



Longridge High School

REMOTE EDUCATION POLICY 2021-2022

| | |
|----------------------------------------------------|---------------------------------------------|
| Name of Person Devising Policy | Deputy Head teacher (Teaching and Learning) |
| Document Created Date | January 2021 |
| Review Cycle | Annually |
| Date approved by Governing Body | 11 th February 2021 |
| Signature of Headteacher / Chair of Governing Body | Jane Green/Clare Compton |
| Date of next Review | February 2022 |

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 if local restrictions require entire cohorts (or zones) 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?

As soon as pupils are sent home, each subject teacher will set the work according to the pupil's normal school timetable using our communication platform of Synergy. This will be for a maximum of two days. All work will be set in the 'Classwork' section of Synergy with clear instructions for completion and hand in submissions.

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, (experiments in Science, practicals in Design Technology or PE will not be set. Written work would be set in place of this during the first few days of remote education.

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:

| | |
|--------------------------------------------------------------------------------------------------------|--------------------|
| Secondary school-aged pupils not working towards formal qualifications this year – Years 7,8, 9 and 10 | Five hours per day |
| Secondary school-aged pupils working towards formal qualifications this year (Year 11) | Five hours per day |

Accessing remote education

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

All instructions and resources will be uploaded to our school platform: Synergy. Parents and pupils are able to view the work by using the link on our school website and logging in. The work is set under 'Classwork' for the day. Pupil bulletins with relevant information are on the Synergy home screen.

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 maintain an up-to-date audit of pupil devices that allow us to monitor and track if or when pupils need digital support. We take the following approaches to support those pupils to access remote education:

The pupil device audit initially taken in June 2020, updated in September 2020 and again in January 2021, allows the school to monitor the accessibility of suitable devices for use at home.

Digital devices, internet access and dongles are available to hire from school during the period of Remote Education. This depends on specific criteria including:

- Receipt of Free School Meals (FSM) or Pupil Premium status (PP)
- Looked after children
- Vulnerable children
- Siblings in school with shared devices

The school's Pastoral Support Team will use the school's Device Audit to contact parents/carers to arrange collection of devices from school. If parents/carers feel that, their child qualifies for this scheme, please contact the school using Synergy and title the communication 'Device request'.

- Printed materials of pupil worksheets needed are available on request by contacting the school using Synergy. Please title the request, 'Paper copies'. These can be collected from the school on a weekly basis or sent home via Royal Mail.
- Completed paper work can be given in at the school reception when collecting the next batch. Alternatively, they can be posted to school using a SAE. Completed work will be passed to subject teachers who will give feedback, using Synergy.

How will my child be taught remotely?

We use a combination of blended approaches to teach our pupils remotely. This can be different depending on the age and ability of our pupils, the subject and the frequency of lessons during the week.

During periods of extended Remote Education, the majority of our learning at both key stages uses Synchronous (live) and Asynchronous (pre-recorded) sessions.

When using live sessions, the school uses Microsoft Teams to deliver learning. These sessions are structured as follows:

- A 15-20 minute introduction from the teacher that explains the learning and activities, recaps prior learning and addresses any misconceptions identified.
- A 30-minute independent task or activity that pupils should complete. Teachers will mute microphone and/or camera but be available for questions from the pupils via the Teams Chat.
- If required, a five minute plenary to check on pupils and work completion. There may be instructions about the next lesson and if any prior research or activity is needed.

These live sessions allow teachers to introduce new knowledge to our pupils following our established curriculum. This allows for real time questions, quizzes and addressing misconceptions. It is an expectation that, as far as possible, all pupils will join the sessions and we actively encourage pupils to join. The lesson materials, instructions and activities are uploaded on the school's communication platform, Synergy. This is visible to both pupils and parents to aid planning and completion of work. Pupils are able to view the live lesson schedule by visiting the Microsoft Teams Calendar.

Some examples of other remote teaching approaches used:

- Asynchronous sessions (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
- Websites supporting the teaching of specific subjects or areas, including: GCSE Pod (KS4) Seneca and Educake (KS3 and 4 Science), MathsWatch (KS3 and 4 Maths), Accelerated Reader (KS3).
- Project work and/or enrichment activities that are more suited to some subjects such as Design Technology, Music and Art.

