



Longdendale

H I G H S C H O O L

Our Approach to Remote Education: A guide for our learners, families and staff

The information contained in this document provides an overview of our remote education provision during periods of school closure or in the event that learners are required to self-isolate due to Covid-19. It includes details on how remote learning will be provided and includes key information of how to contact us if you have any issues or queries regarding access to and engagement with this provision.

A more detailed remote learning policy and other guidance documents are also available on our school website to support this provision and to supplement the information provided below.

Please do not hesitate to contact school if you require further information or support with remote education.

Remote education provision: information for parents

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

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

The remote curriculum: what is taught to pupils at home

A learner's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

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

In the event of all learners or full year groups (or the majority of) remaining at home, and accessing remote learning, the school is fully prepared for a move to the provision outlined below with immediate effect.

In the event of smaller numbers of learners having to remain at home, there may be a period of a maximum of two school days where learning will be set using Microsoft Teams Assignments to support the teaching staff being able to plan and deliver an effective longer term provision to ensure ongoing learning and progress of all learners.

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, core PE is being set centrally with video guides and demonstrations sent to all learners each week.

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:

Key Stage 3 and 4 (Years 7-11)	<p>At least 5 hours of learning provision will be provided to all learners in all year groups every school day. This will include live lessons, work set on Teams Assignments and independent learning tasks set through both of the above.</p> <p>Learners may also be set home learning in addition to the core learning time in line with current school policy, to support ongoing learning and progress, and in response to teacher feedback and assessment information to ensure that any gaps in learning are closed.</p>
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Accessing remote education

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

We use Microsoft TEAMS. On the home learning section of our website you will find user guides for accessing both Teams and Teams Assignments.

Learners should use their school username and password to log into Teams and Teams Assignments. Please note that Teams will not work at home if accessed through the school portal. If there are any difficulties logging onto / accessing Teams our ICT technicians will be able to help you.

This can be done on a laptop, desktop or phone. Whilst the app is available on phones, these devices may not be suitable to access all materials required for the lesson. Activities may also be set via Teams Assignments, for learners to complete by the end of the timetabled lesson or as a home learning task. The chat facility in Teams will allow learners to ask their teachers questions or to respond to the questions which their teachers ask them during a lesson. Teachers may also use this facility to ensure and assess understanding and to respond to any misconceptions.

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

- We have surveyed all of our families to understand where support is needed to either digital devices or internet access to facilitate remote learning.
- We have set up and communicated with all families the dedicated email address to support with any queries or issues regarding access to remote education: homelearning@lhs.aspireplus.org.uk This can be used in the event of a temporary access issue or a wider issue.
- Teachers are monitoring engagement on a lesson by lesson basis and where a learner is not logged on to a lesson or the work is not being submitted, a team of staff are contacting parents or carers via telephone immediately to see if there are any issues we can support with and resolve. This includes any problems logging on to lessons, internet issues, or suitable access to devices at home.
- We have sent information home via letters (copies on the school website) regarding how learners can access their learning on a range of devices – eg. Xbox or Play Stations.
- We lend laptops to learners as required. From our family surveys, we have a list at present of those students who need this. Please let us know if you fall into that category and we will do what we can with our limited stock. Please contact your child's Learning Leader in the first instance or email homelearning@lhs.aspireplus.org.uk
- We also have a small number of 4G routers and SIM cards, which we can issue to families who are struggling with internet connection or data allowances. If you do have any issues with your internet connection, we will do what we can to help. Please contact your child's Learning Leader in the first instance or email homelearning@lhs.aspireplus.org.uk
- Through parent voice surveys we have worked hard to determine which learners may have digital / online access difficulties at home, and then problem solve these difficulties using the support provided by the government and our in-school resources. Therefore all learners should be able to access their remote learning provision. If needed, the school reprographics team will be able to print the resources and post them home, and this can be requested through the school office.
- Learners' work should be returned to class teachers when the learner returns to school, or can be emailed/ uploaded through Teams Assignments / posted to school (a stamped addressed envelope can be provided by the school office if requested) if the period of absence is more significant. Learners will then be provided with feedback in line with our school feedback policy.

