



Remote education provision: information for parents

This information is intended to provide clarity and transparency to students 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 students are self-isolating, please see the final section of this document.

The remote curriculum: what is taught to students at home

When being educated remotely lessons will be delivered using Zoom. Links to lessons will be placed on Satchel One (Show My Homework) under the Classroom tab. Work set will follow the Curriculum for each subject where possible.

What should my child expect from immediate remote education on the first day or two of students being sent home?

If your daughter is sent home to isolate, lessons will be delivered on Zoom, links will be set on Satchel One (Show My Homework). If a teacher is unwell or unable to deliver a live lesson, there will be activities set for your daughter to complete. Your daughter will follow her normal timetable but lessons will begin on the hour, as shown below:

| Lesson | Remote Learning via Zoom |
|------------------|--|
| Period 1 | 9:00 |
| Period 2 | 10:00 |
| Period 3 | 11:00 |
| Form time | Please see table detailing the structure below |
| Period 4 | 13:00 |
| Period 5 | 14:00 |

| Day | What? | When? | Where? |
|------------------|-----------------------------|--|-----------------------|
| Monday | Form time with tutors | 12:00 – 12:20 | Zoom link on SMHW |
| Tuesday | Internationalism activities | Flexible timing to suit the student/ access to devices | Resources on SMHW |
| Wednesday | Assembly | Flexible timing to suit the student/ access to devices | Link to video on SMHW |
| Thursday | PHSEE | Flexible timing to suit the student/ access to devices | Resources on SMHW |
| Friday | House activities | Flexible timing to suit the student/ access to devices | Resources on SMHW |

Wellbeing calls will be made by your daughter's Form Tutor throughout the week to check on how they are managing and offer support where needed.

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, in Music, where it is not practically possible to practise with instruments at home, activities will be set by the teacher which are adapted so that they are appropriate for remote learning.

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 students between 5 and 6 hours per day. The lessons are structured to follow best practice and allow time for independent work (offline). The structure of lessons is outlined below and reflects the structure used in school.

| Retrieve/Recall | I do | You do |
|---|---|--|
|  |  |  |
| <i>An activity or mini recap led by the teacher which links to content from a previous lesson, topic or unit.</i> | <i>Modelled example or explanation of challenging content and set an activity for students to complete offline.</i> | <i>Offline work. Independent practice for students, once they have been taught and seen worked examples.</i> |
| 5-minutes | 25-minutes | 20-minute activity |

Accessing remote education

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

The primary platform for students to access all resources for remote learning is Satchel One (SMHW). Students are familiar with this platform. From here, Zoom links, Google Classroom, Oak National Academy, BBC Bitesize resources will be linked as and when appropriate.

If my child does not have digital or online access at home, how will you support them to access remote education?

At present, we are not aware of any students who are unable to access online remote education. We have provided devices for those who need it; however, we recognise that some students may not have suitable online access at home.

We take the following approaches to support those students to access remote education:

- Loan laptops or Chromebook or other hardware to those without devices (subject to availability)
- Issue routers or dongles for access to the internet or support through data boosts
- Print and post resources to students who may require it

If you do not have access to online learning or experience difficulties then please contact the Admin Support Officer for your daughter's Year Group.

How will my child be taught remotely?

Predominantly we deliver live lessons using Zoom. The school also uses a combination of the following approaches to teach students remotely:

- live teaching (online lessons)
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers) printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books students have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

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 are expected to attend all lessons that are delivered remotely and complete all work set. Please read through the Student Guide and Acceptable Use Guide for Zoom with your daughter (attached at the end of this document).

It is helpful to make sure your daughter sticks to a clear routine, following her usual timetable. Please support her in finding a quiet place to work and support us in ensuring she follows the guidance for Zoom lessons.



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

Registers will be taken for each lesson and attendance will be monitored for online lessons. If your daughter is unwell or unable to attend the online lessons please report the absence as normal. If there are concerns with attendance your daughter's Progress Manager or the year group ASO will contact you. For individual subject concerns, the class teacher or Head of Department will contact you. You might be contacted in one of the following ways:

- Email, letter or phone call from the year group ASO
- Email, letter or phone call from Progress Manager
- Email, letter or phone call from class teacher or Head of Department
- Email, letter or phone call from a member of the Senior Leadership Team.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individuals. 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 daughter will receive feedback on her work in line with usual school policy- she will receive feedback at least once every six lessons.

Additional support for students 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 students, for example some students 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 students in the following ways:

- Regular (at least weekly) contact with parents/carers and students from a member of the SEN department
- Work packs provided and distributed for individuals who require extra support
- Extra support from a subject specialist in the core subjects when the need arises and is identified by the SEN Department to support your daughter's remote learning

Remote education for self-isolating students

Where individual students 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 students 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 individuals or a small group of students are isolating, work will be set in the Classwork tab on Satchel One (SMHW) each lesson. This work will be linked to the curriculum and follow the same content as those who are in school.

If there are any issues, please contact the class teacher in the first instance for individual concerns, or your daughter's Progress Manager for more general concerns.



Please read and agree the following with your daughter

Acceptable Use of Zoom

What am I agreeing to when I join a Zoom meeting?

1. I will treat myself and others with respect at all times; when I am using Zoom. I will treat everyone as if I were talking to them face to face.
2. I will check with my family that I am in a safe and quiet place for the live lesson.
3. I will tell a trusted adult if I have a problem or am worried about something relating to Zoom and live lessons, and I will encourage my friends to do so too.
4. I will ensure that my use of Zoom for live lessons, in school or outside, will not cause my school, the staff, students or others distress or bring the school into disrepute.
5. I understand that my live lessons will be recorded and that more than one teacher may be in each live lesson to support our safeguarding of students.
6. I will not attempt to record any Zoom lessons I, or someone I know, is part of.
7. I understand that bullying online or using technology is just as unacceptable as any other type of bullying, and will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at school or outside. I will stand up for my friends and not be a bystander.
8. The messages I send will always be polite and sensible. I understand that all messages I send reflect on me and the school.
9. If I see, watch, read, hear or receive anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will talk to a trusted adult.

10. I know who my trusted adults are at school, home and elsewhere, but if I know I can also get in touch with [Childline](#), [The Mix](#), or [The Samaritans](#).

Student Guide for Zoom lessons

| Be Ready | Be Responsible | Be Safe |
|---|---|---|
| Find somewhere quiet where you won't be distracted and get the meeting link for your lesson from Show My Homework | Treat the Zoom lesson like a normal class lesson. Be on time. | We record the lesson for safeguarding reasons. Students must not record the lesson themselves |
| Do not base yourself in your bedroom; dress appropriately | Your teacher will need your full name to admit you to the class. Make sure your display name is set and you do not change it. | Only connect to a meeting that you are invited to |
| Wear earphones if you have them | Participate. If you want to say something, put up your hand to signal the teacher | If you want to disable the video, you can. There is an icon of a video camera to click 'off' |
| Turn all other devices to silent and close down any other apps or programmes | Complete any work set by the teacher during and after the lesson | Make sure your background is as plain and empty as possible. |
| Check you can be seen clearly if using the camera | Only use the chat function if directed by your teacher | If you feel unsafe at any time, you can leave and tell an adult |
| Turn your camera on for the register at the start of the lesson | | |
| Mute your microphone upon entry | | |