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?

In the first instance paper based work will be sent home and work will be set by subject teachers on Microsoft teams. This work is to be completed independently. Students and parents/carers can contact their key tutor or subject teachers via teams messaging or email.

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 wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, outdoor education cannot go ahead, DT and community venture will be portfolio based work. Parents will need to organise ingredients for Catering practical at home.

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	4 to 5 hours per day

Accessing remote education

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

Microsoft Teams

BBC bitesize

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:

In this section, please provide high-level information (where applicable, and ensuring parents know how to contact the school for further details) about:

- We will issue or lend laptops or tablets to pupils, who are eligible and require devices for online learning. For more information please speak to your child's key tutor or Mr Shaun Adams, ICT technician.
- The DFE are issuing remote dongles to enable an internet connection for students who require these. Again please contact Mr Shaun Adams to request a dongle if required.
- A paper based copy of materials can be requested through key tutors and subject teachers.
- Pupils can submit work in paper form through drop off or post if they cannot submit online

How will my child be taught remotely?

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

In this section, please list the range of approaches you use to teach pupils remotely.

As part of this list, schools may wish to indicate the extent to which they are used, and subjects and key stages these approaches are used in, if there are differences.

Some examples of remote teaching approaches:

- 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 pupils have at home

- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences (e.g. Corbett Maths)

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?

- Pupils are expected to engage in all online live lessons as detailed in their personalised timetables and complete set tasks by given deadlines
- Parents/carers are asked to support students with setting routines and ensure they access live online lessons

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

- Key tutors will make contact at least once per week to check on students' progress with online work and their welfare.
- Engagement is monitored on the school tracker
- Teachers will liaise with external support agencies to check whether your child is engaging with their work
- Students are required to return completed work to subject teachers for marking. Work can be returned via teams, email or post.

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:

- Verbal and written feedback will be given to pupils

- Feedback will be given weekly to pupils

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:

- Personalised timetables have been written for all students
- Live online tutorials are timetabled
- HLTA support is available for remote learning
- Work is differentiated

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?

Work will be set to ensure individual pupils self-isolating are taught a planned and well-sequenced curriculum with meaningful and ambitious work each day in a number of different subjects, including providing feedback. Work will be set on teams and will reflect what learning students are receiving in school