

## 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 our remote education offer, 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?

Students will follow their in-school timetable and the curriculum will continue. Work will be immediately available for students via Microsoft Teams. Students will be offered a blended learning approach with some live and some pre-recorded lessons.

#### 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, core PE lessons will focus on personal fitness. The Personal Development curriculum may be adapted to include lessons on mindfulness and maintaining positive mental health.

### 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 3 and 4	5 hours per day
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## Accessing remote education

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

Lessons will be a blend of live lessons and pre-recorded lessons, all issued via the calendar within Microsoft Teams. Students will need to log in to their 'Microsoft 365' account each morning (office.com) where their lessons for each period of the day will be scheduled on their Teams calendar. Teachers will make it clear within the lesson title which of the lessons will be 'live' and which will be 'loom' (pre-recorded). The username for Teams follows this format: harrypotter@tottenham.shaw-education.org.uk and the password is the same as the student school network account password. Students will join their live lessons by going to the 'calendar' section within Teams and clicking 'join' for that lesson. Students can access the resources needed for their loom lesson by double clicking on the event on the Teams calendar; lesson details, including a link to the loom lesson will be within the description. All lesson assignments will be issued through Microsoft Teams and all work submitted by students should again be through 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:

We have a number of devices ready to loan to pupils who do not have access to suitable online learning at home. All enquiries should be made via school reception on 01204 882 327.

Students who are experiencing issues with a loaned device are advised to email: [homelearning@tottenham.shaw-education.org.uk](mailto:homelearning@tottenham.shaw-education.org.uk) This is our dedicated home learning email address for any online queries.

In the event that we issue all of our devices and some pupils do not have access to online learning, we have set up a weekly paper work pack system. Paper packs will be issued to these families via post each week and are advised to return these to school reception, where possible, so that work can be returned to the teacher to be marked. The work contained within these weekly packs will mirror, as closely as possible, the work being delivered remotely for that week.

## How will my child be taught remotely?

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

Lessons will be a blend of live lessons and pre-recorded lessons, all issued via the calendar within Microsoft Teams. Students will need to log in to their 'Microsoft 365' account each morning (office.com) where their lessons for each period of the day will be scheduled on their Teams calendar. Teachers will make it clear within the lesson title which of the lessons will be 'live' and which will be 'loom' (pre-recorded). The username for Teams follows this format:

harrypotter@tottington.shaw-education.org.uk and the password is the same as the student school network account password. Students will join their live lessons by going to the 'calendar' section within Teams and clicking 'join' for that lesson. The 'live' portion of the lesson will be for 35 minutes, with an assignment to complete for the remaining lesson time (25minutes). Students can access the resources needed for their loom (pre-recorded) lesson by double clicking on the event on the Teams calendar; lesson details, including a link to the loom lesson will be within the description. All lesson assignments will be issued through Microsoft Teams and all work submitted by students should again be through Teams.

Daily feedback will be offered during live lessons either through direct Q&A, quizzes or whole class feedback. This may also include Microsoft forms, Seneca, Spiral & BBC Bitesize. Formal, summative feedback will also be issued through marked assignments on Teams and the frequency for this is outlined below:

<b>Year Group</b>	<b>Formal feedback frequency</b>
<b>11</b>	<b>Once per week</b>
<b>10</b>	<b>Once per fortnight</b>
<b>7-9</b>	<b>Once every 3 weeks</b>

## **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?**

It is expected that students will follow their normal, in-school timetable and complete 5 lessons per day. Students are expected to complete an assignment following each live or pre-recorded lesson to evidence their engagement and level of understanding. We expect students to adhere to the live lesson 'code of conduct', outlined in the remote learning policy.

We would encourage parents to ensure that students log in to their Microsoft Teams each morning and ensure that their child has submitted all 5 assignments for the day.

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

Registers are taken at the beginning of each live lesson. Students who are absent from live lessons will receive a phone call within the hour to ensure that the student isn't experiencing any technical difficulties and to ascertain whether there are any other issues.

Students who fail to submit assignments will be recorded by the teacher via ClassCharts and the Head of Year will be in contact should a pattern of disengagement arise.

### **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:

Daily feedback will be offered during live lessons either through direct Q&A, quizzes or whole class feedback. This may also include Microsoft forms, Seneca, Spiral & BBC Bitesize. Formal, summative feedback will also be issued through marked assignments on Teams and the frequency for this is outlined below:

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## **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:

SEND students who are in receipt of paper work packs, will, if needed, have these printed on coloured paper to support those learners with dyslexia or Irlen's syndrome. A member of the SEND team will make weekly contact to discuss any issues and to further support with learning.

TA's are distributed to support identified learners within some live lessons, offering additional support through the 'break out' room functionality within Microsoft Teams.

IDL intervention will continue to run for identified SEND students and will be tracked and monitored by the SENCO.

Teachers of SEND will continue to upload additional resources to further support SEND learners with their online learning, and will scaffold new concepts appropriately during live lessons.

Parents of SEND learners can contact the SENCO to discuss their child's progress at any time via email: [jfoster@tottington.shaw-education.org.uk](mailto:jfoster@tottington.shaw-education.org.uk)

## 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?**

#### **Individual or Small Groups of Isolating Students:**

Students who are unable to attend school due to Covid related reasons must follow the instructions below providing they are well enough to do so.

1. Follow your timetable on SMHW as if you were at school
2. Click on the work set by teachers for that day – your teachers will clearly date this
3. Complete the classwork for each lesson and submit this to your teacher on SMHW. This can be done by completing the work electronically (e.g. on Microsoft Word) and then uploading the file or accessing SMHW on your phone and uploading a picture of your work.
4. Ensure you check for, complete and submit any homework that has been set

#### **Larger Student Groups:**

In the event of a large group of students, or even whole year group bubbles being asked to work from home temporarily students must follow the instructions below.

1. Follow your timetable on SMHW as if you were at school
2. Click on the 'Remote Learning' set by teachers for that day – your teachers will clearly date this

You will be set a 'Remote Learning' assignment for each lesson. Complete the work and submit this to your teacher on SMHW. This can be done by completing the work electronically (e.g. on Microsoft Word) and then uploading the file or accessing SMHW on your phone and uploading a picture of your work.

Our expectation is that pupils complete the work set to the best of their ability, during the timetabled periods.

If pupils are completing work easily within the allocated time, they should access additional lessons on the 'Oak National Academy Website' or use the links to extra resources, to complete independent learning and revision.