

## Timetable & Lessons

Each year group has been issued a Remote Learning timetable for the Spring term. The 'School Day' runs from 08:45 until 15:00 with regular Live lessons during those hours. There is then the opportunity for pupils to undertake optional Independent Study (Endeavour Projects; House Competitions; reading sessions; responding to marking etc.) between 3pm and 4pm, should the pupils and parents so wish. Each year group's timetable shows the start time for lessons, which last 40-50 minutes. We encourage pupils to use the time between lessons to take a short movement, drink or toilet break. Each timetable is also colour coded, with lessons categorised into Red, Amber or Green.

Red lessons show 'expected attendance'. These lessons all begin with a live teaching introduction, and attendance on Meet at the start of the lesson will be expected. Tasks for 'red lessons' will be available from the lesson start time and work is due at the end of that same lesson (the same as it would be if we were in the classroom). Teachers will be available on the Meet throughout the lesson should pupils have any questions during the independent task.

Orange lessons show 'optional attendance'. These all begin with a live teaching introduction (Music and PE will be live throughout). Attendance on Meet at the start of the lesson and completion of the work is **optional**. Teachers will be available on the Meet throughout the lesson should pupils have any questions during the independent task. Tasks will be available via the Classroom from 8am each day. Work will be due by 4:30pm the same day. Wherever possible we strongly recommend that pupils utilise the Meets available as it can provide an invaluable opportunity to clarify any instructions or ask any questions they may have.

Green lessons show 'Independent sessions'. These lessons will involve pupils accessing typed or pre-recorded task information via the Classroom and completing the work at their own pace. Please note they should not be spending longer than the lesson duration on any given activity. Tasks are **optional** and will be available via the Classroom from 8am each day. Work will be due by 4:30pm the same day.

The rationale behind the approach outlined above is to provide flexibility for our pupils as individuals, to engage with the expected and to take on as many more Live lessons as they feel able to. This flexibility is also important for the families of our pupils. We are mindful that most parents' competing commitments are best served by having as much flexibility as possible in the working day, and we acknowledge that younger pupils will likely require more parental support than those in the Senior School. Therefore, beyond 'red lessons', your child's timetable can be used as a framework to plan their day, or be adapted to help you and them maintain a healthy balance of work, exercise, rest, play and family time.

## Marking

All work will need to be submitted on the day that it is set. This is to support pupils in managing their workload. Teachers will aim to mark all pieces of submitted work in a timely manner, providing feedback to help them reflect on their efforts and consider ways to improve. As in school, we expect children to engage with their feedback and respond to comments where appropriate.

## Registration & Assemblies

Each Wednesday morning a Prep School Assembly will be released on the Prep School Classroom stream. Children will be able to watch the assembly via a YouTube link. The assembly will be a platform for announcements to be made, certificates awarded, great

work acknowledged and some exciting competitions announced. It will also give us the opportunity to celebrate with those having a birthday! Additional announcements and celebratory occasions will be communicated on Twitter and Instagram throughout the week.

Form Time each morning at 08:45 is a 'red lesson' on the pupils' timetables. During this time the Form Teachers will register the pupils. If a pupil is not present, and we have not already heard from a parent to say that their child will not be in attendance, then the Form Teacher will send an email during the day to enquire about the absence. If children are ill they are not expected to join any Meets or undertake any assignments; the same as if school were running normally.

## Learning Development

Due to the demand of current Remote Learning timetables and to safeguard our staff and pupils, there will be no regular 1:1 learning support lessons with Learning Development at this current time. Where appropriate, some group support and targeted 2:1 catch ups with individuals will be put in place. If your child is invited to attend a group session, please encourage them to attend if they would like to, though it is important to note that these sessions are optional.

Despite 1:1 lessons not taking place, Learning Development is still available to support ANY child in the Prep school (not just those who were previously having 1:1 support). So if your child is struggling with accessing Remote Learning or wants help with a particular topic, please get in touch with Caroline Instone who is the Learning Development coordinator for Nursery to Year 6

[cinstone@dokschool.org](mailto:cinstone@dokschool.org).

There will be no charge for Learning Development support during the period of Remote Learning.