

# Clarendon Academy

## 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 where national or local restrictions require entire cohorts (or bubbles) to remain at home.

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## **Impact of a national/local lockdown/bubble closure or student(s) isolating**

If a national/local lockdown is Introduced, the school will offer immediate access to remote education for students who are required to remain at home. If there is not a local lockdown, but a single class, student or bubble needs to self-isolate, the school will immediately implement remote learning for that student/cohort.

Teachers will use a variety of methods to support the student(s) learning from home. These include: lessons via Microsoft Teams, Show My Homework, emails, phone calls, etc.

If you child has any issues with devices, remotely login in, or Teams lessons, they should contact David Cade (Deputy Headteacher) at [dec@clarendonacademy.com](mailto:dec@clarendonacademy.com) or phone on 07874796897, at the earliest.

## **The remote curriculum: What is taught to students at home?**

A student'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 students being sent home?**

The day following closure, our teachers will set work on Show My Homework only. This will allow them time to plan effective and sequenced remote lessons. Students should log onto here to find tasks to do.

Students should also check their emails regularly (via Microsoft Outlook using the usual school log in).

## **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 will teach the same curriculum remotely, as we do in school wherever possible and appropriate. However, we may need to make some adaptations in some subjects. For example, if a sensitive topic is being taught in a lesson, we will wait until the child returns to continue teaching it. Usually, we will not deliver PHSE remotely for this reason.

## **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 students broadly the following number of hours:

Key Stage 3	As an indication, a Key Stage 3 student can expect 40 to 45 hours of lessons over a fortnight in a blend of remote live teaching, and tasks set on Show My Homework. No homework will be set during this time.
Key Stage 4/5	As an indication, a Key Stage 4 or Key Stage 5 student can expect 45 to 50 hours of lessons over a fortnight in a blend of remote live teaching, and tasks set on Show My Homework. There will be an expectation for students to complete all work set, including homework.

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

Students will be set tasks, and resources for live lesson will be uploaded onto our school platform Show My Homework. Students will also need access to Microsoft Teams and Their school email account, the former for live lessons, and the latter for emails.

Students should check both Show My Homework and their school email accounts regularly.

## **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 students may not have suitable online access at home. We take the following approaches to support those students to access remote education:

- We will endeavour to provide a access to students who have none; this may take a few days to organise so if waiting, please let your child's tutor know you need paper resources.

The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme. Under the scheme, the school can order 86 laptops to support the following groups of students if they do not have access to a digital device or the internet through other means:

- Students in Years 7 to 11.
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice.

- Children in all year groups who are unable to access remote education whilst attending school on a hospital site.

A bank of 50 Acorn laptops will be held by Clarendon to provide an immediate provision to students in the event of a single year group being closed due to a positive Covid-19 case in a bubble.

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help students and their families use the devices safely.

## **Increasing Data Allowances on Mobile Devices to Support Remote Learning**

There is now a government scheme available for schools to apply for an increase in mobile data allowances on certain networks, for students whilst learning remotely. More information can be found here: <https://get-help-with-tech.education.gov.uk/about-increasing-mobile-data> .

If your child is accessing remote learning for whatever reason, and you would like to apply for an increase in data, please email David Cade (Deputy Headteacher) at [dec@clarendonacademy.com](mailto:dec@clarendonacademy.com) the following:

- The name of the account holder (that will be the parent or carer).
- The number of the mobile device.
- The mobile network of that device (for example Three).

## **Who do you contact with any IT issues?**

If your child has any issues with devices, remotely login in, or Teams lessons, they should contact David Cade (Deputy Headteacher) at [dec@clarendonacademy.com](mailto:dec@clarendonacademy.com) or phone on 07874796897, at the earliest.

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

We use a combination of the following approaches to teach students remotely. Please note that we have a 'blended' approach to remote learning. This means that some lessons will be taught remotely through Teams and some lessons will be tasks set to be completed independently on Show My Homework.

We have made this decision carefully to ensure students are not on a screen all day; this has been proven to be detrimental to their wellbeing.

If a partial year group closure occurs, or a few students need to isolate, lessons will continue as normal following their school timetable. Our Teachers will invite them in remotely so they can be part of the class as it happens.

