Roundwood
PRIMARY SCHOOL

Remote Learning

Reviewed March 2026

The Aim of this Policy

To continue to provide an ambitious and broad curriculum in all subjects at Roundwood Primary school where face-to-face sessions cannot be facilitated at school*.

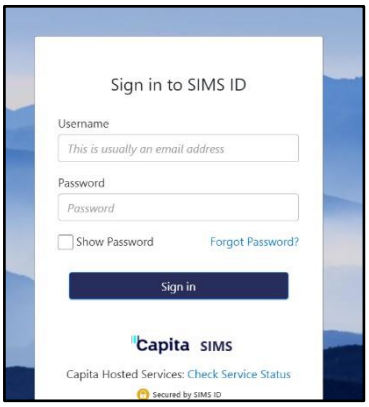
Remote Learning platform

Once receiving your child's username and password for our online learning platform please follow the details below.

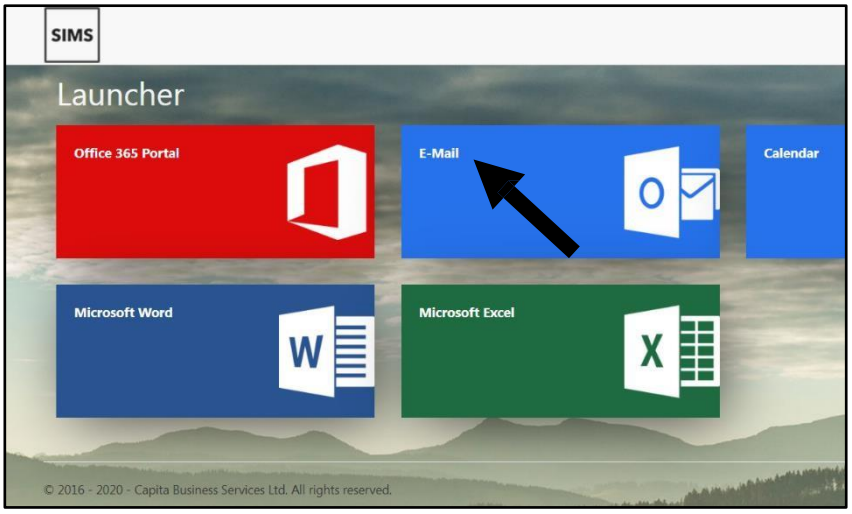
The platform we have chosen to use is linked to our e-mail provider – Office 365 – ***Microsoft Teams.*** Due to being familiar with this system and already using as staff members, it made it easier to sync with pupils and to practice setting online learning.

In the past, some parents have voiced their concerns with regards to pupils having an e-mail address. We want to reassure you that the children will not be using the e-mail function it is purely to activate the account and link them to their class. You are also going to be asked to change the password from the one listed above which means you can have complete ownership of the e-mail account and manage access and security as you see appropriate .

To activate the account please visit:
https://sts.sims.co.uk/login?signin=cec265e7c438b4261b1ee76bf25bdc0e



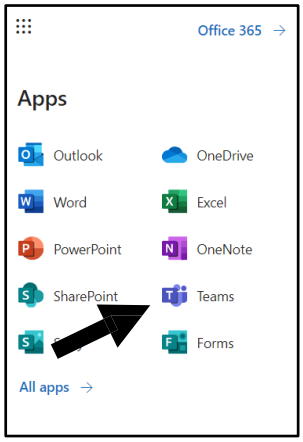
Use the log on details we have provided you with, you will then be prompted to change the password.



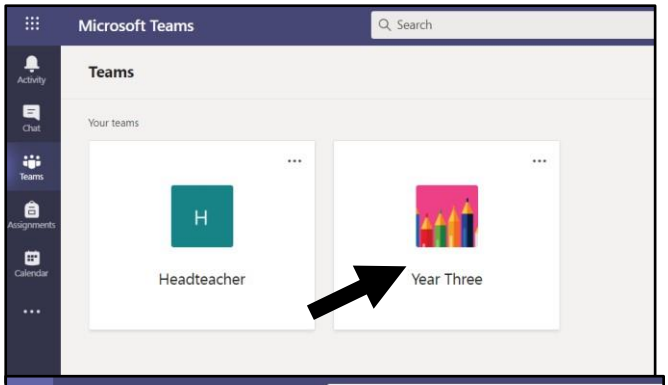
Once this is done, you need to click on Email

