

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

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?

From Tuesday 5th January 2021:

- all KS4 and KS5 students will attend 'live' remote lessons as per published timetables via MS Teams.
- Key Stage 3 students will be set 'independent' learning tasks by their class teachers via MS Teams

From Monday 11th January 2021:

- All KS3, KS4 and KS5 students will attend 'live' remote lessons as per published timetables via MS 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.
- All students are expected to follow their published timetables and access their lessons remotely via MS Teams.
- Considerable efforts are being made to ensure all students have access to tablets, laptops and/or digital devices to assist with data connectivity.
- To date, the academy has issued over 267 digital devices to students and continue to explore avenues to obtain more devices.

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?

- All staff and students have their own MS Teams accounts.
- Staff connect with their students through MS Teams and deliver live lessons through this application as per published timetables. From here, staff utilise a vast resource bank and share resources with students including the 'screen share' facility, websites such as OAK National Academy, Educake, Hegarty Maths, powerpoint, BedRock etc

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:

- It is our goal to ensure that every single student, including all siblings in the same family, has access both to a remote learning device and internet provision:
 - If you do not have either of these elements please contact the school immediately and we will support you in accessing both a device and the internet.
 - In reception we are providing access to exercise books that can be collected for students to organise
- Contact office@thomasclarksonacademy.org

How will my child be taught remotely?

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

- From Monday 11th January 2021 all students will follow their published timetables and access their lessons through 'live' remote teaching via MS Teams.
- Staff are following Schemes of Learning as published on the TCA Curriculum Hub and are adapting their lesson plans to accommodate 'live' remote teaching.
- Lessons vary in content and may include formal Q&A sessions, powerpoint presentations, links to websites such as YouTube, BBC Bitesize, Oak National Academy, Hegarty Maths, Bedrock, Educake etc. Worksheets and online textbooks are also a feature. Homework is set and recorded on SatchelOne.
- In instances of staff absence, Heads of Departments (HoDs), will decide whether merging a particular class with another class for 'live' remote teaching is more appropriate than setting an independent learning task. HoDs are responsible for communicating these changes with students.

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?

- All students are expected to join in their online lessons at the start of their normal time tabled lesson.
- At the directive of the teacher, students are required to participate in lesson using the online chat function, the raise hand icon and the microphone
- Students are expected to maintain good online behaviour, keeping the chat facility during the lesson to communication between them and the teacher.
- Students are expected to complete all tasks set during the lesson and those due for completion following online lessons.
- We ask parents to reinforce these expectations and do their best to ensure students have a place to work as quietly as possible. Please also support them in reminding them to take breaks and move around at break and lunch, stay hydrated and in the evenings if possible, have a break from screen time.

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

- We will record the attendance of students in all sessions.
- Attendance to online lessons will be monitored every day at 10.45am by the Raising Standards Leadership (RSL) team. RSLs will use registers taken by staff and the report generated by the data manager.
- Where engagement is a concern, parents will be contacted by a member of staff to firstly check whether their child is ok and secondly to check if there are any barriers to accessing the online lessons. This will be done by either email, or a phone call. In addition to this, where there is a prolonged concern about engagement, or with the standard of work being submitted, the Raising Standards Leader will contact you to organise a meeting to discuss strategies in order to help your child 'get back on track'.
- Where necessary and with any periods of prolonged concerns with engagement of lessons relating to well-being issues, the safeguarding team will also make contact home and if required arrange a home-visit with the support of our Student Services 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 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:

- Teachers will assess students' understanding of work through various assessment for learning strategies. These could include the following; effective questioning and immediate feedback, use of breakout rooms for differentiated learning, use of the assignment facility on MS Teams etc.
- Teachers will set regular home learning tasks according to the home learning policy using Satchel One
- Home learning tasks will be submitted online via Satchel:One and MS Teams assignment.
- Parents will receive bi-weekly report of their children's progress and engagement.

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:

- All students with Educational, Health and Care Plans are encouraged to attend school throughout the lockdown period. A SEND 'bubble' will be created to provide a consistent and nurturing environment during this challenging time. Students will be supported in accessing online learning
- There will be the opportunity to engage in daily well-being activities and receive targeted intervention lessons, where appropriate.
- Students with Education, Health and Care Plans who are learning from home will be allocated a Key Worker who will provide daily remote learning support.
- Key Workers conduct twice weekly well-being phone calls to families.
- Students identified on the school's SEND register will be allocated a Key Worker who will provide ongoing remote learning support. Key Workers will monitor student engagement with online learning, conduct well-being phone calls and provide targeted learning support, as needed.

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?

- We will set work to be completed independently online if access to a lesson is not possible remotely. This will continue to be assessed and feedback given to ensure progress and understanding. This will ensure isolating students are able to re-join the curriculum pathway in school without gaps in their knowledge once their period of isolation is over.