Methods of teaching include:

- Directed remote teaching (live teaching on Teams)
- Tasks set on Go4Schools to be completed independently
- Assessment tasks

Learning to take place using, but not limited to:

- Teams
- OneDrive
- Email
- Resources (learning packs on paper, electronic)
- Office 365 based resources (eg Forms)

The teacher will offer:

- Directed teaching / live teaching
- Support (1-2-1 / small group / whole class) if needed
- Guidance (video to the class / year group)
- Assessment and monitoring opportunities
- Live support / guidance / delivery available during 'normal' lesson time
- Additional worksheets / videos / talk through by teachers (can be dept produced – see additional guidance on remote learning)
- Telephone calls
- Email support
- Normal lesson slot used for communication with students at home

The tutor will make frequent contact between school and home, and will act as the link for any concerns or issues. Please contact your child's tutor if you have any queries in the first instance.

## **How the remote live lesson will be organised?**

For the lesson/period students would normally have a class, and according to any timetables emailed home:

- They will receive an invite via Teams to their class for that lesson.
- Teachers will deliver content for up to 30 minutes maximum (and explain tasks set).
- Teachers will remain available for the whole period to support on Teams.
- Teachers will upload lesson resources as required onto Show My Homework.

## **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 thank Parents and Carers in advance for supporting the school in ensuring your child behaves accordingly in remote learning.

During remote lessons, we ask students to follow our Student Protocols outlined below:

### **What do you need to do before the school day?**

- Check the device you are using to link onto Microsoft Teams is available and charged up – follow the step by step guide in the Appendix to access Microsoft Teams and complete the full setup. Email [dec@clarendonacademy.com](mailto:dec@clarendonacademy.com) if you have any issues with your device, or accessing Microsoft Teams.
- Check you have access to your Microsoft Outlook email account (school email).
- Check you have access to your Show My Homework account.

### **What do you need to do at the beginning of the school day?**

- Ensure you are dressed appropriately. You do not need to wear school uniform, but ensure you are not wearing pyjamas, and you have covered shoulders.
- Ensure you are in a room where you are unlikely to be disturbed.
- Ensure you have had something to eat and drink, and are ready to learn. Ensure also you have access to drinks throughout the day.
- Ensure you have the right equipment - as if you were attending a normal lesson, including something to write on. Please let your Tutor know if you need any blank exercise books, or paper.
- During tutor time, check your Microsoft Outlook email account for Microsoft Teams invites.

### **How do you use Microsoft Teams for each lesson?**

- Click 'Join' the meeting from the invite your class teacher has sent to your Microsoft email account – this is where you select either using a downloaded Microsoft Teams app, or a web browser.
- During the lesson, be sensible and conduct yourself in a manner appropriate to our expectations.
- Complete the task as directed by your class teacher.
- Use the 'raise your hand' icon if you need to ask a question, or if you don't understand.

### **What do you do after the Microsoft Teams lesson?**

- Click 'Leave'.
- Complete any outstanding work as directed by your class teacher.
- Continue to email your class teacher if you have any further queries – all email addresses are on our website.

### **Behaviour during lessons**

- Lessons will run as per your timetable, and standards of behaviour will be as they are in school.
- Chat functions must only be used to communicate to the teacher about lesson content, and must not be used for social conversations amongst each other.
- Poor behaviour will result in you being removed from Teams for a period of time, you're your parents or carers will be informed.
- Mobile phones must be switched off during the lesson, and not used for chatting with each other.

What will the screen look like, and what do the mean?

