REMOTE & BLENDED LEARNING

PARENT AND CARER GUIDE

Mission Statement
'The Lord God requires of us that we should help others whenever we can,
always make the right choices and be the best that we can be in everything that we do'.

CONTENTS

Remote and Blended Learning: Parent/Carer Guide

SECTION 1: RATIONALE

This guidance has been created to make clear expectations and protocols when students are asked to continue their learning at home. It is based on the DFE guidance which states 'Where a class, group or small number of pupils need to self-isolate, or there are local restrictions requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September.'

https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19

SECTION 2: LESSON STRUCTURE AT ST CUTHBERTS

During lessons in school and for remote learning, all teachers use the following lesson structure:

1) **Do now**: students complete some retrieval practice of previously taught content
2) **Share the objectives:** students will be made aware of what they are working towards in the lesson.
3) **New learning:** the teacher will deliver the information that the students require for that lesson. At this stage, teachers might choose to give instruction/explanation to those 'remoting-in', making it clear what is expected to have been 'done' in the lesson using the resources that the teacher might have provided.
4) **Practising:** students will apply their new knowledge. This may be teacher guided or independent.
5) **Review:** teachers will check the students have understood so that they can plan for the next lesson

SECTION 3: TIERED RESPONSE

In August 2020, HM Government outlined tiers of national restriction for education and childcare.

(https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction)

As part of our contingency planning, we have outlined how we would operate at each tier in the event that these restrictions become necessary in our locality.

St Cuthbert's RC High School will respond to the government's tiers for education in the following ways:

Tier 1

Tier	Scenario	In School	Remote Learning
1	All schools are open and continue to allow all their children and young people to attend, on site, with no other restrictions in place. **Any students who test positive for COVID-19, are identified as a close-contact of someone who has tested positive for COVID-19 or are awaiting test results will work from home.**	• All staff on site and class teachers will provide in-school learning to their own classes. • All students on site receive planned national curriculum across all subjects in all years.	• Remote learning follows the student's timetable and the subject teacher sets remote learning. • All students have an exercise book and knowledge organisers for all subjects at home to use on the first day of a COVID related absence. • These can also be used should the student experience any technical difficulties and cannot access Teams or ClassCharts. • If there is a technical issue, this must be reported immediately so it can be resolved as quickly as possible. To report an IT problem or request technical support, email helpdesk@scrchs.com or telephone 01706 396068. • An attendance register is completed for all lessons – both in school and those being live streamed. After 15 minutes, students who do not "remote in" will be marked as absent and parents notified. • If students are late in "remoting in", then they

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			should wait in the lobby area. If their teacher "sees" them, they will be admitted to the lesson. In this case, they would still be recorded as late to the lesson. • Please be mindful that staff may be delivering the lesson to students in the classroom and students at home so they may not be able to check the lobby area. In this case, students should continue to use their knowledge organisers and ensure they remote in on time to their next lesson. • Those working from home should follow their class teacher's instructions regarding how to submit work. • Teachers will record any concerns regarding the engagement and / or quality of work produced by students working from home on ClassCharts and/or with the student's Pastoral Manger / Head of Year.

Student Engagement and Wellbeing
• Daily form group check in with form tutor via MS Teams at 8.30am • Weekly Head of Year Assembly at 8.30am(Monday Y7, Tuesday Y8, Wednesday Y9, Thursday Y10 and Friday Y11) • Weekly Whole School Collective Worship • Students with SEND will receive regular phone calls and email from SEND team • Students who are vulnerable (CP/C4C/EHCP) will receive regular phone calls and emails made by pastoral and safeguarding teams • Student engagement monitored by call teachers and followed up. Subsequent non / poor engagement followed up by pastoral teams. • Attendance taken by class teachers and followed up by pastoral team • Students, parents and carers can use the wellbeing function on ClassCharts to log how the young person is feeling and request support (this will notify the pastoral team to get in touch).

Remote and Blended Learning: Parent/Carer Guide

<u>**Tier 2**</u>

Tier	Scenario	In School	Remote Learning Procedures
2	Secondary schools move to a rota model, **combining on-site provision with remote learning**. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers. **Only students who are 'on rota' will be in school, all others will be working from home.**	• All staff on site and class teachers provide in-school and remote learning, where necessary, to their own classes. • Students who fit the criteria of 'vulnerable/critical worker' will remain onsite. They will access the remote learning that has been set for them. They will attend within their normal timetable. • All students on site receive planned national curriculum across all subjects in all years.	• Remote learning follows the student's timetable and the subject teacher sets remote learning. • All students have an exercise book and knowledge organisers for all subjects at home to use on the first day of a COVID related absence. • These can also be used should the student experience any technical difficulties and cannot access Teams or ClassCharts. • If there is a technical issue, this must be reported immediately so it can be resolved as quickly as possible. To report an IT problem or request technical support, email helpdesk@scrchs.com or telephone 01706 396068. • An attendance register is completed for all lessons – both in school and those being live streamed. After 15 minutes, students who do not "remote in" will be marked as absent and parents notified. • If students are late in "remoting in", then they should wait in the lobby area. If their teacher "sees" them, they will be admitted to the lesson. In this case, they would still be recorded as late to the lesson. • Please be mindful that staff may be delivering the lesson to students in the classroom and students at home so they may not be