Official homework tasks will not be set during extensive periods of whole school Remote Education. Pupils should use this time to complete any classwork not yet finished. We will also provide enrichment and extension activities if required. Pupil may use the education platforms listed to revise and revisit any topics or learning if 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?

For pupils

- Log into Synergy at the start of each school day to check on work set.
- Log into the Microsoft Teams Calendar at the start of each school day to check on timetabled live lessons for that day.
- Attend the form tutor sessions on Teams when calendared.
- Complete the work set for the day and attend any live sessions during the day.
- Regularly contact subject teachers on Synergy with questions about the learning or to hand in completed work.
- Follow a daily set routine and use breaks and lunchtimes to take a break. If you are struggling with the work, contact your form tutor.

For parents

- Encourage your son/daughter to keep to a 'normal' school routine and complete the work on Synergy.
- Provide a safe, quiet work space. We appreciate that some families will be sharing space and devices and that not all 'live' lessons can be accessed.
- Encourage your child to take regular breaks from the screen and to maintain a healthy diet.
- If the work is challenging, support your son/daughter to have a go, seek advice or contact teachers. You are not expected to 'teach' or complete the work.
- Encourage your child to see the positives of **some** work completed and to show resilience when faced with obstacles to learning. It is better to try and get it wrong, than give up.
- Contact school if you feel that your child is struggling with the work/using devices.
- Make use of the school's pupil wellbeing section on the website and watch out for regular updates and links about wellbeing sent via Synergy.

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

- Class registers of Teams' Sessions are taken by subject teachers to monitor and track the engagement of pupils. Although these are not compulsory, they are a good indication of pupil engagement of the learning.
- If work is not completed and uploaded back to teachers (weekly), a behaviour notification on Synergy will be logged. This is to inform parents of a lack of work completion.
- A weekly check on pupil access to Synergy is completed and passed to Heads of Year. Where pupils have not accessed Synergy for a week, phone calls home are made.
- If we are concerned by a continued lack of engagement, a home visit may be arranged by the Pastoral Support Team.

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:

Ways we feedback to pupils:

- Comments/marks on Synergy/Teams Assignments
- Whole class feedback
- Using live lessons to address and reteach misconceptions identified in uploaded work
- Self-assessment using mark schemes and answers
- Electronic platforms –quizzes and knowledge checkers

Frequency of feedback:

- This will depend on the subject, the key stage and the learning completed. Teachers will acknowledge uploaded work on Synergy at least weekly.
- More detailed feedback for longer pieces will be given at least fortnightly in line with our Marking and Feedback Policy.
- Not all pieces will be graded or given a mark. Teachers will continue to use the school policy of WWW/EBI/NS. (What works well/Even better if/Next Steps.

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:

- Teachers will plan learning and develop support materials that are most suited to Remote Education for our SEND pupils whilst following the agreed Curriculum Maps.
- The SENDCo and the Learning Support Team are available for advice and support for parents and pupils.
- Weekly contact is made with SEND pupils and parents by link TAs, providing well-established and supportive communication with each family.
- A SEND Newsletter is regularly sent home to support families.
- SEND Weekly Top Teaching Tips are shared with all teachers to improve delivery of learning to identified pupils.
- Support staff are in school to provide help with pupils within the learning zones. Small group sessions continue in Literacy and Numeracy for some pupils in school.
- Virtual meetings for EHCP continue as normal.
- Referrals to outside agencies will continue – e.g. CAMHS
- Meeting with external agencies to continue as normal.

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?

Pupils working remotely will follow the same curriculum as pupils in school. Although in some practical lessons, this may need adapting or changing due to equipment required or health and safety reasons.

Appropriate work will be uploaded each day to the 'Classwork' section on Synergy by the subject teacher. This will allow self-isolating pupils to complete the same work at the same time as peers in school.

Pupils should follow their normal school timetable and upload completed work by the end of each day.

Homework will be set for all pupils and this will be in the 'Homework' section of Synergy.

Teachers may stream live lessons through Teams or direct self-isolating pupils to Asynchronous learning.