

## **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

**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 is delivered by one teacher to a number of groups. In addition, Year 7 and 8 students are not currently receiving Music provision and Y11 BTEC Music students now receive extra English and Maths provision. These students should use lessons when they would have had Music to work on MyMaths or develop their reading skills.

### 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	Students will follow their normal timetables of 5 lessons lasting 55 minutes each. They should also expect the following amount of homework to be set each week -:  In Years 7 and 8, between 45 and 90 minutes.  In Year 9, between 1 - 2 hours.  In Years 10 and 11, between 1.5 - 2.5
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	hours.
Key Stage 5	Depending on their course, students should receive between 3 and 5 hours of remote teaching each week. They can expect homework including essays, exam questions and activities to embed learning, to be set as independent learning.

## Accessing remote education

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

All Saints' is providing remote lessons through Microsoft Teams. Students have been sent a number of communications outlining how lessons can be accessed via Teams. Some assessment pieces may also be set via Microsoft Forms. Again, guidance on how this be accessed can be found on the school website on the remote learning page.

<https://www.allsaints.notts.sch.uk/teaching-and-learning/support-for-remote-learning-and-use-of-microsoft-teams/>

However, if a member of staff is absent, the remote lesson will be cancelled (with students advised by e-mail) and resources for the lesson will be found on the school VLE.

### 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:

All Saints' has committed a large proportion of money received from the DfE towards the provision of laptops for students. Our initial allocation of laptops has been sent to students in need of them. We are awaiting a further allocation of laptops. If you are in need of technology your child access online learning, please inform Mrs H Flint (Assistant Head Teacher – [flint.h@allsaints.notts.sch.uk](mailto:flint.h@allsaints.notts.sch.uk) ) and the school will review each request.

If your child does not have internet access, please contact school reception and we can arrange for a paper pack of work for students to complete. This will be printed and posted by the school and you should post it back to school for the work to be assessed. Alternatively, you could drop the work off at school reception if you have communicated with school to arrange this.

## **How will my child be taught remotely?**

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

Students will receive their full timetable delivered by Microsoft Teams. The only exceptions to this are in Music and Core PE, as outlined in the first section of the document.

During exam weeks, as there may be an increased demand for teachers to be in school supervising students, the school may need to use recorded lessons or work from our VLE to provide learning materials for students. We would communicate with parents if, and when, that situation arises.

Should a teacher be unable to teach their class live on Teams, we would expect that the teacher leaves cover work on the VLE for students to access and sends an e-mail to students to allow them to locate the work successfully.

## **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?**

Where students are not attending remote lessons punctually and this is not due to a technological or health related issue the school has been made aware of previously, this will be followed up with parents, potentially as a child protection issue for repeated cases, as students are expected to engage fully with the provision during this lockdown period. If your child is ill or cannot attend a lesson for a valid reason, please let school know as soon as possible using the normal channels of communication.

Please also remember that Teams can also be accessed via a smartphone or device, plus on the Xbox or PlayStation.

Our graduated response to students not accessing lessons is as follows:

- Student absence from a lesson will be recorded on SIMS as a warning (0 SIMS points)
- If that student misses another lesson in that subject area, this will be a second offence (1 point)
- If that student misses lessons in that subject area repeatedly, this will be logged as a repeat offence (2 points)

Form Tutors, Year Progress Leaders and Subject Teachers will be contacting home when required to discuss attendance issues and encourage full engagement in lessons. However, if this does not resolve the issue, we will issue a series of letters to inform parents of our concerns and this could trigger a home visit from school to conduct a safe and well-being check.

It is important that both parents and students are aware of the long term impact of not attending the lessons. Firstly, this could negatively affect future data collections and progress updates. This could have repercussions for sets as we move into next academic year. Secondly, when we do return to school, our rewards offer will be reinstated and engagement with lessons and work set will factor in the decisions about who accesses rewards. Finally, for specific year groups, this will impact access to our Leaver's Package and prom (Year 10 and 11), there could be a review of 6th Form Offer (Year 11) and could limit access to option choices (Year 8).

The school website has a range of information available to help students access online lessons. This can be found at -:

<https://www.allsaints.notts.sch.uk/teaching-and-learning/support-for-remote-learning-and-use-of-microsoft-teams/>

If you have any questions specific to work set for your child, you are welcome to contact your child's teacher through their school e-mail address to ask for clarification.

## 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:

Your child will continue to have homework set, as they would in a normal school week.

Students can expect to have feedback on particular pieces of work and this may take a number of forms-:

- Through verbal feedback from the teacher, allowing students to improve their work with green pen.
- Knowledge tests through platforms like Microsoft Forms, where students get a test score at the end.
- Extended writing assessments, where students submit work to the teacher via e-mail or the Assignments function on Teams, to allow the teacher to provide feedback through written comments or whole class feedback.
- Retrieval quizzes and activities in lesson to test student knowledge and understanding from previous content covered.

This is not an exhaustive list of the means by which your child can expect feedback on their performance by teachers. Our staff members are working hard to ensure that lessons are challenging and purposeful for students in this period and that thought is going into how students' knowledge, understanding and performance will be assessed. It is vitally important that students continue their excellent start in engaging successfully with this current form of delivery.

Of course, if there are concerns over the performance and engagement of your child during the period of remote learning, you will be contacted by the class teacher, form tutor or Year Progress Leader by telephone or e-mail.

## **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:

Pupils with SEND will receive online lessons delivered via Teams. We will use the 'breakout room' function on Teams to allow Teaching Assistants to do one-to-one checks during lessons, on the progress and understanding of funded students and those with an EHCP.

If you have any questions about how to support a child with SEND through online learning, please contact our SENCO, Mrs D Bamford ([Bamford.D@allsaints.notts.sch.uk](mailto:Bamford.D@allsaints.notts.sch.uk)) and the Learning Support team will be able to offer advice.

## **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 students are self-isolating, once the school fully reopens, they will still be able to access all of their lessons through Microsoft Teams. Teachers will invite students to the lesson, deliver as normal to the class in front of them and allow students self-isolating to listen to the content of the lesson. We would expect that teachers check-in with those self-isolating intermittently, to ensure they understand the content covered. We would also expect that all lesson resources are shared with students self-isolating to ensure they are not disadvantaged in any way.

There is an expectation that students complete the lesson activities set for the duration of the self-isolation period. Students are welcome to contact their class teachers using their school e-mail address, if they have any questions relating to the work set or they need specific guidance. Please contact the school if there are any issues preventing your child from completing work set during self-isolation and we will endeavour to provide support.