icons

More actions, including full screen mode

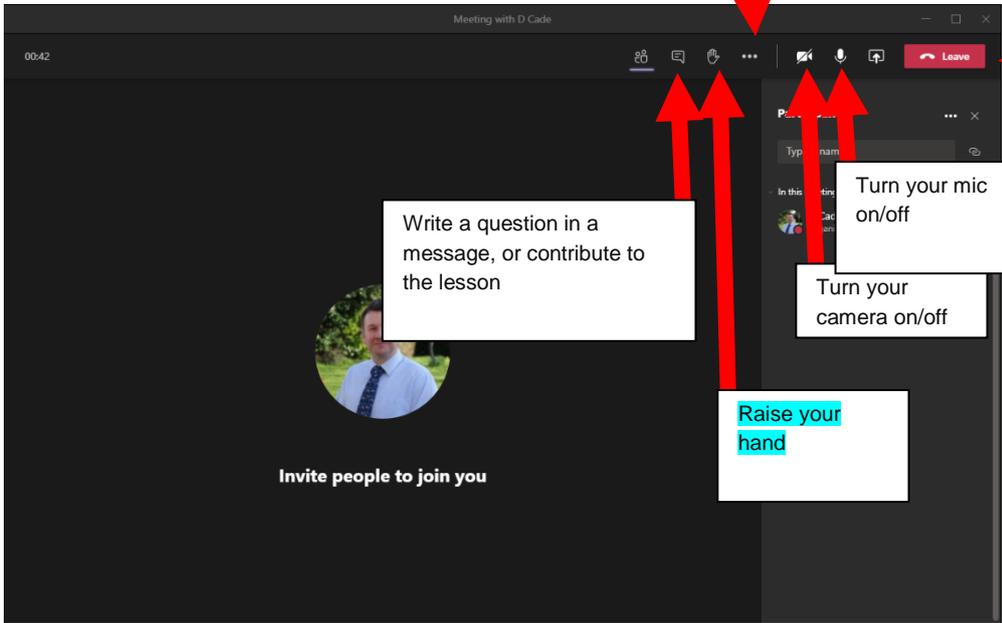
Leave the lesson

Turn your mic on/off

Turn your camera on/off

Raise your hand

Write a question in a message, or contribute to the lesson



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

If a student does not attend a remote live lesson, teachers will make a record of this. Teachers will check work completed from any live lesson and Show My Homework. Teachers will also check on the engagement of the student during the live lesson too.

Students are expected to participate in all of their lessons (this might include verbal or written comments via Teams), and complete all tasks set by the teacher for the class around the lesson (for example, Show My Homework or an email task).

Through Microsoft Teams, students are able to receive immediate feedback on their learning. Additional feedback may also be through online platforms such as MyMaths, MathsWatch, school generated quizzes and via email or telephone conversations if necessary.

The teacher or tutor will contact parents when we are concerned by non-attendance or non-completion of tasks.

This is also monitored by Louise Clune, Assistant Headteacher – Pastoral, alongside Heads of House. Parents will be contacted if we have concerns about non-completion of work set, or non-attendance in live lessons.

## **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 check work completed from Show My Homework – this could be via a quiz, a photo of a task emailed to the teacher or via a Teams conversation or email dialogue between the teacher and student. Through Microsoft Teams live lessons, students are able to receive immediate feedback on their learning. Additional feedback may also be through online platforms such as MyMaths, MathsWatch, school generated quizzes and via email or telephone conversations if necessary.

Students' learning will be assessed when they arrive back in school after isolating/a closure. This takes many forms – from direct questions in the classroom, to a quiz, to a formal test. Our teachers have many strategies to work out how a child is progressing and what they needed to go back over with a teacher face to face.

## **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:

For SEND support, please contact our SENCO, Sophie Bryant at [seb@clarendonacademy.com](mailto:seb@clarendonacademy.com).

Teaching Assistants will support all EHCP/most vulnerable K (SEN support) remotely and check in with phone calls and emails, to support both students and parents. Work will be differentiated if necessary for lower ability students as necessary so it is achievable. If a student needs to have work adapted and cannot access it, please contact Sophie Bryant as soon as possible.

## **Remote education for self-isolating students:**

### **If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?**

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 a partial year group closure occurs, or a few students need to isolate, lessons will continue as normal using following their school timetable. Our Teachers will invite them in remotely so they can be part of the class as it happens.

## **Keeping children safe during remote education**

Our Child Protection and Safeguarding Policy has been updated during the national lockdown to include provisions for keeping students safe during the coronavirus pandemic – we will continue to follow these procedures for students who remain at home, where appropriate, until all students are able to return to school.

Our teachers have been briefed about keeping students safe online and will report any concerns straight away.

We will continue to ensure that:

- The best interests of students always come first.
- If anyone in the school has a safeguarding concern about a student, they act immediately.
- A Designated Safeguarding Lead is always available.
- Students who remain at home are protected when they are online.

Staff and students will only communicate via Microsoft Teams, Show My Homework and student emails.

During remote teaching:

- Teachers will only use established and secure software which is Microsoft Teams.
- Teachers will ensure that their live lessons are only accessible to students involved in the lesson, and that student identity is not shared with a wider audience.

## **Use of cameras during 'live' teaching**

There are times when it may be beneficial for staff and students to be able to see each other during a 'live' lesson, although this is not always necessary. Where cameras are switched on, please help your child follow the below guidance:

- Students must be mindful of what they share of their surroundings when on camera. A plain or blurred background is ideal.
- Students must be properly dressed at all times for lessons and in an appropriate place e.g. at a table or desk.
- If at any point a teacher is concerned about inappropriate use of cameras during a lesson, or if students are not adhering to the agreed actions above, the teacher will speak to Tom Nolan (Assistant Headteacher), Designated Safeguard Lead.

If you have any concerns about your child's safety during remote learning periods, please contact Tom Nolan on [trn@clarendonacademy.com](mailto:trn@clarendonacademy.com)