

## **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?**

Where students are sent home, immediate access to remote education is provided via the school's Blended Learning Platform. This can be accessed at <https://www.melkshamoak.wilts.sch.uk/learning-and-education/blended-learning>

On the Blended Learning Platform students will find links to Oak National Academy lessons, GCSE Pod, Seneca Learning and other platforms to use for their immediate remote education.

### **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, some adaptation in some subjects, such as Design Technology, Music, Art, Drama and PE, will be required due to specialist equipment not being available to students learning remotely. The core knowledge and skills of the curriculum remain the same, but the methods of delivery may differ.

Where entire groups (classes/year groups) are learning remotely, they will be taught 'live' via Microsoft Teams. These lessons will follow the same curriculum remotely as in school. Where an individual or small group of students are learning remotely they will, wherever possible, be invited to join their peers in the classroom via Microsoft Teams. Where this is not possible, lesson by lesson tasks will be set via Satchel:One.

## 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	5 hours
Key Stage 5	5 hours (to include independent study as timetabled)

Some lessons will begin and/or end 5 minutes early to allow students a brief screen time break between lessons.

## Accessing remote education

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

Immediate remote education is provided via the school's Blended Learning Platform. This is available at <https://www.melkshamoak.wilts.sch.uk/learning-and-education/blended-learning>. Students log into the BLP using their school (Microsoft 365) username and password.

All instructions for remote education beyond this will be set to students using Satchel:One. This will include links to access Microsoft Team 'live' lessons and any other resources students require. Students may also be directed to access digital platforms/resources including Oak National Academy lessons, MyMaths and Seneca.

Information to support students and parents in accessing the Blended Learning Platform, Satchel:One and MS Teams are available on the school's website.

### 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:

Requests for support in providing digital/online access can be made via the school's admin email address/telephone number. We will issue loans of laptops to students wherever possible. Students without wifi connections can also apply for free data. Access to Microsoft programs is available to all students via the Blended Learning Platform.

Students requiring further support with digital or online access to remote education at home will be supported by their Pastoral Manager and Head of Year. This may include delivery to homes of printed materials.

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

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

Remote teaching will be delivered by a combination of 'live' teaching using Microsoft Teams and independent study set via Satchel:One. This will be for all lessons each day, plus a tutorial period, with the exception of Core PE and Outdoor Education lessons.

At Key Stage 3 two out of every three lessons will be 'live' lessons. During these lessons there will be a 'live' input from the teacher for the first 10-15 minutes, plus at least one further check in point 'live' later in the lesson. Some teachers may teach the full lesson live. Students will be set up for the learning tasks by the teacher input and may be directed to recorded teaching including Oak National Academy Lessons for the independent learning stage of the lesson. The third lesson will be directed, independent study. Students will be given instructions for this lesson via Satchel:One, including being directed to recorded teaching including Oak National Academy Lessons or videos made by their own teacher. Other free and/or commercially available websites supporting specific subject area may also be used, such as MyMaths, to set learning tasks for students.

At Key Stage 4, at least 80% of each subject's lessons will be 'live' lessons. These will be live for the full duration of the lesson. The other lessons will be for independent study and practise of key learning concepts. Students will be given instructions for these lessons via Satchel:One.

For Key Stages 3 and 4, Core PE lessons will be introduced 'live' with students then given optional workout video lessons, created by their teachers, to complete. Alternatively, they may undertake a different form of exercise of their choosing e.g. a walk, run or cycle ride. Outdoor Education lessons will take the form of tasks set via Satchel.

At Key Stage 5 all lessons will be delivered 'live'. These 'live' lessons will be of the same duration as normal in-school lesson. There may be times when students are given independent work to do during lessons and individual tutorials are held with students to further support their individual progress.

## 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 expect all students to:

- Be aware of all their required log ins to upload work from their teachers and make themselves aware of how and where this work is available.
- Be ready to be accepted into the lesson at the start of the lesson.
- Be prepared with the correct equipment at the start of the lesson and ready to learn.
- Seek help if they need it, from teachers or teaching assistants via Teams
- Use proper online conduct, such as using appropriate language in messages
- Complete work to the deadline set by teachers
- Contact teachers via the teacher's email address if they require help with the work outside of the lesson.

We ask parents and carers to support our students by:

- Supporting their child in having a routine so that they are punctual and ready to learn to all their lessons
- Ensuring they have a suitable place to work and all equipment needed

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

The school will be monitoring the attendance of every student throughout the time we are offering remote schooling. Registers are taken by staff in every lesson. If we become aware of a student regularly not attending lessons then parents/carers will be contacted and intervention planned.

Staff are also monitoring the engagement with the work while remote schooling. Teachers will make students aware of work they required students to upload onto the Satchel platform. If a student fails to hand in work to a sufficient quality, a member of staff will contact the parents/carers and make them aware and plan intervention.

Parents will be contacted via either phone or email that we have registered on our database.

We encourage parents/carers to contact us if they have any concerns with their child's attendance and/or engagement with their remote schooling.

### 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:

Students are asked to submit their lesson work via Satchel:One. Not all classwork will receive specific feedback from teachers although teachers will acknowledge students' work submitted via Satchel:One at least weekly in all subject areas.

Students will receive feedback from every subject at least weekly. This may be through quizzes or tasks set on Satchel or MS Forms by teachers that are automatically marked. It may also be via whole-class feedback from work submitted via Satchel:One.

Students will complete key formative assessment tasks in subjects at the same frequency as in school (twice per term, once for non-core subject at Key Stage 3). These assessments will be formatively assessed by teachers, with students provided with feedback and tasks to improve their learning via whole-class feedback methods. Some teachers may wish to give written comments to individual students.

## **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:

Parents of all pupils with an Education, Health and Care Plan (EHCP) are contacted by phone every week to ensure we are doing all we can to support their child. Teaching Assistants have 4 specific pupils with additional special educational needs with whom they communicate weekly to check on their wellbeing and academic progress.

Teaching Assistants who are working from home are providing telephone calls to pupils to support them with their remote schooling. This ensures pupils can access and engage with all of their online lessons. They work through the lessons together using a live Word document where they both can see each other's comments. If pupils have issues with IT access, the Teaching Assistants will deliver the whole lesson verbally, record the pupils work and then forward it to their teacher at the end of the lesson. Teaching Assistants are adapting the lessons and creating additional worksheets to ensure they meet the specific needs of the pupil with whom they are working.

Our Pastoral staff and Haven TEAM are continuing to provide interventions to support pupils with their SEMH.

## 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?**

Where individual students not in school because they are self-isolating, immediate access to remote education is provided via the school's Blended Learning Platform. This can be accessed at <https://www.melkshamoak.wilts.sch.uk/learning-and-education/blended-learning>. On the Blended Learning Platform students will find links to Oak National Academy lessons, GCSE Pod, Seneca Learning and other platforms to use for their immediate remote education.

As soon as is possible, isolating students will, wherever possible, be invited to join their peers in the classroom via Microsoft Teams. Where this is not possible, lesson by lesson tasks will be set via Satchel:One to mirror the curriculum being taught in school. Students should submit work to their teachers for feedback via Satchel:One.