REMOTE AND BLENDED LEARNING

A GUIDE FOR STUDENTS AND THEIR PARENTS / CARERS.
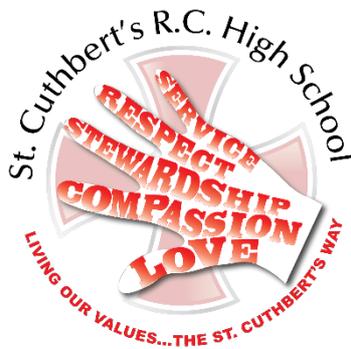
Mission Statement

*'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'.*

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SECTION 1: RATIONALE

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education during periods of school closure or student isolation relating to coronavirus (COVID-19).

SECTION 2: REMOTE LEARNING PROVISION AT ST CUTHBERT'S RC HIGH SCHOOL

The Remote Curriculum	
What should my child expect from immediate remote education in the first day or two of students being sent home?	• Students have knowledge organisers at home for all of their subjects and exercise books to write in. These should be used on day one of being sent home. • Instructions on how to use knowledge organisers is available on our website or by clicking on this link Knowledge Organisers • Lessons will be available via MS Teams from the second day of isolation.
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 deliver the same remote curriculum as we do in school. • In the event of a longer period of full school closure, we may make some adaptations in some subjects. This will be communicated with parents, carers and students.
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 students around 5 hours per day. • During MS Teams sessions, your child's teacher will direct them when to have breaks within the lesson to support their wellbeing. • Your child's normal school timetable will be followed. The session times are: - Session 1: 09.15-10.45 - Session 2: 11.00-13.00 (break at 11.50am) - Session 3: 13.40-14.40

Accessing Remote Education	

How will my child access any online remote education you are providing?	• Your child will access their learning via MS teams.
	• They will need to:
	  • Check MS Teams calendar for lesson information.
	  • Download/access all necessary resources.
	  • Have all equipment and resources ready.
	  • If a lesson is not available on MS teams, check ClassCharts/email for further information.
	  • There will also be some learning tasks set that are offline to allow students to engage in practical aspects of subjects, be physically active and support their wellbeing.

If my child does not have digital or online access at home, how will you support them to access remote education?	• If your child needs to borrow a laptop or there is an issue with internet connectivity please email helpdesk@scrchs.com or telephone 01706 396068

How will my child be taught remotely?	• Your child will accept their MS Teams invitations and log-on to ClassCharts.
	• Sessions are scheduled at the following times
	  - **Session 1: 09.15-10.45**
	  - **Session 2: 11.00-13.00**
	  - **Session 3: 13.40-14.40**
	• An attendance register is completed for all lessons. 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 on time to their next lesson. • 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. • The teacher will deliver a 5 part lesson (outlined in section 3). • Those working from home should follow their class teacher's instructions on how to submit their work. *Only key pieces need to be submitted*. • Students should apply the standard procedures (section 4) in every remote lesson. • Students who do not remote in to access their lessons will be contacted by a member of pastoral staff to offer support.

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 students to access their remote learning. • Where students are not "remoting in", a member of staff will contact the parents of the student for a supportive conversation. • We ask that parents and carers support their child by making us aware of any barriers that may be preventing their child from accessing and engaging in their remote learning.
How will you check whether my child is engaging with their work and how will I be informed if there are concerns?	• A register is taken within the first 15 minutes of every remote lesson. • If a student is late after 15 minutes or does not "remote in," then a text message will be sent to their parents / carers in the first instance. • If the student does not "remote in" for another session, this will lead to a supportive phone call to parents / carers. • If there are concerns about student engagement or the work they have submitted, the class teacher will contact parents / carers.
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 student work is as follows: • All subjects have identified key pieces of work that should be submitted by students (as per teacher's instructions) and these key pieces will be assessed. • These key pieces can be found on the remote education assessment maps

	• which are available on the website or by clicking on the following link Subject Remote Learning Assessment Maps • Teachers will follow the St Cuthbert's 5-part lesson plan. A key element of this is regular checking for understanding (CFU). • Teachers will check for understanding during *every* lesson and this will be done using a variety of methods including questioning, quizzes, polls and the use of the chat function.

Additional support for students 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 some students 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: • Weekly calls or emails to parents of students on the SEND register to check in on students learning remotely and to resolve issues with access or accessibility • Key worker support for identified students through calls and / or emails to parents and directly to students • Where appropriate daily "check ins" to ensure that students are online and remotely learning • SEND team are remotely joining lessons and offering support to students • Reasonable adjustments are being made where necessary including reduced tasks, paper copies of work (where possible and appropriate) and adapted learning strategies indicated in student passports • Continue to hold EHCP / SEN review meetings with parents and professionals.

SECTION 3: LESSON STRUCTURE AT ST CUTHBERT'S

All lessons at St Cuthbert's follow the same 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 that students have understood so that they can plan for the next lesson.