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Tier 3

Tier	Scenario	In School	Remote Learning
3	Secondary schools allow full-time on-site provision only to **vulnerable children, the children of critical workers and selected year groups (to be**	**For students in those year groups on-site, as identified by DfE:** • Identified year groups (as determined by the government) will remain onsite full time. They will follow their normal	**For those year groups not in school, as identified by DfE:** • Remote learning follows the student's timetable and the subject teacher sets remote learning.

Tier	Scenario	In School	Remote Learning
	identified by Department for Education). Other pupils should not attend on site. **Remote learning to be provided for all other pupils.**	timetable and routines and be taught by their class teacher. • All staff will remain on site and will provide onsite/remote learning to their own classes.	• All students have an exercise book and knowledge organisers for all subjects at home to use on the first day of a COVID related absence. • These can also be used should the student experience any technical difficulties and cannot access Teams or ClassCharts. • If there is a technical issue, this must be reported immediately so it can be resolved as quickly as possible. To report an IT problem or request technical support, email helpdesk@scrchs.com or telephone 01706 396068. • An attendance register is completed for all lessons – both in school and those being live streamed. After 15 minutes, students who do not "remote in" will be marked as absent and parents notified. • If students are late in "remoting in", then they should wait in the lobby area. If their teacher "sees" them, they will be admitted to the lesson. In this case, they would still be recorded as late to the lesson. • Please be mindful that staff may be delivering the lesson to students in the classroom and students at home so they may not be able to check the lobby area. In this case, students should continue to use their knowledge organisers and ensure they remote in

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Tier 4

Tier	Scenario	In School	Remote Learning
4	All nurseries, childminders, mainstream schools, colleges and other educational establishments allow full-time attendance on site **only** to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site. **Remote learning to be provided for all other pupils.**	• School staff will be onsite on a rota basis. • As tier 3 but only 'vulnerable/critical worker children' remain on site.	• Remote learning follows the student's timetable and the subject teacher sets remote learning. • All students have an exercise book and knowledge organisers for all subjects at home to use on the first day of a COVID related absence. • These can also be used should the student experience any technical difficulties and cannot access Teams or ClassCharts. • If there is a technical issue, this must be reported immediately so it can be resolved as quickly as possible. To report an IT problem or request technical support, email helpdesk@scrchs.com or telephone 01706 396068. • An attendance register is completed for all lessons – both in school and those being live streamed. After 15 minutes, students who do not "remote in" will be marked as absent and parents notified. • If students are late in "remoting in", then they should wait in the lobby area. If their teacher "sees" them, they will be admitted to the lesson. In this case, they would still be recorded as late to the lesson. • Please be mindful that staff may be delivering the lesson to students in the classroom and students at home so

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SECTION 3: STUDENT CONDUCT

The following table aims to outline the appropriate response to scenarios regarding student conduct when providing remote / blended learning.

Scenario	Response
A student does not attend a 'live-stream' lesson Teams.	• A register will be taken for all students who are accessing their learning from home using MS Teams. This will be done within the first 15 minutes of the lesson. • If a student is not present during the first 15 minutes they will receive a "K" register code. • Parents will be notified of a "K" code being entered and it will be explained to them that their child either did not remote-in for the lesson or remoted-in over fifteen minutes late. • This will be logged and followed-up by the Pastoral Team. • If there is an IT issue, students must log this with the IT team who will resolve the issue. This can be done via email on helpdesk@scrchs.com or by calling 01706 396068
A student tries to 'join' a lesson after fifteen minute.	• If a student tries to join the lesson after fifteen minutes, the teacher will admit them to join the lesson (please note that teachers might not be aware of students who are late to join the lesson if they are teaching both student in school and at home). • Parents will be notified of a "K" code being entered and it will be explained to them that their child either did not remote-in for the lesson or remoted-in over fifteen minutes late. • This will be logged and followed-up by the Pastoral Team.
A student does not attend a 'live-stream' however informs the pastoral / ICT of a technical / ICT issue.	• Students who are having technical / ICT issues should contact ICT via email on helpdesk@scrchs.com or by calling 01706 396068 • ICT will then inform this student's teacher. • At the end of the session, the teacher will log on ClassCharts that the student did not attend due to a technical issue.
A student submits poor-quality or insufficient work	• The teacher should log on ClassCharts, detailing how the work needs to be improved. • The student should improve and re-submit their work.
A student fails to follow usual classroom rules when 'remoting-in' to a 'live-stream'.	• The teacher follows the usual classroom procedures, issuing students with a Choice (C1), Chance (C2) and Consequence (C3), logging this on ClassCharts. • If the student continues to fail to follow usual classroom rules, the teacher issues them with a second Consequence (C4), removes them from the live-stream, logging this on ClassCharts. • The teacher should follow this up with an email to Pastoral Managers and HOY, detailing the incident.

