



This information is intended to provide clarity and transparency to students and parents/carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

### **Remote education study time**

We expect that remote education (including remote teaching and independent work) will take students broadly to the required 5 hours per day. This would reflect the five hour-long lessons of the usual timetable.

### **'Ad hoc' individual student self-isolation**

Work is provided by class teachers on Class Charts for each subject for students in Key Stage 3 to complete during periods of individual self-isolation. This work will be aligned to the planned curriculum, which is also shared on our website, although there may need to be some amendments made for practical subjects, such as Design and Technology, where elements of the 'make' aspects are not practicable from home. This will be available for students to access the same day as their timetabled lessons. Some of this work will be written activities and some will make use of online 'on demand' teaching, e.g. from Oak National Academy. Work completed and submitted, via Class Charts, will be checked and feedback will be provided as per our Feedback Policy. Students will also be expected to complete home learning set via Class Charts and submit work as indicated by the class teacher's instructions.

Work for students in Key Stage 4 and the Sixth Form will be shared via Microsoft Teams or Class Charts in line with the planned curriculum and lessons delivered in school. This work will be shared daily as per the timetable. Students will also be expected to complete home learning set via Class Charts (Y10/11) and Microsoft Teams (Y12/13) and submit work as indicated by the class teacher's instructions. Class teacher's will provide feedback as per our Feedback Policy.

### **Provision of remote education during periods of attendance restriction**

#### **(i) Self-isolation of small cohorts of students, e.g. Mentor Group or a class**

Work will be provided by Class Charts (Y7-11) and by Microsoft Teams (Y12/13) for cohorts of students self-isolating. This work will be aligned to the planned curriculum, although there may be some amendments made for practical subjects, such as Design and Technology, where elements of the 'make' aspects are not practicable from home. This work will be provided daily as per the timetable and will mostly be in the form of recorded 'On Demand' (or asynchronous) lessons for non-examination groups and 'Real-time' (or synchronous) for examination groups (Y11/13). 'Real-time' lessons will be provided through Microsoft Teams. Work submitted will be checked by class teachers and feedback provided as per our Feedback Policy.

#### **(ii) Wider attendance restrictions, e.g. year group(s) or a national lockdown**

When all students, except children of Critical Workers and vulnerable students, are required to stay at home due to national restrictions, remote education will be provided for all year groups in alignment to the planned curriculum. Remote education provision will predominantly consist of 'Real-time'

(synchronous) lessons following the timetable. 'Real-time' lessons will be provided through Microsoft Teams. Any 'On Demand' (asynchronous) lessons will be shared via Class Charts for Y7-11 and Microsoft Teams for Y12/13. Remote education may also make use of other online resources, e.g. MyMaths, Kerboodle, Educake, Oak National Academy, etc. Lessons will be recorded so that students unable to attend at the time of the lesson, e.g. due to sharing a device, etc., may be able to access the lesson at a later time, this providing flexibility for families in our educational provision.

Students are expected to complete all work for each of their lessons during the school day. Optional 'extra challenge' activities may also be provided for students to complete outside of the usual lesson time. Students should check their Microsoft Teams calendar each morning for schedule of 'real-time' lessons. Students are expected to attend all 'real-time' lessons and complete work set for all 'On Demand' lessons each day.

Each Mentor Period will have an online provision to support students establish a routine for the day ahead and their learning, e.g. Mentor check-ins, assembly, PSHCE sessions. Students are expected to attend these.

### **Attendance**

Attendance to 'Real-time' lessons is taken via Microsoft Teams and absence is reported via Class Charts. Pastoral leaders, the Attendance Officer, parents/carers and students are notified via Class Charts when 'Missing from Class' is reported. Class teachers will also be monitoring engagement (and therefore 'attendance') to 'On Demand' lessons through completion/submission of work, completion of a Microsoft Form or quiz, etc. Where students are not engaging, class teachers will inform pastoral leaders and parents/carers via 'C0 Incomplete Work' notification in Class Charts. Poor behaviour during a 'real-time' lesson which does not comply with our Behaviour Policy, Remote Working behaviour Agreement or Acceptable Use Policy, will be reported to pastoral leaders and parents/carers as 'R-1 Remote Working' via Class Charts.

### **Feedback**

Feedback on student work will follow our Feedback Policy. Feedback may not necessarily be in written form for all work submitted. Feedback may also be provided through quizzes and/or verbal feedback during 'On Demand' or 'Real-time' lessons. If written feedback is provided this will be through Class Charts for Y7-11 and through Microsoft Teams Assignments for Y12/13. Parents/carers should contact their son/daughter's Head of Achievement if they have any questions about feedback.

### **Supporting students with special educational needs and disabilities**

Our Inclusion Team and Learning Support Assistants will be supporting students with SEND, who are not working on-site to organise their remote education. They will make regular contact with students and their parents/carers to provide advice, guidance and further support.

### **Accessing remote education**

The vast majority of our remote education provision will be through Class Charts (Y7-11) for 'On Demand' lessons and Microsoft Teams for 'On Demand' lessons (Y12/13) and 'Real-time' lessons for all year groups. Both of these are accessible via the internet and any device, including mobile phones and tablets. All students have an Office 365 account through the academy and are able to download Office software to their own devices as part of their license.

From our surveys during previous periods of national restrictions we recognise that almost all households have at least one internet-enabled device, including mobile phone, although a significant proportion do need to share laptop/desktop/tablet devices. Our approach to remote education provision enables flexibility around this.

If students are unable to access remote education or submit their work to their teachers, parents should contact their son/daughter's Head of Achievement to make arrangements.

### **Contacting the academy**

If parents/carers have any questions regarding our remote education provision, they should contact their son/daughter's Head of Achievement in the first instance via email.

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