 	<p>Forgiveness We accept an apology from someone, and offer one freely.</p> <p>Be gentle with yourself when you make mistakes. Do you need to make an apology? Sorry can go a long way.</p>	<p>Aspiration We look to be our very best and make the most of life.</p> <p>Can you teach yourself something new? Decide on a language for the day and learn the words for hello, thank you and any others you want to know.</p>	<p>Achievement We always try our best, so we can make the most of opportunities.</p> <p>Can you create a celebration cup? What have you achieved that you are proud of? E.g. being brave, finding ways to relax, learning who you can lean on for support.</p> 
<p>Inquisitiveness We think freely and in new ways, and explore new ideas.</p> <p>Take five minutes to sit still and just breathe.</p> <p>What ideas come to your mind?</p> <p>Think about new stuff you have come across within your home learning.</p>	<p>Inclusiveness We include other people, loving them even if we find liking them hard.</p> <p>Keep in touch with someone you can't see face to face. Use whatever technology you have available to connect with people you care about.</p> 	<p>Tolerance We accept the ideas and beliefs of others, even if they are not our own.</p> <p>Ask other people about things they've enjoyed recently</p>	<p>Thankfulness We give thanks for each other, and for what we learn together.</p> <p>Can you make someone a thank you card to explain why you are grateful? Maybe a poster to thank delivery drivers or NHS workers?</p> 
	<p>Honesty We tell the truth clearly and we are true to ourselves.</p> <p>Explore your well-being, think about recognising emotions and developing resilience. Try watching the following video and trying out some of the techniques they share or complete the activity sheets</p> <p>https://www.bbc.co.uk/teach/growth-mindset-and-wellbeing-lesson/z4g4382</p>	<p>Honour We show respect to others and know that all people are God's creation.</p> <p>Look for good in others and notice their strengths. Draw a strength 'family tree' either for your family, friends or class. Think about how these character strengths you all have can help you overcome challenges together.</p> 	

