TSPS Distance Learning Guidance for Parents

1. Purpose of This Document

This guidance outlines how distance learning is delivered at TSPS, ensuring:

- Continuity of high-quality education
- Student wellbeing and safety
- Strong communication with families
- A consistent and supportive learning experience

2. TSPS Educational Online Learning Philosophy

At The Sheffield Private School (TSPS), our online learning is designed to deliver a high-quality, inclusive, and engaging education, ensuring every student continues to thrive academically and emotionally.

Our Approach focuses on:

TSPS online learning, driven by HPL, develops deep thinkers, independent learners, and successful individuals.

3. Whole School Learning Model

Our distance learning strategy is tiered by educational stage to ensure students receive age-appropriate support and academic rigour.

Phase	Learning Approach
FS – KS2	Wellbeing-led, flexible, developmentally appropriate
KS3	Blended learning with growing independence
KS4	Predominantly live teaching
KS5	Highly structured live academic learning

4. Phase-wise Distance Learning Overview

The following table outlines the balance between synchronous (live) and asynchronous (independent) learning across the school.

Phase	Learning Model	Live Interactions	Independent Learning	Key Focus
FS	Play-based + asynchronous	Brief check-ins	Majority practical	Routine & wellbeing
KS1	Structured + flexible	1–2 daily	Guided tasks	Student Engagement
KS2	Blended	Scheduled core lessons	Guided application	Independence
KS3	Blended	Majority of the timetable	Subject based task	Independence
KS4	Mostly live	Majority of the timetable	Exam practice	GCSE preparation
KS5	Predominantly live	Comprehensive live lessons	Independent study	A-Level mastery

Our model ensures a scaffolded journey toward High Performance, systematically developing Agile and Hard-working learners who embrace increasing complexity and independence.

5. What does learning looks like at TSPS?

Our school day is structured to ensure a balance of live learning, independent work, and wellbeing, adapted to each phase

5.1 Primary Distance Learning – What Will My Child's Day Look Like?

Stage	Foundation Stage (FS)	KS1 (Years 1–2)	KS2 (Years 3–6)
Start of the Day	Flexible start with a short check-in	Morning check-in	Morning check-in
Learning Time	Play-based activities guided by teacher videos	English & Maths lessons (recorded + some live)	Recorded + some live lessons with follow-up tasks
Activities	Hands-on, practical tasks	Guided work with some independence	More independent work after lessons
Live Interaction	Short live sessions (story time, check-in)	Daily interaction with teacher	Daily interaction with teacher
Breaks	Lots of play and off-screen time	Regular breaks	Regular breaks
Afternoon	Free play and simple activities	Reading, topic or story session	Foundation subjects (science, etc.)
Support & Feedback	Parent and teacher support	Daily teacher feedback	Feedback and reflection from teacher
Screen Time	Very limited	Moderate	Balanced and managed

5.2 Secondary Distance Learning – What Will My Child's Day Look Like?

Stage	KS3 (Years 7–9)	KS4 (Years 10–11)	KS5 (Years 12–13)
Focus	Building independence	GCSE preparation	A-Level preparation
Start of the Day	Full timetable begins	Full timetable (mostly live)	Full timetable (mostly live)
Learning Style	Mix of live teaching + independent work	Mostly live teaching + independent work	Mostly live teaching + independent work
During Lessons	Teacher explains → students work independently	Teacher-led lessons + exam practice	Advanced learning, analysis & discussion
Student Work	Independent work during lessons	Past papers and exam-style questions	Independent study and research
Teacher Support	Ongoing support and discussion	High interaction, questioning & feedback	Mentoring and academic guidance
End of Lesson	Check for understanding (plenary)	Assessment and feedback	Reflection and deeper understanding
Overall Approach	Blended learning, growing independence	Structured and exam-focused	Structured and exam-focused

Key Reminders

- All live lessons will follow the regular TSPS timetable timings to ensure consistency and routine for students.
- 90-minute lessons (block lessons) will finish 10 minutes early to allow students time for movement and rest breaks.
- 45-minute lessons will finish 5 minutes early to provide short breaks between sessions.

These adjustments are designed to support student wellbeing, focus, and sustained engagement throughout the day.

6. Support for Students with Additional Needs (SEN)

At TSPS, we are committed to ensuring that all students, including those with additional needs, continue to feel **supported, included, and successful** during distance learning.

What support will look like:

- **Inclusive teaching in online lessons**
  Teachers will continue to adapt lessons and provide appropriate support to meet individual learning needs.

- **Targeted SEN support**
  SEN teachers may provide additional help through:
  - ✓ Small group sessions
  - ✓ Guided tasks
  - ✓ Follow-up check-ins
- **Monitoring progress**- Individual Education Plan (IEP) targets will continue to be reviewed through students' work and engagement.

- **Regular communication with parents**- We will stay in touch to ensure support strategies are consistent between home and school.

- **Wellbeing check-ins**
  Students who need extra support may receive additional wellbeing or progress check-ins from the Inclusion Team.