This will take you into your child's e-mails – this will not be used but you need to access teams by clicking on the 9 dots in the left hand corner

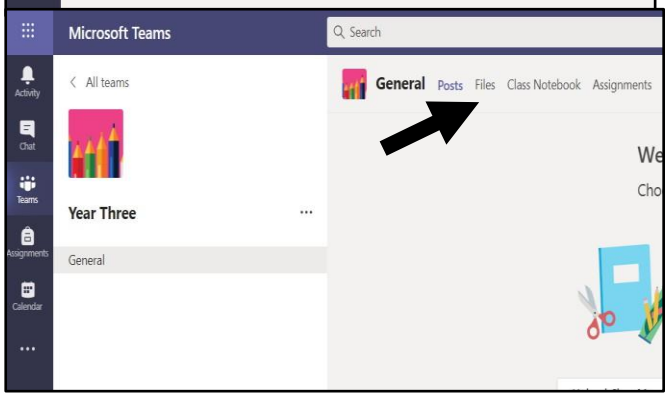




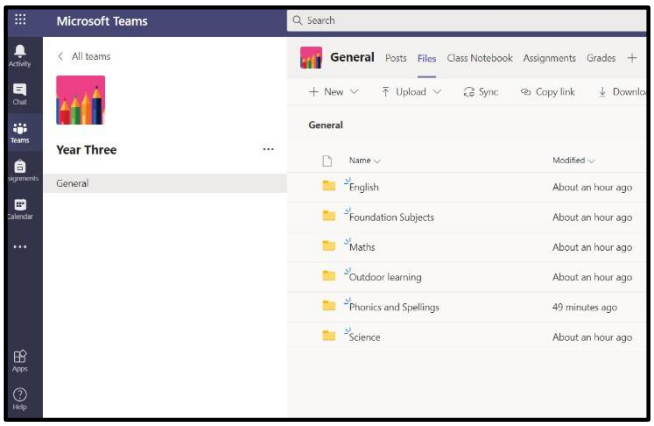
This will bring up the following apps, you need to click on teams.



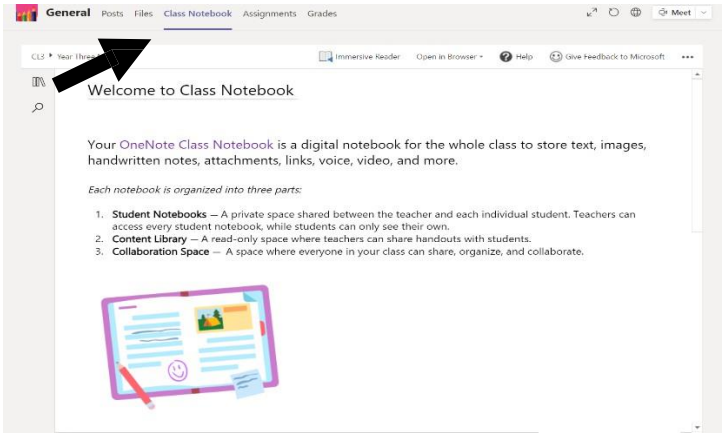
This will then bring you into the main Teams page where your class is displayed. You need to click on your class folder. (Year 3 is being used as an example).



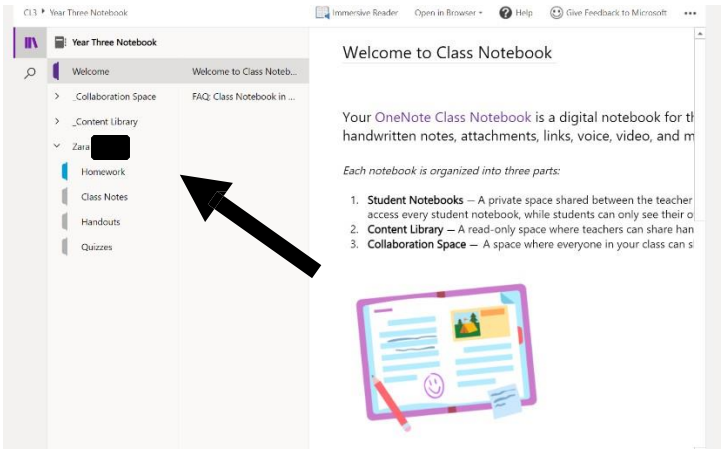
You then need to click on files which is located next to posts in General



