



## **Remote Education Provision: Information for parents and carers**

**January 2021**

This information is intended to provide clarity and transparency to pupils, parents and carers about what to expect from the Remote Education support provided by Alderman Knight School.

### **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?**

All parents and carers have been given a login to **RM Unify** which is the portal for our online learning system. From this portal you can access **Microsoft Teams** where the work will be uploaded for each lesson and will contain instructions for each subject area and how to access live lessons. Work will be uploaded to Microsoft Teams and parents and carers will receive a timetable of the live lessons for the week. Pupils in the secondary phase and Post 16 will also receive work set in the other lessons, as on their normal timetable. Exactly how the provision is arranged for each phase is shown below.

If an individual pupil is not able to be in school, the work required will be discussed and implemented by the tutor team dependent for how long the pupil will be off school.

Reading is very important and so if a pupil does not have a suitable reading book at home then please contact the tutor who can arrange electronic versions of reading books or reading books from the school library to be sent home.

If the pupil is in KS4 or KS5 they will also be able to take home any text books needed for the qualifications they are studying if applicable. These books can also be sent home or delivered to pupils and students as needed. Please contact your child's subject teacher in the first instance via **Weduc**.

### **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?**

Teachers will plan to teach the same curriculum as we would be teaching in school at this time, wherever possible, and appropriate. The resources, information sheets and worksheets for each lesson will be added to the Microsoft Teams class for each lesson. These will be accessed by pupils at home and those in school. There will be some subject areas e.g. PE, Food Technology and DT which will be amended due to the equipment and resources available at home, but full instructions for the amended tasks will be provided, if parents and carers want to carry out practical tasks at home.

Please note: Pupils in school and at home will all follow the same timetable, live lessons and activities. In school pupils will be supported by teaching assistants.

## **Remote teaching and study time each day**

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

We have planned a number of different bespoke remote education packages for primary, secondary and Post 16 aged pupils. The pupil's own remote education provision will be dependent on their age, ability and areas of need.

The number of hours each child spends on their learning will also be dependent on the needs and abilities. However, the school has devised a programme of activities for each phase as shown below, to ensure all pupils have the opportunity to continue to make progress with their learning, even if not attending.

**Every pupil will have a new timetable sent home each week. This timetable will clarify all the live lessons as well as the lessons where work will be sent for the pupil.**

#### **Primary school-aged pupils**

Pupils will be set three **English** activities (mixture of comprehension and creative writing tasks) and three **Maths** activities per week.

At least one of these activities in each subject will be via Microsoft Teams (Video or Audio) if the pupils are able to access this. These three activities together will take approx. the same amount of time that would be allocated in school. This is about **45 minutes a day for each of these two subjects**. However, parents and carers may wish to choose to complete part of the activity dependent on pupil's ability to engage.

Pupils will have daily contact with their teachers via live lessons.

Pupils will also receive two creative activities per week from other areas of the curriculum e.g. a craft project they can complete at home (**approx. one hour per day**) if the pupils can access this and parents can support it.

If the pupil receives spellings these will continue to be provided on a weekly basis. The first set of spellings will be uploaded to Microsoft Teams and subsequently on a weekly basis

If pupils do not have access to reading books they should contact their teacher who will arrange for books to be delivered.

New tasks will be placed on Microsoft Teams daily by 09:00 each morning

### **Secondary school-aged pupils**

- **Key Stage 3 pupils in Year 7, 8 and 9**
- **Key Stage 4 pupils in 4B and 4W**

Teachers of core subjects (English, Maths and Science) should set work for each lesson on the pupils' timetable. The set work should last the length of the lesson e.g. 45 minutes.

This is equivalent to approximately **8.6 hours per week**.

At least one lesson per week will be held via Microsoft Teams (audio or video). This Microsoft Teams lesson will be held at the same time as the class would normally have this lesson and parents and carers will receive the timetable highlighting the live lessons for each week.

Pupils may also receive lesson activities through different educational websites, e.g. My Maths website (<https://www.mymaths.co.uk/>) and Purple Mash etc.

When lessons have been set using specific educational sites, full instructions will be given in Microsoft Teams. The sites and pupils' work will be monitored by the class teacher.

Pupils will receive one lesson of work, for all other subjects each week. The work will be suitable for the standard lesson length e.g. 45 minutes and the specific group. Teachers will set up a group on Microsoft Teams to allow the pupils to contact them directly during their allocated lesson time.

This is equivalent to **6 hours per week** in total for these subjects.

All work will be uploaded to Microsoft Teams by 09:00 on the day the lesson occurs.

### **Secondary school-aged pupils and students**

- **KS4 – 4A, 4D and 4S**
- **Post 16**

All work will be uploaded to Microsoft Teams by 09:00 on the day the lesson occurs.