- **Ongoing monitoring and support**
  Teachers will closely monitor engagement and progress, and any concerns will be addressed promptly.

7. Supporting Your Child's Wellbeing at TSPS

At The Sheffield Private School, we know that happy children learn best. Our "Wellbeing First" approach ensures that even during distance learning, your child feels connected, supported, and ready to achieve their best through High Performance Learning (HPL).

7.1. Constant Connection & Care

We prioritise the "human" side of digital learning to keep students motivated and organised.

- **Daily Check-ins**: Every student has a regular touchpoint with their Pastoral team to build Intellectual Confidence and stay on track.
- **Tailored Pastoral Support**: Our dedicated pastoral team provides small-group sessions for students who need an extra boost in Resilience.
- **Counselling Services**: Confidential, professional support is always available for students' navigating anxiety or emotional challenges.

7.2. The TSPS Family Partnership

We believe in a Collaborative triangle between **the student, the school, and the home**.

- **Open Communication**: We keep you informed and are always ready to listen. Early conversation helps us provide the right support at the right time.
- **Agile Response**: If circumstances change at home, our team is Agile and ready to adapt to your family's needs.

7.3. Healthy Habits for High Performance

Success requires a balanced mind and body. We encourage all students to practice Hard-working study habits alongside:

- **Screen Breaks**: Scheduled time away from devices to refresh the eyes and mind.
- **Active Movement**: Encouraging physical activity to keep energy levels high.
- **Social Time**: Facilitated digital spaces where students can practice Empathy and stay connected with friends.

7.4. Need a helping hand?

If you or your child needs additional support, we are here for you. Please reach out to your Class Teacher, Form Tutor, or Head of Year as your first point of contact. They will coordinate with our leadership and pastoral teams to ensure your child has everything they need to thrive.

8. Distance Learning Assessment and Feedback

At TSPS, we ensure that students continue to make strong progress through a range of effective distance learning assessment approaches.

Our approach includes:

- Online assignments and tasks completed and submitted through digital platforms
- Live questioning and class discussions to check understanding during lessons
- Quizzes and short assessments to monitor progress regularly
- Exam-style practice and past papers (especially for KS4 & KS5)
- Extended and project-based tasks to develop deeper understanding
- Regular, constructive feedback provided through online platforms, written comments, and live interaction

Our Focus

We use assessment during distance learning to:

- ✓ Monitor progress regularly
- ✓ Identify next steps for learning
- ✓ Provide timely support and feedback
- ✓ Keep students engaged and motivated

9. Supporting Your Child at Home

Parents play an important role in helping distance learning run smoothly and successfully.

9.1 Simple Ways You Can Support Your Child:

- **Establish a consistent daily routine**- Keep regular wake-up times, lesson schedules, and breaks to create stability.
- **Create a calm learning environment**-Provide a quiet, organised space with minimal distractions.
- **Ensure readiness for learning**-Check that your child logs in on time with the necessary materials.
- **Encourage regular breaks and wellbeing**- Support movement breaks, hydration, and time away from screens.
- **Promote independence**- Encourage your child to take responsibility for their learning and complete tasks independently

9.2 Additional Tips for Smooth Distance Learning

- ✓ **Check communication regularly**: Stay updated with school messages, emails, and online platforms.
- ✓ **Support, don't over-direct**: Guide your child, but allow them to think, try, and learn independently.
- ✓ **Encourage positive learning habits**: Praise effort, focus, and perseverance—not just results.
- ✓ **Maintain communication with teachers**: Reach out if your child needs support or clarification.
- ✓ **Help manage screen time balance**: Ensure a healthy balance between online learning and offline activities.

***You are not expected to replace the teacher.**
Your role is to provide structure, encouragement, and a supportive environment for your child to succeed.

10. Platforms & Key contacts

To ensure smooth learning and clear communication, TSPS uses the following platforms:

Learning Platforms

- ✓ Foundation Stage (FS): Tapestry
- ✓ Years 1–13: Microsoft Teams

These platforms will be used for lessons, resources, and assignments.

10.1 How We Will Communicate with You

- ✓ Parents will receive regular updates and important information through:
- ✓ Tapestry (FS updates and learning)
- ✓ Microsoft Teams (class communication and learning)
- ✓ School official email
- ✓ iSAMS Parent Portal
- ✓ School website
- ✓ School social media platforms

We recommend checking these platforms regularly to stay informed.

Who to Contact

- A list of key contact email addresses will be shared with all parents
- You can contact the class teacher, form tutor, or relevant staff for any support or queries

We are always here to support you and your child.

11. Our Commitment to You

At TSPS, we are committed to:

- Clear and regular communication
- High-quality teaching and learning
- Strong academic progress
- Student wellbeing and support
- Flexibility where needed

At TSPS, distance learning is underpinned by High Performance Learning (HPL), providing a balanced, supportive, and high-quality educational experience that enables every student to thrive academically and emotionally.

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