

Template for schools: share information about your remote education

This optional template is designed to help school leaders share relevant information with pupils and parents or carers about how they will provide remote education. The information should be published on school websites by 25 January 2021 to support understanding of what pupils, parents and carers should expect during periods of school closure or pupil isolation relating to coronavirus (COVID-19).

This is intended as an example template and school leaders can choose to use the most appropriate format for their setting. We recognise that not all questions will be relevant to your particular school and there may be additional information you wish to include. For example, special schools may want to include additional questions around access to wider support services that children and young people would normally receive in school, such as therapy sessions.

Schools can find further help and support on how to meet the expectations for remote education via the remote education good practice guide and school-led webinars.

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 where national or 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 pupil'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?

If a child had to go home to self-isolate they would be able to access the lesson input remotely on Teams. They would be able to use the chat function to get any support and the work then would be uploaded when completed.

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, during a science experiment the child at home may not have the appropriate equipment. Though I have used science as an example there are other subjects where equipment may be an issue.

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 1	3 hours
Key Stage 2	4 Hours
Key Stage 3 and 4	N/A

Accessing remote education

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

We will be using Microsoft Teams to deliver our remote learning and would like all of the children to use this as the primary platform. We do still have class Dojo and this can be used to contact the teacher as well.

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:

If you are unable to access remote learning due to a lack of device, you need to speak to the school office on 01325 300337.

- We will ask for your details and then organise for you to pick up a device.
- When you arrive for the device you will be given the paperwork to fill in and sign and instructions on how to access the lessons remotely.
- We are aiming to ensure that all children have access to a device so that any learning is done online so that there is no need for parents to collect a pack of work. If this is needed however it can be arranged by ringing the office.
- Your child can take a photograph of their work to upload it or it can be returned in paper for if necessary.

How will my child be taught remotely?

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

We are offering a mix of:

- live teaching (online lessons) This will usually be on a morning for English and Maths. Staff may introduce the foundation subjects live on an afternoon and read a story to the children.
- recorded teaching with work attached to do independently. This will usually be on an afternoon. This may be a particular group activity or the foundation subject work as well as a recorded story time.
- commercially available websites supporting the teaching of specific subjects or areas, such as reading book online. Staff will add any links that they feel will enhance your child's learning.
- Book bag's are available to pick up from school for KS1 and these will be changed every 2 weeks.
- The school have timetabled activities to be done independently Such as daily reading, Times table practise, Spelling and handwriting. Parents can decide at which point of the day they would like to do this activity.

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 that children are up, fed and dressed ready for their first lesson at 9am or 9.30am.
- We have put a set of guidelines to follow when remote learning and sent a copy to every parent.

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

- A register will be taken daily for each lesson and parents will be contacted if their child/ren are not online.
- Work produced and returned will be recorded by the class teacher and if there is a child who is not returning work on a regular basis this will be followed up with a phone call
- If we are unable to contact a parent by phone we will follow up with a visit to the house to ensure that everything is ok and that you don't need further support from the school to access the remote learning.
- We are happy to support parents in any way we can and are available by email or phone if they have any problems or need any advice.

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:

- A range of methods are used to assess children's understanding. These include quizzes and short activities to link learning and ensure key concepts have been grasped. Throughout 'Live' lessons feedback is given to the whole class on specific areas that have been identified by the class teacher. This provides children with instant feedback and addresses misconceptions.
- Children receive feedback on a piece of work on a daily basis. This may be in the form of a general comment. Throughout the week children are given quality feedback on specific aspects of their writing and misconceptions they are required to respond to. This is usually in the form of a question. Children are required to respond to the marking and make alterations as required. This may be at the end of a word document, in assignments or within the 'chat' facility within Microsoft Teams.

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:

- All children with SEND have been supplied with logins for Microsoft Teams. Depending on their individual needs the majority are able to access 'Live' lessons throughout the morning. Timetables are adapted to help and support children. This includes ensuring a blended approach of live teaching, independent activities and activities children can complete at their own time. If required printed sheets are provided so children are not using the computer throughout the day. Sessions may be shortened to cater for their individual needs. School is adaptable and proactive in dealing with any difficulties as and when they arise. Smaller group sessions have also been provided so children can receive small group input.
- All children have the opportunity to take part in 'Live' lessons within the day and have access to Microsoft Teams. Support is given by staff to help families logon on and access learning. Sessions have been designed to ensure children are able to concentrate for a given amount of time. All lessons and activities are uploaded so families are able to access learning at a convenient time for themselves throughout the day. Other methods of communication such as ClassDojo are used to help and support families. The class teacher is available to ask any questions during the 'Live' sessions.

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?

If a child is self-isolating they will be able to join the lesson remotely on teams to access the live teaching for that lesson. They will then have to work independently at home but the class teacher will give that child support throughout the day via the teams link or chat.

There may be times when it is not possible to do the same activity as the class due to equipment at home so an alternative will be provided for them.