How will my child be taught remotely?

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

The majority of **lessons** will be delivered via Microsoft Teams Live Events or live lessons using Microsoft Teams. Within these lessons there may be links to other online platforms or resources (such as the Oak National Academy), which the teacher will direct and explain in the lesson.

Some **independent learning activities** will be set by class teachers using Microsoft Teams Assignments.

Assessment will be completed in a variety of ways (again these will all be explained and directed by the teacher either in the live lessons or through Teams Assignments). Platforms that are used for this purpose include:

Microsoft Teams Assignments

Microsoft Forms (these will usually be embedded into the live lessons the teachers are delivering)

Educake

MathsWatch

Active Learn

Seneca

For some **practical** subjects (e.g. Technology and Art), learners may receive a posted resource pack to support the ongoing development of and engagement in the practical skills for these subjects. Teachers will provide a written brief and instructions in the resource pack or they may be used in conjunction with the delivery of the live timetabled lessons.

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

- We expect all learners in all year groups to engage fully with the full remote learning provision each day – this includes form time and assemblies as well as their normal timetabled lessons. This also includes the completion and submission of any learning tasks and work set by their class teachers.
- Learners are expected to regularly check their school email account (each morning and throughout the day) for any updates or additional information regarding their lessons
- In the event that a learner is ill and unable to attend their remote learning, this should be reported in the usual way to school via telephone or email to the school office. The learner will then be recorded as absent from school due to illness, and this will be followed up in the usual way by our attendance officer.
- In the event that a learner is not able to access their remote learning due to technology or access issues, contact should be made with school in the first instance via the home learning email address as outlined above.
- We encourage all parents and carers to support with trying to keep to normal routines as much as possible. We expect learners to be up, dressed and have had breakfast ready to start their school day at the usual time of 8.30am. Break time, lunch time and the end of the school day are all the same as your child's normal school timetable. We would encourage learners to take a complete break from their devices at this time, and wherever possible get some fresh air and exercise to support their engagement and general well-being.
- We encourage all parents and carers to support with ensuring that their child is ready to learn from 8.30am each morning, when they will join their form tutor or their Learning Leader for their tutor time or an assembly. This will ensure that they are accessing the form tutor and Life Skills curriculum and able to engage with their form tutor and their peers. This will also help the form tutor to respond to and address any worries or issues the learners may have on a daily basis and ensure they are prepared for the day.
- Attendance to form time is monitored and recorded, and in the event of a learner not attending, parents and carers will be contacted in the usual way in line with the school attendance procedures, and this will be followed up as appropriate by the Attendance Officer and the Inclusion Team.
- We would encourage all parents and carers to contact us immediately if there are any barriers to learners being able to fully engage with remote learning, so we can support as appropriate. If it is a subject specific issue, the class teacher or Head of Department should be contacted in the first instance; if it is a more general issue, the form tutor or the Learning Leader should be contacted in the first instance.
- We expect learners to complete and submit all work set to the best of their ability. They will be provided with feedback on an ongoing basis in line with our whole school feedback policy. This may be via email individually or as part of a lesson on a whole class or smaller group basis.

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

- Attendance to form time is monitored and recorded each morning, and in the event of a learner not attending, parents and carers will be contacted in the usual way in line with the school attendance procedures, and this will be followed up as appropriate by the Attendance Officer and the Inclusion Team.
- Engagement is monitored every day on a lesson by lesson basis. Where a learner has not logged on to a lesson, a member of staff will contact the child's parent or carer to inform them and to understand if there are any access issues or other barriers that we can support with. The appropriate staff members will then be informed so that any issues can be resolved as quickly as possible to support engagement going forwards.
- Engagement is monitored and tracked by class teachers and at end of each 2 week cycle, parents and carers will receive an engagement report by subject. This will indicate the level of engagement in lessons and the submission of any work set.
- Where there are any concerns regarding engagement, parents and carers will be contacted by form tutors, the Learning Leader or a member of the Inclusion team to address these concerns and provide support as appropriate.
- As always, parents and carers are encouraged to contact us in the usual way via the school office or the home learning email address immediately if there are any concerns regarding their child's access to home learning or any other issues we can support with.

