# Remote Learning Procedure

## Provision for students who are unable to attend school due to COVID-19

**The remote learning procedure aims to ensure Excellence for All by:**

- **Consistency for students in school**
- **Clarity for students working from home**
- **Maximising capacity in school in the event of a partial closure**

## Principles

If a local or national lockdown is implemented, 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 or individual student needs to self-isolate, the school will immediately implement remote learning for that group/individual.

In the event of an individual, a group of students or a whole bubble/year group having to isolate work will be set remotely.

When this happens we will:

- Set all work remotely to be completed on Google Classroom.

- Dependent on the year group and subject there will be a blended approach to this and students will receive their learning in a variety of ways.

What is important to note is that the work will be set promptly on Google Classroom to ensure that no learning time is lost and that when your child returns to school they will be where they should be in terms of their progress.

1. **If an individual or group of students has to self-isolate**

Work will be set on Google Classroom. It will follow the planned curriculum.

2. **In the event of a whole school closure/national lockdown**

Students in all Key Stages will be issued with a 'live video lesson' timetable which will take place via Google Meet. This will be supplemented by online provision via Google Classroom. The planned curriculum will be followed.

# 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.

For details of what to expect where individual students are self-isolating, please see the final section of this page.

## 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?

Our remote learning offer is based around one platform Google Classroom. All students have been issued with Google classroom codes the roll out of this began in September 2019.

In the event that any student needs access to their Google classroom code they can email their class teacher or contact the school office on (01603) 497711.

Whilst self-isolating at home students should follow their normal timetables (if they are well enough to do so).

Students should login to RM unify accounts in order to access Google Classroom for each lesson.

Work is to be submitted via Google classroom for feedback from teachers.

### 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 slight adaptations in some subjects. For example, in practical lessons in Science we will use video clips where possible so that the students are familiar with the Core Practicals.

- In Art we have adapted parts of the curriculum so that students use materials that are readily accessible 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 students broadly the following number of hours each day:

| Years 7 to 13 | In line with government guidance students will complete 5 hours remote learning per day.  They will follow their normal school timetables.  For Form Time Years 7 – 11 students should login to "The Day" and the times of the school day are as follows: |
|---|---|

| Periods | Time |
|---|---|
| Form/PD Time | 8.25 |
| Lesson 1 | 8.55 |
| Lesson 2 | 10.03 |
| Break | 11.03 |
| Lesson 3 | 11.20 |
| Lesson 4 | 12.28 |
| Lunch | 13.28 |
| Lesson 5 | 14.05 |

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

For all remote learning and for live video lessons, we use Google Meet which is accessed from Google Classroom.  Some subjects also use Google classroom for setting homework and assignments.  Students will need a Chromebook/laptop or tablet and an internet connection to be able to access Google Classroom.

All of our remote learning material is on Google Classroom, so students can access them if they need to revisit anything.

If students wish to complete some work on an iPad or tablet they may be finding it difficult because they have not downloaded the relevant apps.  Download the Google Apps for example, Google Classroom, Google Docs, Google Slides Google Meet, so that the apps are easier to find and use.

We are committed to providing technology for students who need it however, should any student wish to access Google Classroom via their X box or PlayStation LINK

## 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 have surveyed all students and have some understanding of which students might need to borrow a Chromebook.  We will therefore try to utilise this information in order to provide a laptop on day one of isolation.
- Parents and carers have been asked to contact the school if they are in need of a Chromebook or wireless router as we do not wish access to technology to be a barrier to learning.
- For access to digital devices please contact the main office on 01603497711 or 01603497767 for Sixth Form office or contact-itsupport-tsa@yare-edu.org.uk
- For any issues regarding connecting to RM Unify or passwords/Google classroom please contact IT support on itsupport-tsa@yare-edu.org.uk
- The school is committed to providing all students access to technology who need it.  This is especially important where siblings may be sharing devices in the same household.

## How will my child be taught remotely?

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

We use a combination of the following approaches to teach students remotely as we follow a blended approach of synchronous (live teaching) and asynchronous (non-live teaching) for all lessons:
- Live teaching (online video lessons).
- Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences.
- Recorded teaching (for example Oak National Academy lessons, video/audio recordings made by teachers).
- Worksheets and online text books as appropriate.