Scenario	Response
	• An email should also be sent to the student detailing what work they need to complete and how to submit it.
There is a significant disruption to the 'live-stream' e.g. significant technical issue or significant disruption.	• The teacher ends the meeting immediately and logs the issue with ICT Support / the Pastoral Manger(s) and HOY. • The teacher follows this up with an email / ClassCharts message, detailing to the student what work they need to complete and how to submit it. • Any student who deliberately disrupts remote or blended learning may be result in a ban from using MS Teams.

SECTION 4: MS TEAMS ACCEPTABLE USE POLICY (AUP)

When you are using Teams you must remember that the same rules apply as when you are in school. Anything that you post within Teams can be filtered, monitored, recorded, logged and dated. This is so that all members of our school community can be kept safe.

When using Teams you must follow these rules:

• I will not share my username or password with anyone else or allow anyone else to access Teams on my behalf.

• I will ensure that my online activity will not cause my school, teachers, other students or any other persons/organisations distress or bring them into disrepute.

• If I am asking a question or posting in Teams I will use appropriate language just as I would in school. I will not swear or call anyone names or post anything that is inappropriate or that would upset or offend any member of the school community.

• I will not use Teams to communicate with any other students except in organised class discussions.

• I will only use Teams for school work not for chatting or posting about anything that is unrelated to learning.

• I will respect the privacy of others' work online at all times.

• If I see anything on Teams that I feel is inappropriate or that makes me feel uncomfortable, I will tell a member of staff as soon as I can.

• I will follow the school Behaviour for Learning Policy at all times when using Teams.

I understand that if I do not follow these rules, the usual school sanctions will apply and my parent / carer will be contacted. I understand that these rules are designed to keep me safe and agree to follow them at all times when using Teams:

Signed: _____

Print your name and form: _____ **Form**: _____

SECTION 5: USER GUIDES

Applications

When working from home there are 4 different applications or apps which are required, these are;

1. Class Charts Pupil App
2. Microsoft Outlook
3. Microsoft Teams
4. Office.com

Please see this user guide to https://scrchs.net/staff-students/app-install-links gor instructions on how to download and use the applications.

For Android Phones (Samsung, Sony, Huawei, OnePlus)

To access links press "Ctrl" and click on the web address:

Class Charts Pupil
App https://play.google.com/store/apps/details?id=com.classcharts.android.student&hl=en_GB

Microsoft Office
Outlook https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en_GB

Microsoft Office
Teams https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB

For Apple Devices

Class Charts Pupil App https://apps.apple.com/gb/app/classcharts-students/id1018656220

Microsoft Office Outlook https://apps.apple.com/gb/app/microsoft-outlook/id951937596

Microsoft Office Teams https://apps.apple.com/gb/app/microsoft-teams/id1113153706

User logins

Student usernames are set in the following format:

- St followed by the student's start year followed by their first initial and surname and then @scrchs.net

- So as an example John Smith in Year 7 would be St20JSMith@scrchs.net

- Students can reset their own passwords but if they do not know them they can ask for it to be reset, this can be done by sending a message to Mr J Ward, Mr D Hitchings via Class Charts, these users can reset your details and send them back to you.

- **If this cannot be done, pupils or parents can email helpdesk@scrchs.com or call 01706 396068. Password resets will be sent to the parent/carer via text and also to the student in Class Charts**

Microsoft Outlook

Microsoft Outlook is the schools email provider. You can access the email system by browsing to https://outlook.office.com or by downloading the Microsoft Office Outlook app (instructions here).

Remote and Blended Learning: Parent/Carer Guide

Student email addresses are their usernames followed by @scrchs.net. For example John Smith in Year 7 would have the email address of st20jsmith@scrchs.net and then the student's password.

If this needs resetting please send a message to Mr J Ward, Mr D Hitchings via Class Charts. These users can reset your details and send them back to you.

If this cannot be done, pupils or parents can email helpdesk@scrchs.com or call 01706 396068 password resets will be sent to the parent/carer via text and also to the student in Class Charts

Microsoft Teams

Microsoft Teams is the application we use for joining online live video sessions. Students who are self-isolating are expected to follow their current time table online. They will receive an email with a calendar entry asking them to join a live lesson at the start of their normal lesson.

For support on using MS Teams please click https://scrchs.net/staff-students/microsoft-teams

Class Charts

Class Charts is the platform the school uses for setting homework and uploading resources. Students can also use the app to contact teachers and view other information. Pupils login to Class Charts at https://www.classcharts.com/student/login or Via the App.

Remote Learning Expectations

Further information on our remote learning expectations and how to access ClassCharts and Teams can be found on our whole school assembly delivered by Mr Shields, Mrs Hunt and Miss Holt. This is available on our website or clicking on the image below.