This will include access to appropriate past papers, links to online resources such as Seneca Learning (<https://senecalearning.com>) and BBC Bitesize and online copies of study guides.

All pupils who are studying for Level 1, 2 or 3 qualifications can access communication directly with the teacher via Microsoft Teams during their allocated lesson time so will have the same allocated time as in school.

Microsoft Teams should be used for all communication between teachers and pupils. Pupils can submit completed tasks and teachers will respond with feedback.

During all timetabled lessons, teachers will be available to support pupils doing their set work, at this time.

## **Accessing remote education**

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

Alderman Knight School uses Microsoft Teams for uploading documents and instructions and holding live lessons when applicable. Microsoft Teams and all other web based school resources are accessed through the RM Unify Page.

To access Microsoft Teams from home you will need to access the internet via your normal web browser and go to the RM Unify page <https://aldermanknight.rmunify.com/>

This is the portal for all our school based applications e.g. Purple Mash, MyMaths, Accelerated Reader etc. as well as Microsoft Teams.

Your child's RM Unify username and password has been sent out via a letter. If you require another copy of this information, please contact your child's tutor in the first instance via Weduc.

### **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:

If your child does not have access to a suitable device or internet access, we do have a number of devices and SIM cards available for loan in certain circumstances. Please contact Ceri Jones (School Business Manager) for further information.

We can provide hard copies of work and will post/deliver these where needed. To request this please contact your child's tutor in the first instance and discuss your requirements with them

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

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

Some examples of remote teaching approaches used at Alderman Knight School:

- Live teaching (online lessons) where applicable and if the pupil/student is able to access this.
- Recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- Resources, instructions (e.g. recipes) and worksheets uploaded to Microsoft Teams
- Printed paper packs produced by teachers (e.g. workbooks, worksheets)
- Textbooks and reading books pupils have at home or sent home via the school
- Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences e.g. My Maths and Purple Mash

- Long-term project work and/or internet research activities although these will be avoided wherever possible.

## **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?**

Alderman Knight School offers a flexible and collaborative approach to supporting pupils who are having to access remote education from home. This is similar to the school's approach to homework. More information is detailed in the **Remote Education Policy** available on the school website.

We are aware that some pupils may struggle to access the suggested tasks and number of hours suggested above due to their additional needs and if this is the case, the tutor team will discuss with parents and carers, the most appropriate tasks for the individual pupil and support available.

The tutor team will work with parents and carers to establish supportive routines and expectations for each individual child based on their own circumstances and needs. Please contact your child's tutor in the first instance to discuss your child's requirements

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

Your child's tutor team will contact all parents and carers via a weekly phone call to discuss engagement with remote education and pupil wellbeing. The tutor team will speak directly to parents and carers about any concerns they have with engagement with remote education.

It is expected that those pupils and students in KS4 and KS5 undertaking Level 1, 2 and 3 qualifications, will be able to access remote education independently, and will need to engage with the work set if they are to achieve the accreditations they have been entered for.

If you have any concerns about the amount/quality of the work being completed in specific subjects, please contact the subject teacher, in the first instance via Weduc.

We understand that the level of engagement with remote education will vary depending on the level of pupil need, personal circumstances and age.

### **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 provide feedback on the work submitted via Microsoft Teams within one week of submission. This feedback may be via whole-class feedback and/or automatic quiz scores or individual feedback via completed assignments. We understand that some pupils may complete additional self-study work or work set by parents during their time at home and may request

additional feedback from teachers. Teachers will provide this informal feedback and encouragement on any work completed but this will be when they are able to and not within the timescales highlighted above for teacher set work.

## **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:

Alderman Knight School offers a flexible and collaborative approach to supporting pupils who are having to access remote education from home. More information is detailed in the remote education policy available on the school website.

We are aware that some pupils may struggle to access the suggested tasks and number of hours suggested above due to their needs and if this is the case, the tutor team, will discuss with parents the most appropriate tasks for the individual pupil and parental support available.

The tutor team will work with parents and carers to establish supportive routines and expectations for each individual child based on their own circumstances and needs. Please contact your child's tutor in the first instance to discuss your child's requirements.

If your child receives additional therapies through the NHS e.g. Speech and Language Therapy, then the individual therapist will contact you directly to arrange provision.

### **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?**

Any pupil who would have been required to self-isolate, due to contact with a confirmed case, can now, if they choose, access a series of daily lateral flow tests so they can remain in school. If an individual pupil is not able to be in school for any reason, then discussions with parents will take place to determine what would be appropriate in terms of remote learning, at this time.

**January 15<sup>th</sup> 2021**

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