

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 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 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?

Students will be set work using our Satchel platform in line with their usual timetable. They can access this through Satchel. The work will also be clearly titled. Following this there will be a blended approach with pre-recorded lessons on Satchel and live lessons on Microsoft Teams. Examination years will have all lessons on Teams.

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, some practical based subjects may set more theory based tasks for completion at home.

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:

Secondary school-aged pupils not working towards formal qualifications this year	5 hours per day, on Wednesday an hour of enrichment is provided in line with their timetable.
Secondary school-aged pupils working towards formal qualifications this year	5 hours, on Wednesday an hour of enrichment is provided, in line with their timetable. Additional tutoring provision and exam skills sessions also offered through Microsoft Teams on identified days.

Accessing remote education

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

They can access the provision through their standard Satchel login. They will also be able to use their standard school login to access any features and resources from Microsoft 365, for example Word, PowerPoint, Forms, Outlook and live lessons on Teams.

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:

Most activities will be accessible through a standard Smart phone or tablet. Students can take pictures of any written work on their Smart phone and submit this through Satchel.

If there is a problem with internet access or access to technology at home then parents should contact their child's Leader of Learning or Dr P Walker at school.

How will my child be taught remotely?

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

- Recorded teaching on Satchel (e.g. video/audio recordings made by teachers or sourced from websites like Oak National Academy if relevant to the curriculum)
- Live online lessons through Microsoft Teams for identified periods and year groups
- PowerPoints and related resources with questions provided by teachers through Satchel
- Textbooks and reading books pupils have at home
- Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences. For example Hegerty Maths.
- Some internet research activities and enrichment projects
- Live online tutoring through Microsoft Teams for key exam groups.

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?

Students should engage with all activities set if they are isolating without symptoms or learning from home due to national restrictions. Parents can support this by providing a calm, quiet environment that students can study in. It is also recommended to provide some structure to the day, for example students might want to create a working timetable to follow each day to make sure they complete all of their learning tasks. Regular, short breaks away from screens are also a good idea to help maintain focus. Additional support and guidance will be provided through regular updates from the Principal.

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

Teachers will check students' engagement with the learning activities set through Satchel. A register of Students engaging with work through Satchel and attending live Teams lessons will be taken daily for each session. If there is a concern then this will be passed on to the Leader of Learning to contact parents and investigate. Email contact with parents may also be made by teachers where required and reminders sent to students.

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. Many activities set on Satchel provide instant feedback for students e.g. recap quizzes. Students are also regularly provided with model answers to assess their own work. Teachers will provide written feedback on key pieces of identified work following the school feedback policy. This will be done via the school email system if required or through the use of the Satchel comments function.

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:

- The Learning Support Team supports students via school email. Parents are copied into these messages. Each teaching assistant is the key contact for a number of students, who need additional support. They are able to signpost and follow up any concerns or issues that students or their parents may have.
- Where a follow up is needed, phone calls are made.
- During live lessons, if a teaching assistant is normally present in a class, they are present remotely and will support the students & the teacher within the lesson and with any additional work.
- Additional interventions such as speech & language and literacy activities are emailed to specific students to complete at home.

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?

Students will be set work using our Satchel platform in line with their usual timetable. They can access this through Satchel. All the work will be set using the “flexible task” designation, so students should look for the pink coloured boxes. The work will also be clearly titled. This work will follow their normal timetable and curriculum to make sure they keep on track. Teachers will check engagement with this work through Satchel and when the students return to school.