

Remote Learning Prep

A Guide

Timetabling

Teachers will set daily tasks before 8.00am for the subjects the children would normally have had in School on that particular day. We do not think it is reasonable to expect Prep children to stick to the precise timings of their class timetable during this remote learning period. We are also 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.

Your child's timetable can therefore 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. Some families may prefer to prioritise timetabling the core subjects (English, Maths and Science) at a particular time of the day when the children are more focused (typically the morning), or when you are more able to support them.

Subjects and workload

Children will be set work in the usual subjects to maintain their education and interest in a full curricular range. Being very familiar with each of their pupil's abilities, teachers will endeavour to set tasks at an appropriate level of challenge to be attempted by everyone as independently as possible. This term, each task's instructions will make it clear how long pupils should spend on each activity, as well as stipulating more clearly which ones are expected to be tackled by everyone, and which are extension tasks for those seeking more challenge or wish to spend additional time on a subject. We will remind pupils that they mustn't feel under pressure to complete every single task if they have struggled, run out of time or encountered other obstacles; we only expect them to try their best, and they must not worry if they can't complete everything.

Pupils should also take every possible step to look after their wellbeing. Should parents feel that their child needs any additional pastoral support, staff are always available by email. We also have our school counsellor and Rev. Kia available for consultation.

Deadlines and Marking

Most work will be given a two-day deadline (ie set on a Monday, due in on Wednesday). This should give pupils flexibility, but also help teachers to know when they can expect work to be ready for marking. Where tasks are given longer for completion, this will be clearly stated in the task instructions. 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.

Google Classroom

Tasks will be set for children in Google Classroom, where we have standardised the names of different Classrooms. Pupils will also have the opportunity to join a daily whole class 'live' lesson with their Form teacher via Google Meet - a safe platform closely integrated with Google Classroom. We are hopeful that the children will benefit from, and enjoy, having some direct, real-time contact with their teacher. These sessions will, at least initially, be loosely structured, to allow discussion of pastoral and academic matters according to changing need. Pupils are expected to attend, and an informal register will be taken, but children should not worry if they are unable to join and summary notes will be posted on the Form Google Classroom if necessary.

Pupils have now received information about how to join Google Meet sessions and Form teachers will guide pupils through the expected etiquette to help the sessions run as smoothly and productively as possible (technological gremlins notwithstanding!) Please bear in mind that teachers are also learning this new way of connecting with their pupils; and there will be inevitable bumps in the virtual road.

Learning Development

Learning Development will be working differently remotely and supporting pupils in accessing their classwork, and developing the different skills that remote working requires. No 1:1 work will be set but, if you feel your child needs any support, please email Caroline Instone who is coordinating Nursery to Year 6 at cinstone@dokschool.org. In certain year groups in Prep, there will be some targeted group support to help develop more general skills such as spelling, comprehension, touch typing and handwriting. If your child is invited to attend a group session, please encourage them to attend, as these lessons will help develop their skills to support access to the curriculum. There will be no charge for this support during the period of remote learning.

Assemblies

We will continue with the Prep School podcast, which will be posted weekly to the Prep School Classroom on a Wednesday morning. This 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! Continue to follow us on Twitter and Instagram for updates throughout the week. The health and wellbeing of pupils and their families is of the utmost importance. If pupils become too unwell to tackle remote learning tasks, please drop the Form teacher an email, so we can keep track of 'attendance'.

Finally, please email or call if you have any problems whatsoever. office@dokschool.org or 01483 277313.