

CJA/KMC

November 2020

Dear Parent / Carer,

As you may be aware, schools are required to have a remote learning plan in place so that any child who cannot attend school because of COVID-19 does not miss out on their learning. This letter explains how remote learning will take place for Caldew students who have to self-isolate, or where local or national restrictions mean that students need to stay at home.

Remote Learning

We have designed our remote learning with our students and their families in mind. We believe that this strategy will work best for the children at our school. We have introduced Firefly to deliver any remote learning that may be needed during this disruption. While the typical school day may be disrupted, learning does not have to be. It will look different, but we believe we can still offer valuable learning opportunities for all students through Firefly.

Firefly is an online platform for students and parents. You can access it from your PC, Mac, tablet or smartphone. Our website URL is: caldew.fireflycloud.net. Your child has been given their details to gain access. If for any reason your child cannot gain access, please go to our website: www.caldew.cumbria.sch.uk. Under the "Student" Tab you will find access to a page on "Remote Learning". Please look at the help and advice on this page.

On Firefly, you will be able to access the following:

- Our online classes through video conferencing
- Class learning materials
- Homework details
- Marks & feedback

Individual students who are unable to attend school due to Covid 19

- Teachers will deliver remote learning via Firefly for students. This will be in the form of constructive written work and tasks. The tasks will be set **within 24 hours** of the student being recorded as absent from each of their lessons. We suggest that they follow their school timetables to see what subjects should have been set on each day.
- This will allow students to continue with their work whilst being absent and will enable them to continue with their current curriculum learning.

Class or year group Bubble unable to attend school due to Covid 19

If for any reason whole classes or year group bubbles were working from home, then remote learning will be provided by the school.

- Teachers will deliver remote learning via Firefly for the classes not in school every lesson. This will be in the form of constructive written work and tasks.
- In addition to this, teachers may also: *Live stream their lesson (record and upload this to Firefly in case students miss the allotted time), Pre-record all/part of their lessons and upload to Firefly or use Oak National Academy (or equivalent) lessons and link to Firefly.*
- Teachers will also ensure that they assess and feedback to students in accordance with school guidance.

All of the above will be set via Firefly. All lessons, all work and all messages from teachers will come through here.

HEADTEACHER VJ JACKSON BSc (Hons) | DEPUTY HEADTEACHER PD HAMMOND BSc (Hons) | DEPUTY HEADTEACHER CJ ATKINSON BA (Hons)

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What your child is expected to do

Students will be expected to be able to:

- **Log into their school email address.**
- **Log into their Firefly account.**
- **Access Microsoft Office Tools such as Word/Excel/PowerPoint and Teams for live streamed lessons / meetings.**

At Caldew School, students have free access to all of the above. If you have any difficulty with any of the above, please go to our website: www.caldew.cumbria.sch.uk. Under the "Student" Tab you will find access to a page on "Remote Learning". Please look at the help and advice on this page.

What you'll need at home

- Students will need a device that can access the internet, such as a laptop, desktop computer, tablet or smartphone.
- Students will also need certain materials like a notebook, pens, pencils, etc.
- Students will also need a quiet space where they can work without interruption.

No access to devices/internet?

Where necessary, we will also provide printed resources, such as textbooks and workbooks, for students who do not have suitable online access. If your child does not have any of the above, please let us know as soon as possible so that we can support you.

What we expect from your child

It is important that your child engages with home learning and completes the tasks that are set in order to continue their education and allow them to access the curriculum.

What you can do to help

We appreciate that if this situation arises, it may present some challenges for you. We kindly ask for your support so that we can continue to provide high-quality education for your child during this time.

Please make sure that your child can access Firefly and knows their login details and password.

We don't expect you to watch your child all day, and we wouldn't expect parents/carers to get involved in remote lessons in place of our teachers. But, it would be really helpful if you can take an active role in your child's learning by asking them about their day and what work they've done.

Please keep in touch with us and do let us know if you're having any difficulties with remote learning, or if you have any questions. You can contact your child's tutor in the first instance or their Head of Year.

Thank you for your continued support.

Yours Sincerely,

C Atkinson

Claire Atkinson
Deputy Headteacher

Frequently Asked Questions

My child cannot get onto Firefly! What should I do?

Please go to our website: www.caldew.cumbria.sch.uk. Under the "Student" Tab you will find access to a page on "Remote Learning". Please look at the help and advice on this page.

My child is on Firefly but is unsure about how to work it. What should I do?

Firefly has its own help and advice section. If you click on the question mark at the bottom left of the page you will have the option to go to the help centre to get answers to your questions or you can also contact them for support.

My child is absent for COVID reasons and I have phoned school but there is no work set yet.

Where is it?

Work will be set for students in each of their lessons within 24 hours. Therefore, there will be a 24 hour delay for work. We suggest students follow their timetables but bear in mind they will be working on the day before. So for example, if it is Wednesday they should look at their Tuesday timetable as the work should be there for that day.

How does my child get onto an online lesson?

All online lessons take place through Microsoft Teams. Teachers will send a link to your child through Firefly if they are having a live lesson. To find out how to access Teams please go to our website: www.caldew.cumbria.sch.uk. Under the "Student" Tab you will find access to a page on "Remote Learning". Please look at the help and advice on this page.

We don't have Microsoft Word or PowerPoint at home so how can my child send work back?

All students at Caldew have free access to Microsoft Office which includes Word, PowerPoint, Excel, Teams, etc. To find out how to access Microsoft Office, please go to our website: www.caldew.cumbria.sch.uk. Under the "Student" Tab you will find access to a page on "Remote Learning". Please look at the help and advice on this page.

I don't have a laptop for my child to use.

Firefly works on a PC, Mac, tablet or smartphone. However, if you do not have any of these devices please call school and speak to your Head of Year so that we can organise something for your child.

Can I ask teachers for help if I need to and how should I do this?

Absolutely! All questions should be sent back through Firefly. This is the only means by which teachers and students will be communicating with each other. Please do not use email. Firefly allows you to message your teacher if you are struggling with any aspect of the work.