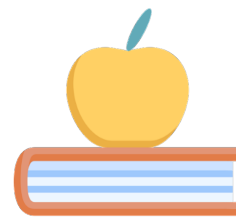


Remote Education A Parent Guide



Keep in Touch - Keep Safe - Keep Learning



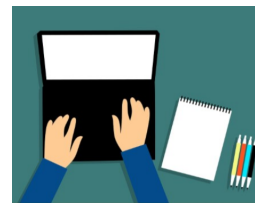
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Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents/carers about what to expect from remote education if local/national 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 guide.



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 on the first day or two of pupils being sent home?

Depending on the nature of the lockdown teachers will provide remote learning for those pupils unable to attend school. This should be set by the end of the first full day of absence.



All work will be set via Google Classroom as well as other features of the Google Workspace of APPs, to be completed on Chromebooks, where issued. Pupils with SEN will be provided with paper copies if needed.

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?

When providing remote learning, teachers will be available between 8.25am and 3.10pm each teaching day.



We will teach the same curriculum remotely as we do in school wherever possible and appropriate. All subjects will be delivered via live lessons at KS4 through Google Meet (audio only - voice over / slide show) in school following the timetable. Google Meet can be joined through a device or telephone/mobile.

Year 9 pupils have a live lesson in most subjects per week. while Year 7 and 8 have a live English, maths and Science live lesson each week. This is part of our learning approach: live sessions for input and discussion followed by independent sessions to consolidate and build on skills.

One further independent session will be scheduled where a teacher will be available to answer pupil questions.

For other subjects, work and guidance (i.e. 'How to' videos) will be placed on Google Classroom for pupils to access and teaching staff will be available via the Google Chat function during their timetabled lessons to communicate with pupils online.

Remote teaching and study time each day.

How long can I expect work set by the school to take my child each day?

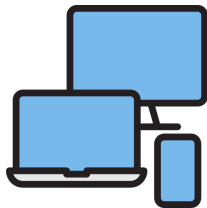


We expect that remote education (including remote teaching and independent work) will take pupils broadly the same number of hours each day as it does during a normal school week.

In the case of a whole year group isolation core subjects will be delivered live. All live sessions are recorded for safeguarding purposes. Pupils should follow their timetable in this instance. Pupils are to complete work to the deadline set by teachers and seek help if they need it from teachers or teaching assistants, and alert teachers if they are not able to complete work.

Accessing remote education

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



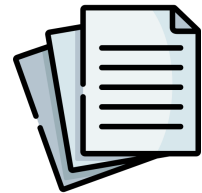
Pupils will access work on devices issued by the school, or devices available at home. Any pupils without access to technology at home will be provided with equivalent paper-based learning.

Paper-based learning will be collected from reception following parents/carers making an appointment.

Lessons will be uploaded onto Google Classroom at the start of the day as well as other features of the Google Workspace of APPs or through equivalent paper-based learning.

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 approach to support those pupils to access remote education:



Paper-based learning will be delivered to homes, in exceptional cases. Once work is completed pupils can inform their tutor who will make arrangements for work to be delivered to school and then mark that work.

How will my child be taught remotely?

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

- Google Classroom
- live teaching (online lessons via Google Meet) (initially KS4)
- recorded teaching (e.g. video/audio recordings made by teachers)
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- long-term project work and/or internet research activities

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?

When participating in any audio or video conference, pupils are reminded that this is an extension of the classroom and they should conduct themselves as they would when in a classroom. At the start of each session teachers will share the expectations of the virtual classroom.

Expectations include:

- Be on time for the interactive session.
- Be dressed appropriately for learning (e.g. no pyjamas).



- Remain attentive during sessions.
- Interact patiently and respectfully with teachers and peers.
- Provide feedback to teachers about experiences and any relevant suggestions.
- Complete learning from an environment that is quiet, safe, public and free from distractions.
- Pupils will keep cameras off and microphones mutes unless they want to contribute to teacher questions. They can do this by raising their hand or adding an answer to the chat facility
- Pupil's MUST NOT record each other's online interactions. All lessons will be recorded by the teacher and stored in a central location.
- Pupils end the session as soon as the teacher indicates to do so. The teacher will be the last to leave. The recording will then be stopped.

Lesson Guidance:

- Pupils are strongly advised to follow the school timetable, as far as practicable.
- Pupils are to complete tasks as they are set for each lesson.
- Teachers will aim to be available at the times when they would normally be teaching the lesson in order to answer any questions. This will be either through Google classroom, audio conferencing, email or via telephone.
- As soon as a pupil has completed a task they are to indicate this to their teacher.
- Pupils are to submit work on time according to the deadline set.
- It is crucial that pupils do not submit work if it has not been completed, simply to get it removed from their 'to do' list.
- Failure to complete work will result in the form tutor and parents being informed



How Parents/Carers can help

We appreciate that if the situation of remote learning arises, it may present some challenges for parents/carers. We kindly ask for your support so that we can continue to provide high-quality education for your child during this time.

We don't expect you to watch your child all day, and we wouldn't expect parents/carers to get involved in remote lessons in place of our teachers. But, it would be really helpful if you can take an active role in your child's learning by asking them about their day and what work they've done.

Our top tips:

- Try to encourage your child to be ready and dressed for the start of the school day, and to keep to their timetable
- Distinguish between weekdays and weekends, and make it clear when the school day is over, to separate home and school life
- Plan breaks and exercise into the day to help keep your child active
- Make the school aware if your child is sick or otherwise can't complete work
- Be respectful when making any complaints or concerns known to staff



Please keep in touch with us and do let us know if you're having any difficulties with remote learning. If you have any questions please email your child's tutor.

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

- Teachers will respond to emails from pupils/parents and carers during work hours.

- Any complaints should be directed to the Head of Faculty and will be answered during school hours.
- We will keep records of completion of work and attendance at live sessions. You will be regularly updated as to the engagement of your child.
- If pupils fail to complete the work set, form tutors will be informed. Parents/Carers will be contacted by the tutor.

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:

Each piece of work completed will be acknowledged by the teacher. If appropriate, the teacher will grade the work and provide clear targets on how to improve their next response.

Additional support for pupils with particular needs (SEND)

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:

- Pupils have been allocated a member of our SEN support team as their remote learning mentor (in addition to support from their classroom teachers). This member of staff will be their first point of contact for advice and support with all of their work.
- Google Classrooms have been set up for our SEN pupils with their remote learning mentor.
- The remote learning mentor will be in touch via phone call on a weekly basis to speak to both the pupil and parent/carer to offer support wherever possible.

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 your child is self-isolating but the majority of the year group remain in school your child will receive their learning through Google Classroom. Your child's teacher will place work onto the platform each day of their self-isolation and will be available to respond to any questions when they are not teaching.