



# ALSOP HIGH SCHOOL



**Remote education provision: information for parents**

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This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

### **The remote curriculum: what is taught to pupils at home**

#### **What should my child expect from immediate remote education in the first day or two of pupils being sent home?**

From the 4<sup>th</sup> January 2021 students have been asked to follow their normal school timetable using Microsoft Teams. A minimum of 50% of their lessons will be delivered live by their teacher and 50% of lessons will have a pre-recorded task that the students are expected to complete and submit using the assignments function in Teams by 4.30pm that school day.

#### **Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?**

We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, (The Physical education department are asking students to use complete live or pre-recorded fitness videos. This is due to lessons offsite being unsuitable for delivery through Microsoft Teams. This is only the case for practical lessons).

The only other lessons not delivered remotely will be GCSE or A Level coursework lessons where the exam board guidance does not allow resources to be shared offsite. In this case, individual teachers will set appropriate work for their classes via email or a posted pack.

### **Remote teaching and study time each day**

#### **How long can I expect work set by the school to take my child each day?**

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

<p>Secondary school-aged pupils not working towards formal qualifications this year</p>	<p>The remote learning will follow the normal school day:</p> <p>8.20am – access key messages and assemblies on <a href="http://www.teamalsop.com">www.teamalsop.com</a>.</p> <p>8.45am – 2.30pm: Logging into Microsoft Teams and taking online lessons with a break and lunch.</p> <p>Students completing recorded tasks may choose to complete them after 2.30pm, the submission deadline is 4.30pm daily.</p>
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## Accessing remote education

### How will my child access any online remote education you are providing?

They will use [www.teamalsop.com](http://www.teamalsop.com) to access assemblies and key messages. These will involve support in using Microsoft Teams.

They will log in to Microsoft Teams to access online lessons. This will be using their school Office 365 (email) log in details.

## **If my child does not have digital or online access at home, how will you support them to access remote education?**

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- Please call the school reception and ask to speak to the remote learning team or email [remotelearning@alsophigh.org.uk](mailto:remotelearning@alsophigh.org.uk). We will ascertain whether your child needs a loaned laptop, support with internet access and/or printed packs of work to allow them to access our curriculum.
- An appointment will be arranged to collect the laptop and/or WIFI hub from the main reception. You will be asked to sign a contract about the use and return of the laptop: this is dependent upon the availability of devices.
- Any printed packs will be posted out first class.
- Students will be asked to post back an assignment for each subject in a pre-addressed envelope weekly.

## **How will my child be taught remotely?**

We use a combination of the following approaches to teach pupils remotely:

- A minimum of 50% of all lessons will be live teaching (online lessons) through Microsoft Teams.
- Recorded tasks and lessons (uploaded through Microsoft Teams).
- Printed paper packs produced by teachers (e.g. workbooks, worksheets) for families without internet access, an appropriate device or that feel it is more appropriate for their child.

## Engagement and feedback

### What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

- It is expected that all students log into all lessons using Microsoft Teams, and complete all their schoolwork during their isolation.
- Attendance to remote lessons is recorded and students who do not log in will be contacted by the school via a text or telephone call. Please see below:
  - Students with 90% + engagement the previous week – text home.
  - Students with 66% - 89% engagement the previous week – supportive text home.
  - Students with less than 66% engagement the previous week – text home and a phone call from Remote Learning Team or a member of the Senior Leadership Team.
  - For continued engagement below 66% letters home, home visits and places at school may be offered.
- We ask parents and carers to please support their child by setting routines to support their time management and checking that they can log into Microsoft Teams.
- Additional support for families can be found on the remote learning section of the school website. This section contains school expectations, videos and supporting PowerPoints on how to use Microsoft Teams.
- Texts are sent to all parents to inform them when new support videos are uploaded, whole school assemblies on remote learning are shared with all parents and students and the remote learning team are on hand to deal with any individual queries.

## **How will you check whether my child is engaging with their work and how will I be informed if there are concerns?**

In this section, please set out briefly:

- During each remote lesson, the classroom teacher will take a register that is recorded centrally. This will inform the school who has logged into their online lesson.
- Weekly attendance figures are generated and contact will be made with families via text or phone call:
  - Students with 90% + engagement – positive text home.
  - Students with 66% - 89% engagement – supportive text home.
  - Students with less than 66% engagement.
- For pre-recorded lessons, the students' attendance mark is generated based on whether they have submitted the assignment for that lesson.
- If a student continues to not engage in online learning, Heads of Year and members of the Senior Leadership Team will also contact home and some home visits will be planned.

## **How will you assess my child's work and progress?**

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

- During live lessons, students will be able to ask and answer questions using the messaging function in Teams. This will allow for immediate feedback on tasks. Exit passes, some key activities will be delivered, and students will be asked to submit these using assignments. These may take the form of automatically marked quizzes or be a longer more open assignment. This will depend on the needs of the lesson.
- For all pre-recorded lessons, students will be asked to complete an assignment and upload this to Microsoft Teams.
- If, in the normal lesson sequence, there is an assessed piece of work, students will be asked to complete this using assignment in Microsoft Teams. Feedback will be given through a whole class feedback sheet.
- Where possible, assessments will be delivered in the same way. This will depend on the nature of each assessment and whether it is appropriate to be delivered remotely.

## **Additional support for pupils with particular needs**

### **How will you work with me to help my child who needs additional support from adults at home to access remote education?**

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- Additional contact home will be made for pupils with SEND, discussing whether printed packs are more suitable for home learning. These will be made by the remote learning team and the SEND Department.
- SEND interventions to support students will continue using Microsoft Teams. These include Flipping Your Lid and Thinking Reading probe testing.
- Nurture groups will receive their own printed packs, ensuring that the work they are asked to do is accessible.
- EAL students that need support accessing the curriculum will receive weekly printed packs containing flash card activity packs, activity sheets for verb tenses, comprehension and sentence order. They will also receive small group intervention using Microsoft Teams.

## **Remote education for self-isolating pupils**

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

### **If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?**

There will be no difference in the approach to individuals self-isolating and larger groups. Staff are asked to deliver Microsoft Teams lessons to those isolating, whilst teaching the students remaining in school. Thus ensuring all students have the same access to our curriculum