



# VIRTUAL CRANLEIGH GUIDANCE FOR PARENTS



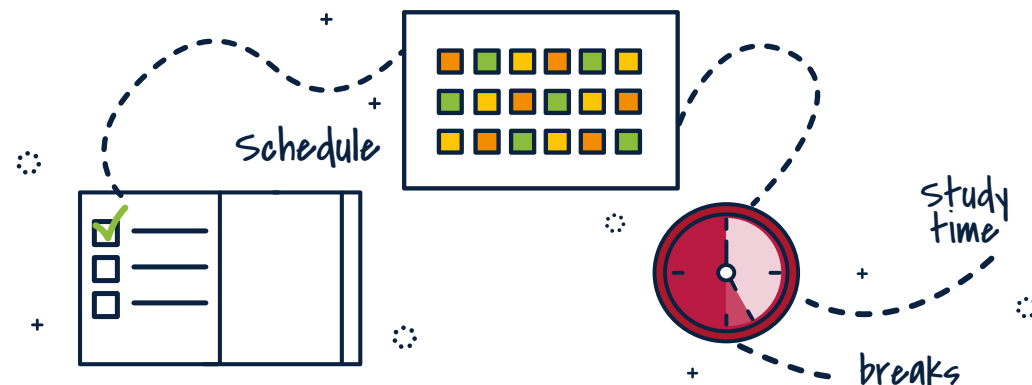


## GUIDANCE FOR PARENTS

The most important aspect of remote learning is to ensure that the children continue to feel supported and connected to Cranleigh Prep. We will provide the best educational experience that we are able to provide remotely. We are aware that some children thrive on virtual learning and others may struggle. Much of what we learnt from the Summer term of 2020 has been invaluable in helping us to ensure we have a system that works as well as possible for each child.

Our staff have spent a great deal of time over the last year training and developing their technical skills to facilitate online learning. We shall continue to expect high engagement effort from the children. The more effort they put in, the more they will get from their remote learning.

However, we also understand that the current climate can be challenging. The most important thing is that they are comfortable, engaged and happy and that they feel supported by their teachers and parents. This guidance is intended to help you support them in their journey.



### CURRICULUM

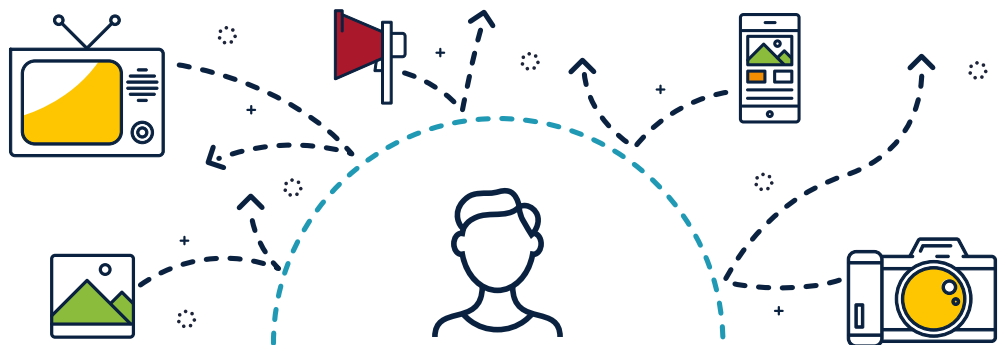
There are many aspects to learning which take place away from a classroom. Sometimes virtual learning will be in real time, with a group of children and teachers, and sometimes it will be independent. But in almost all cases throughout the working lesson there will be a teacher available on GMeet to help with any questions or difficulties. This balance across the timetable is vital for children, both in terms of consolidating their learning and in managing time away from screens.

Teachers will use a variety of methods to deliver lesson content, collect and assess work and provide feedback. Please spend some time looking at our Virtual Learning Environment, Firefly, so that you can see and understand the wealth of resources and information it contains. Separate communications have been issued regarding using Firefly, etc. All our parent platforms are accessible via the Parent Portal.

There are useful tools and reminders if you go to Firefly and click on Resources > Distance Learning (2020-2021) > Further Support -Pupils

<https://cranprep.fireflycloud.net/further-support---pupils>





### ROUTINES

Establishing a routine is vital to the success of online learning and children who stick to the timetable and treat the day as much like school as possible will have the best experience remotely. Parents who are engaged and interested in their child's learning will help them to achieve higher standards.

### TIMING

Children should start each day by checking their timetable. Depending on the day of the week they should then either join their Tutor meeting or Chapel or get themselves ready for the day by going through their lesson plans and doing any printing required. Tutor meetings will take place at least three times a week, at 8.15am on Mondays and Fridays and at least one other time, to be decided by the individual Tutor.

### CHECK-IN

Try to start and finish each day by checking in with your child, discussing their learning and asking what support they need.

### MONITOR

Monitor how much time your child is spending on-line. As far as possible try to encourage breaks and free time to be spent away from screens and be strong in setting limitations on gaming and use of smartphones. We would not expect children to sit in front of a screen for five or six hours if they were in school, it's not healthy.



### BREAKS

Ensure that breaks and free time are spent away from screens and in the fresh air as much as possible. Children should be taking regular exercise as part of the school day, as they would in school.

### STANDARDS

Ensure the children continue to have high expectations of their academic work. Behaviour and dress code remain important. Whilst uniform is not necessary, appropriate dress will be required.

### STUDY SPACE

Try to establish a regular study space, ideally not a bedroom, that is quiet and has a good Wi-Fi signal. The best study spaces are not closed away and are places where adults occasionally pass.

### TECHNICAL SKILLS

Most platforms and systems will be familiar from the last period of remote learning. If your child has any difficulties don't panic, look at Mr Stroud's 'how to' videos.

<https://cranprep.fireflycloud.net/further-support---pupils/firely-vle-walkthrough-videos>



## SAFEGUARDING AND COMMUNICATION

During the period of remote learning, the following points should be adhered to. Please read this with your child and ensure it is understood. Please also familiarise yourself with our Safeguarding and Use of IT Policies, both of which can be found on the school website.

- Please ensure children only use the platforms authorised by school for uploading and sharing work.
- Please ensure children are dressed appropriate for the working day when video communication is being used, and on time for live lessons.
- Children will not take part in any live one-to-one lessons with a teacher unless this has been prearranged with you and another member of staff has been informed.
- Parents and pupils must not record any online interactions, activities or tutorials.
- The environment for video lessons must be appropriate with nothing personally identifiable.
- Please ensure children always use professional and appropriate language when communicating with staff.
- Remind your children that they must always be kind when online. If children are communicating negatively or inappropriately during a live lesson it will be terminated and reported.
- Please ensure that only school communications channels are used for communication with staff.
- Please ensure that children do not post anything defamatory regarding the school that may impact its reputation on any social media platforms.
- Please ensure that GMeets are kept to children only. Parents should not attempt to join these unless previously agreed via email.
- Children should stick to the timetable and not be completing work at unsociable hours.
- Parents and children should not record, share or comment on public forums about individual teachers.



## HELP AND SUPPORT

For general questions around academic provision: **Your child's Form Tutor**

For technical support: **Mr Tom Stroud (ts2@cranprep.org)** although do try self-help first and look at <https://cranprep.fireflycloud.net/further-support---pupils>

To report an absence or illness: **The online registration system** or via **Form Tutors**, or **Mrs Emma Lewis (efl@cranprep.org)**

For safeguarding concerns: **Mrs Emma Lewis (efl@cranprep.org)**