

WROTHAM SCHOOL

REMOTE EDUCATION POLICY 2020/2021

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?

A planned and sequential curriculum is provided for all students who are isolating and contains online lessons and resources to be completed at home. These can be found here. For groups/ classes that are isolated as a class bubble or year group all lessons will transfer **immediately** onto "live" MS Teams lessons. This work is already planned and available and can be accessed immediately. Additional "homework" will be set on Show my Homework"

If students are sent home part way through the day, these lessons will "go live" the following school day.

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 this is the same when accessed online or in live MS Teams lessons. The student's classes follow the same timetable as when they are in school using the same lesson timings to minimise disruption to their learning.

Unless their teacher is unwell, these lessons will be led by their usual classroom teacher. Where this is not the case, back up online resources are available to complete for these periods.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

The online learning for bubbles, classes and year groups asked to isolate are the same as a normal school day. The lessons follow the same timetable they would expect in school. 4-5 hours plus standard length homework tasks will be set for all students in all year groups. Key exam classes in years 11 and 13 may also have intervention sessions each day, after the standard school day.

Accessing remote education

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

Full and comprehensive details of how to access this work can be found at the bottom

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:

The school has already provided laptops and 4g routers for remote internet access to all students we are aware of who don't have this at home.

If your child does not have access to ICT or internet connection at home then you can contact the school and we will arrange these facilities to be loaned to you, subject to a signed home/ school agreement.

How will my child be taught remotely?

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

Depending on the subject and the best way of delivering the curriculum that students need we use the following or a combination of the following:

- live teaching (online lessons)
- recorded teaching (e.g. Oak National Academy lessons, Hegarty Maths, video/audio recordings made by teachers)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences but only when supported by a teacher and a broader lesson plan and class engagement.

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?

- We expect all students to be actively engaged with the remote teaching and curriculum following the normal attendance times of a school day.
- Staff are available throughout the day and often are able to offer live feedback on work and engagement via email communication or live conferencing.
- To support your child at home we recommend providing them with a comfortable space, ensuring they take regular breaks, checking on their engagement with the lessons and ensuring that you remind them of the timings of their lessons and times of the school day.
- Please ask for support if you are struggling to get your child to engage or if there is anything else we can support with.

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

- We will check the engagement and progress and engagement and attendance of your child for every online lesson. We monitor this carefully over the course of a day/ week and will contact you if your child has not attended the sessions they are supposed to.
- It is not acceptable for your child not to engage with these lessons without seeking helping and support from us to assist them with engaging.

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:

- Staff will assess your child work regularly, as per the schools assessment policy and will provide feedback in a variety of ways both written, verbal and through test results. We also provide ATL results weekly for year 11 to track their engagement and progress more frequently.
- If you have any general concerns about your child's progress then you can contact classroom teachers, prog3ess tutors and HOY by email during the school week.

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:

In this section, please set out briefly:

TA support and the support of our SEN department is available to access throughout any online learning period. This can be done by the students and parents.

SEN students will be checked in on and offered support by our SEN team throughout any period of school closure to support them with their work.

Any support required – please contact asanders@wrotham.kent.sch.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?

The curriculum will remain the same but online learning will be provided as online resources for each lesson. Live lesson may not be possible when isolating due to the teacher continuing to teach the class in school at the same time. If we are able to link your child to live lessons then we will do this.

Please access work in the following way;

Step by step guide to access the online work-

Go to - <http://www.wrothamschool.com/>

Then click 'Home access' which is on the right hand side of the screen.

Enter the details listed above.

Click 'My files'

Click 'Student shared(O)'

Folders will then appear – click 'Curriculum'

Work is then in this area.

HOW TO ACCESS ONLINE LEARNING

Your son/daughter's timetable of learning will remain exactly the same as it is in school during the period of remote teaching. Whatever lessons they would normally have, including progress time in the morning, will be delivered remotely at the usual time by the usual teacher, just over the Microsoft Teams software.

How does my son/daughter access the remote learning?

As long as you have the Microsoft Teams app downloaded onto a computer, laptop, tablet or phone, or can open Teams in a web browser, then you can access the remote teaching we are providing. The login username and password are exactly the same as your child's school computer/email logins so there is no difference (if you have a password issue then by all means email Mr Kitney, out IT specialist at administrator@wrotham.kent.sch.uk clearly stating the students full name, class and the issue).

How do they know when the lesson is starting/how to access it?

All students should already have been added to their different 'teams' on the teams software by their class teachers, meaning all they have to do is make sure they have opened the chat thread for whichever class team they usually have that time and day (*open the science team for 7D on the time and day they have science etc.*) and then click the purple 'join' button when it appears. If this doesn't work, the class teacher will also call you on teams directly, simply answer the call to get involved.

What if we can't access the lesson at that time?

All lesson will be recorded on Teams and will remain available for 20 days on the teams chat thread for that subject, so if you can't make a lesson then simply watch the video back and complete the work at a more convenient time.

How do they submit the work after the lesson?

The teacher will make this clear as to which pieces of work need submitting and in what format, though this will usually be one core piece of work per lesson via email.

What are the rules for remote learning?

Microphones should be muted and cameras should be off at all times. Students can submit questions on the chat thread, click the 'hand up' icon to get the teacher's attention and may be prompted to unmute their microphone at certain parts of the lesson. Any inappropriate conduct will result in first a one day, then a one week ban from the software.

Any technical issues then you already have out IT administrator's email,

Any remote learning questions then please contact me directly at – jtruss@wrotham.kent.sch.uk

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