# 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?

- Students are expected to engage with their lessons according to their usual timetable completing the work as indicated in Google classroom.
- Students are expected to follow their usual timetable and parents can support this by ensuring they have access to their child's timetable and are clear on what lessons they should receive each day.
- Students are expected to communicate with their teachers through Google Classroom.  They should follow the expectations and Etiquette guide as set out on our website under remote learning LINK
- Where possible students should have a quiet place to work
- Parents can see tutorials on how to access remote learning on our webpage under remote learning LINK
- Parents can monitor ARE points awarded on Class Charts to check engagement with learning

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

- Teachers will be taking a register during any live lesson that we deliver, based on students' attendance in the live video meeting that will be a part of every lesson.  If a student does not attend a video meeting, we will register that as an "absence", and it will be followed up by the Pastoral Team in each Year School including the Sixth Form.  Teachers will monitor completion of work.
- Please also contact the School if your child experiences difficulties in accessing the online work, so that we can work together to resolve those problems.

**Pastoral Team Contact**
- Our Pastoral Teams will contact parents where we have concerns either with attendance in live video lessons, or with handing in work.  We recognise that there may be a range of reasons why a student may not complete work and we will make contact to discuss ways in which we can support families.
- It is important that we continue to recognise students for their efforts in their learning
- We will continue to award ARE points for Aspiration, Respect and Engagement in learning to reward students.
- Occasionally, teachers may award 'Not engaged with remote learning' or negative ARE points if the work has not been completed or submitted.  We understand that there could be many reasons for this.  Teachers will try and investigate reasons with the student but parents and carers may be contacted by the relevant Year Group team to support students with the handing in and completion of work.  If there are any issues with the awarding of ARE points please contact the relevant class teacher in the first instance.
- If there are concerns regarding the lack of engagement parents will be contacted by the relevant Year Group Pastoral Team to support further.

## 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 students. For example, whole class feedback or quizzes marked automatically via digital platforms (Google Forms) are also valid and effective methods, amongst many others.  Our approach to feeding back to student's work is as follows:

- Immediate feedback can be given to students orally through questioning, as they would in a normal lesson, or a student might write in the chat function during the lesson which can then be commented on.
- We also use Google Forms to provide students with surveys that can give instant feedback about whether they have learned and can recall new material.
- Students will submit work via Google Classroom.
- Curriculum Areas will continue to follow the cycle of planned assessments including end of topic tests.

## 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:

- We can clearly track engagement of students with SEND and targeted calls home are made when engagement is not high.
- We ensure that students with SEND are carefully talked through how to engage with live lessons.
- We will survey SEND parents and students to ensure we are able to adapt our provision as necessary.
- We will continue to carry out EHCP annual reviews, and any other legal duties to those with a plan.
- Targeted interventions have been adapted to facilitate and enable online delivery;
- We will continue to liaise with outside agencies such as Educational Psychology and Specialist Support) EPSS, with meetings being held termly.

## Remote education for self-isolating students

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

When self-isolating students will access work set through Google Classroom which is available from day one of self-isolation. They must follow their usual timetable if they are well enough to do so. They will submit work and receive feedback via Google classroom. All work set for remote learning will be used for individuals who self-isolate as well as entire year groups that self-isolate, therefore teachers will ensure that the work set is clear, aligns with our planned curriculum and is well sequenced.

**Years 7 to 11**

- Work will be set for on Google classroom for each subject
- Students will follow their normal timetable if they are well enough to do so. Work will be submitted via Google Classroom.
- If students are unsure what to do, they will contact teachers using their school email address or via Google Classroom
- Key Stage 4 students must ensure that they complete any revision activities as appropriate

**Years 12 and 13**

- Will follow the learning programme in Google Classroom for all subjects, completing all relevant textbook and/or revision guide activities
- If they are unsure of what to do, students must email subject teachers directly from their school account or contact them via Google Classroom
- Students will be contacted by the pastoral team during the period of self-isolation to support with their learning
- Some students may join live lessons, joining the rest of their class remotely if it is possible to do so. They can ask questions and be questioned and submit their work by email or through Google Classroom
- Teachers strive to teach both those in their class and students isolating at home, however, there might sometimes be a delay in receiving feedback for a task as teachers continue to teach their full timetables in school