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

In line with our whole school policy, 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 learners' work is as follows:

- Ongoing assessment of learners' understanding and progress will take place in lessons using a variety of methods. This may include the Q&A function in Teams; quizzes, learning tasks and activities as part of the lesson.
- Learners may be asked to submit work through a range of online platforms (e.g. Educake, Maths Watch), and learners will receive their individual feedback from these.
- Learners will be set longer pieces of work or tasks to complete either as part of a lesson or for home learning and these may be assessed and feedback provided in line with whole school policy.
- Learners may also be required to sit more formal assessments. They will be provided with the information regarding the timing of these and the revision requirements in advance.
- The feedback from all of the forms of assessment will be used by class teachers and subject leaders to ensure that lessons and interventions are planned to support learners' ongoing progress in each subject area.

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 for some learners with special educational needs and disabilities (SEND), that it may not be possible 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 learners by offering remote assistance from our Inclusion Team and Teaching Assistants. This may include:

- Teachers will adapt their lessons and resources for SEND learners just as they would do in school in line with learners' IEPs and needs, and, where applicable, EHCPs.
- Regular check-ins from a familiar member of support staff, access to learner IEPs, sharing of strategies or supportive programmes such as Immersive Reader.
- Wherever possible, liaison and engagement with external agencies regarding the needs of learners will continue, and attendance at alternative provision will continue.
- Where interventions can take place remotely for SEND support learners and learners with EHCPs, they will, so that learners can access what they normally would whilst at home. Some of the targeted interventions will continue to be delivered remotely to support the development of key skills and wider access to the curriculum.
- Pupil Support Services are also offering a SEND Helpline during this period of remote learning for families with children with additional needs, the number is 0161 342 5503.
- As a school we will continue to follow the guidance to ensure that adequate steps are taken, regarding provision, for learners with EHCPs. Learners with an EHCP are provided with a place in school and will receive the appropriate level of support.
- Where it is necessary for a learner with an EHCP to remain at home, they will be supported on an individual basis by an allocated Teaching Assistant who will provide regular and ongoing support.
- Teaching staff will continue to make referrals regarding SEND concerns for any learner and these concerns will be addressed within the Inclusion Team.
- If you require some support for your child you can email remotelearning@lhs.aspireplus.org.uk
Your email will be directed to the appropriate staff member to support you.
- The SENDCo and Inclusion Team will regularly review the learners in accordance with the Government's definition of vulnerability to ensure that in school provision is offered where appropriate.

Remote education for self-isolating learners

Where individual learners 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 learners 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?

This group of learners will be a fluid group and the composition of the group will be monitored on a daily basis by our attendance officers.

Work for these learners will be provided in the form of a prepared work packs and resources which are available on the school website under the home learning section. Some of these resources may contain links to the Oak National Academy and other online resources or links. The curriculum content covered within these resources exactly matches the curriculum content covered by learners in school. The resources are updated on a fortnightly basis.

Learners should follow their normal school timetable and complete the work for their timetabled subjects each day (for the length of time specified on their timetable). If the resources on the school website are password protected, the password will be provided to eligible learners by our Attendance Officers.

There may be times if a group of learners are self-isolating that class teachers are able to facilitate the learners joining the lesson being delivered to the rest of the class online. Where this is the case, the class teacher will send the necessary information and joining details for this in advance of the lesson via the learners' school email accounts.

Learners are expected to check their emails as outlined previously each day they are required to remain at home.

Learners will be required to submit work and will be provided with feedback in line with whole school policy. Depending on the length of the period of self-isolation, this may be electronically (or via post for paper work packs) or may be in person on return to school.