SECTION 4: REMOTE LEARNING – STANDARD PROCEDURES

To maintain consistency and high standards, teaching staff should work to the St. Cuthbert's standard procedures, which outline our expectations of staff and students.

Remote Learning Standard Procedures are set out below and must be applied by all, at all times.

Time	Students will…	Staff will…
Prior to the lesson	• Check MS Teams calendar for lesson information. • Download / access all necessary resources. • Have all equipment and resources ready. • If a lesson is not available on MS Teams, check ClassCharts / email for further information.	• Ensure that a meeting has been set-up in MS Teams. • Ensure that all necessary resources have been sent to students. • If teachers are not providing synchronous learning, then the instructions and resources must have been signposted on ClassCharts and emailed to students.
During the Do Now	• Complete the Do Now and 'submit' it. • Respond only to the register. • Demonstrate the 5 Ps and earn achievement points.	• Ensure all students have access to the Do Now. • Ensure that all students are effectively completing the Do Now. • Take the register as students complete the Do Now task.

Time	Students will…	Staff will…
		• CFU the Do Now using the chat function / questioning to consolidate, challenge misconceptions and/or plug any gaps 'in the moment'. • Use the assessment information gathered from the Review to inform future planning.
During the lesson	• Complete and submit all tasks as instructed. • Respond to the teacher's questioning wither verbally or via the MS Teams chat, as directed. • Demonstrate the 5 Ps.	• Follow the Five Part Lesson • CFU throughout using the chat function / questioning to consolidate, challenge misconceptions and/or plug any gaps 'in the moment'. • Use the assessment information gathered from the Review to inform future planning. • Be available for support via MS Teams / ClassCharts / Email. • Reward students for demonstrating the 5Ps.
At the end of the lesson	• Complete the Review and 'submit' it. • Submit any work requested in the way that the teacher asks for it.	• Bring the lesson to a close five minutes prior to the lesson ending. • Ensure all students have access to the Review. • Ensure that all students are effectively completing the Review. • CFU the Review using the chat function / questioning to consolidate, challenge misconceptions and/or plug any gaps 'in the moment'. • Use the assessment information gathered from the Review to inform future planning. • Explain to students how they need to submit their work, if necessary.

SECTION 5 : 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 6: 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 for 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 A Jackson, Mr D Hitchings via Class Charts, these members of staff can reset your details and send them back to you.

- **If this cannot be done, students 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).

If a password needs resetting please email helpdesk@scrchs.com.

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 timetable 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. Students 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.
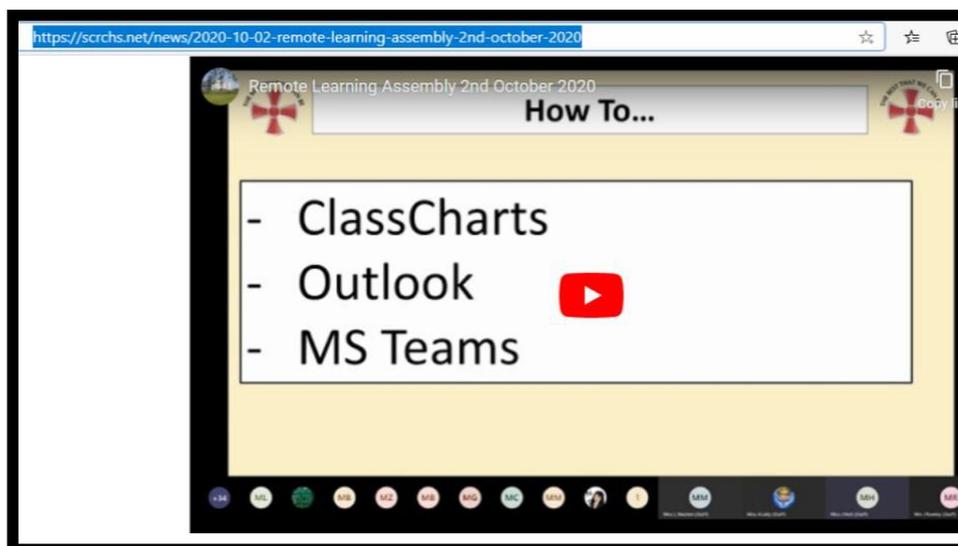
Remote Learning – Accessing my lessons

The vast majority of lessons will be live-streamed via MS Teams. However, on occasions, this may not be the case due to staff absence, etc..

Please use the flow chart below to help you navigate how to access your remote learning.

Yes ← **1. Is the lesson available on Microsoft Teams?** → **No**

2. Log on to the lesson, complete all activities and submit work as instructed.

Yes ← **3. Has your teacher sent instructions / resources on ClassCharts or via email instead?** → **No**

4. Complete all activities and submit work as instructed.

5. Check whether an invite has been sent by another teacher to join his or her lesson.

6. Check whether another teacher has set work for this subject on ClassCharts.

7. Use your Knowledge Organiser to revise key content / practise key skills and self-test.