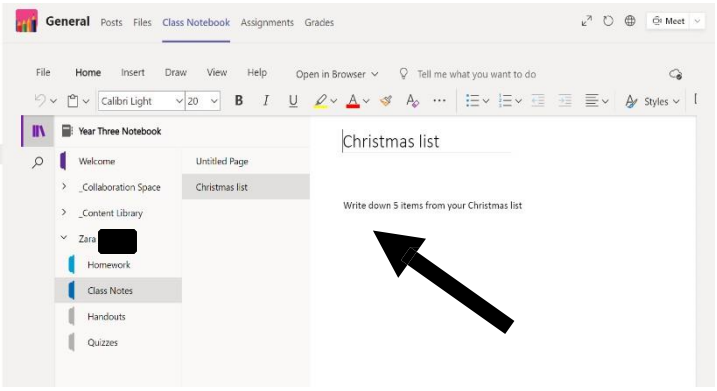
Within files, each subject is clearly displayed and this is where your child's work will be assigned.



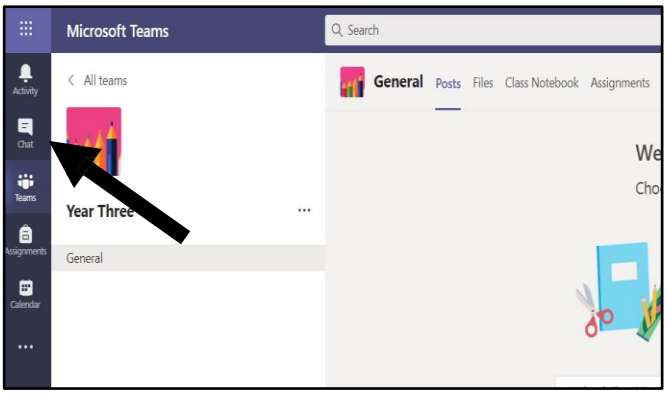
Next click on Class Notebook, this is where your child can be assigned personalised work, upload their work and work collaboratively with classmates. This is almost like a scrap book, but your child can upload pictures, videos and completed worksheets to their own folders.



You can see each child has its own folder. This is almost like a scrapbook, your child can upload pictures, videos and completed worksheets to their own folders – which are then viewed and marked by their teacher.



Here is an example of a Christmas list activity. Set by the teacher, your child can write their responses directly onto the document.



Your teacher will be available daily to support via the chats icon so if you have any questions; or need any support please send them a message.

We hope you do not encounter any difficulties or technical issues. However, if this is the case please e-mail office@roundwood.bucks.sch.uk and report the issue so we can help you as soon as possible.

Expected daily / weekly work content

Below details the minimum expectation, in each subject including lesson videos and tasks, of home learning required by each teacher:

Videos

Subject	EYFS	KS1	KS2
Phonics	1 video per day	1 video per day	
Spellings			1 video per week
CLL, English	1 video per day	1 video per day	1 video per day
Number, Maths	1 video per day	1 video per day	1 video per day

Tasks

Subject	EYFS	KS1	KS2
Outdoor Learning	1 task per week	1 task per week	1 task per week
Phonics	1 task per day	1 task per day	
Spellings			1 task per week
CLL, English	1 task per day	1 task per day	1 task per day
Number, Maths	1 task per day	1 task per day	1 task per day
Expressive Arts/DT/ Art	1 task per week	1 task per week	1 task per week
Understanding the world/ Geography / History	1 task per week	1 task per week	1 task per week
PSED/PSHE/ RE	1 task per week	1 task per week	1 task per week

There is an expectation that all work submitted will have a teacher comment made against it.

***Please note this policy does not cover one off periods of absence for pupils at home.**