

## **Remote education provision: information for parents**

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**

A student'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?**

Within the first day of your child being sent home they will be added to the school online school provision. Once added they will have access different lesson which are provided daily- these lessons will mirror what your child would have been taught had they been in school.

Once your child has been added to the online system an email and text message will be sent to you to confirm this. You will also be sent the appropriate log in details for your child to access the online provision should you need them.

If you have any issues or have not received the appropriate email/text, please contact the school immediately and we will get back to you with an answer as soon as possible.

**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?**

The online provision your child will receive will mirror the subjects (within reason) that your child would have been taught had they not been sent home.

The school will teach the normal full time timetable (with some minimal logistical adjustments). Access will be via Teams. Pupils will either access Teams from home or if they attend school, they will access Teams in school. The length of the school day will be the same as before remote learning was introduced.

**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 will be in line with the length of a normal school day for the student.

Secondary school-aged pupils not working towards formal qualifications this year	A minimum of three, hour long daily lessons and an inclusion of an online mentoring session or wellbeing booklet where appropriate.
Secondary school-aged pupils working towards formal qualifications this year	Normal school day consisting of 5.5 hours each day

## **Accessing remote education**

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

The online provision run by the school is through Microsoft Teams. Upon admission to the school your child has been issued a school email and log in details. If these have not been issued to you or you are having trouble logging in, please contact the school as soon as possible and one of our online team will contact you within 48 hours.

Microsoft teams are an online platform that can be accessed (with the appropriate log in details) through your laptop or any internet surfing device. It also has an app that can be downloaded and accessed through any device that supports app downloads.

The app can be downloaded here or in any app store compatible with your device.

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

The school's intention is that all pupils will access their lessons on line using Teams. They will either be in school or at home, but wherever they are they will be expected to access all their usual lessons.

If a pupil needs to work from home, school will provide them with a device and internet access, if required.

Only in exceptional circumstances will work be sent out on paper to pupils. If this is the case, arrangements will be made to safely drop work off and pick up completed work.

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

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

Once your child has been added to the online provision they will have access to their full timetable every day.

- Lessons will be taught on line and teachers who will use a range of resources to enable pupils to learn and complete tasks.
- Deadlines will be issued along with each piece of work. These will usually be same day deadlines. On rare occasions your student will have two days to complete the task, this will be made clear once your child has logged in and accessed the work.
- Once work has been submitted and marked, the teacher will organise an online meeting to give feedback.

## 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?**

Once your child has been added to the online provision, school will provide the pupil with their usual lessons each day. As such the school expects that the pupil engages and attempts/ completes the work set out each day.

If the work is proving too difficult or there are issues accessing, you must contact the school and let us know as soon as possible so that we may fix the issue and progress will not be lost.

If your child is attending school online we recommend a set daily structure for your child to follow. This should allow five and a half hours to complete all the work set on any given day (breaks included).

Our online team will be logging in every morning to make sure your child is online and working.

Through Microsoft teams our online staff will monitor your child's work and check to make sure work is being submitted before the passing of each deadline.

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

Every week student's work will be checked by their key workers to make sure:

1. Work has been submitted and
2. The work submitted is of a standard befitting the student.

Use of the system will be monitored. If a pupil has not logged on parents/carers will be sent a message informing them. This will happen three times per day.

If any issues arise from these checks (eg lack of engagement or otherwise) the parent/ carer will be contacted immediately and informed of the issue. From there a strategy may be put in place to try and raise the engagement of your pupil over their time on the online provision. This will also be recorded and SLT will be informed if the issue persists.

Key workers will contact home at least once a week to feedback (both positive and negative) to parents/ carers and take any concerns or issues you may have to the online staff.

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

Our approach to feeding back on pupil work is as follows:

Each time your child submits a completed lesson the teacher will mark and feedback as soon as possible (usually within the week). This will be in the form of online feedback through Microsoft Teams.

Should the need arise, the students teacher will arrange a feedback session over teams or the phone. If your student wishes to meet or organise a feedback session, he/she can email or message the teacher through teams to try and arrange a meeting about the topic or issue.

## **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 students, for example those 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 students in the following ways:

Each student will be given a tutorial on how to access the online provision should the need arise:

In cases where the student has a specific need, they will be shown how to access and use program abilities such as 'immersive reader' which can change paper colour, language and even read the document for them should that be necessary.

Alongside this, the parent/ carers will have access to video walkthroughs and tutorials on request as they need them to help their child access the work.

Finally, the online team will be available to answer queries or issues whenever possible over the phone or online. Please contact the school and leave your details and issues with reception and a team member will get back to you as soon as possible.

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

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

If your child is self-isolating they will be expected to complete the work as above. However if they exhibit any symptoms or return a positive test they must let the school know and they will be exempt from online work until they are healthy again.

It is of vital importance that communication with the school is kept and that we are informed of any issues that may stop your child from:

1. Accessing the work set
2. Completing any work set.
3. Engaging in any of the lessons.