

Remote Learning Guide for Parents

January 2021



The Rudheath
Senior Academy

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.

Which digital platform?

- The digital platform RSA uses to deliver remote education is called Microsoft Teams.
- You child can log on to Teams using this link – www.office.com.
- They will need their unique username and password that they would usually use to log in to their school account.
- Please follow this link for further help about using Teams: <https://support.microsoft.com/en-us/office/get-started-in-your-class-team-6b5fd708-35b9-4caf-b66e-d8f2468e4fd5#ID0EBBAAA=Students>

The remote curriculum

- Pupils are expected to follow their normal school/Arbor timetable from home.
- Every class on the timetable has a replica virtual class on Microsoft Teams.
- Each lesson will start with a 'live lesson' offering teaching and/ or instruction for the lesson. This can be accessed by clicking on the scheduled lesson in the calendar section or from the link inside the class team.
- Lessons are scheduled for 50 minutes to allow time for short breaks and resources to be gathered.
- Lessons generally take the form of: retrieval of prior knowledge, explicit teaching of new knowledge or skill, opportunity to practice, working collaboratively where possible, receiving feedback and assessment of learning.

What if we don't have access to a digital device?

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:

- A digital device audit has been completed to identify homes without a device or homes where siblings are sharing a device.
- Paper packs and resources across all subjects are available in two-week cycles for families to collect.
- Work can be submitted to teachers via email or can be handed back into reception at school at the of each week.
- We are working rapidly to try and allocate as many donated or funded devices to home with no digital access.

- If you feel your child has become vulnerable and you are worried about their engagement levels without a device- please let us know.

How will my child be taught remotely?

Our aim is to offer a blend of varied lessons over a two-week cycle alongside opportunities for assessment and feedback.

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

- Live teaching (online lessons) with lots of teacher interaction.
- Pre-recorded lessons by the teacher;
- Recorded lessons from other sources such as Oak National Academy.
- All lessons will start with live instruction, however sometimes pupils will be asked to complete tasks and assignments independently and hand them in once completed.
- Subject specific teaching resources such as BBC Bitesize, Seneca Learning, Sam Learning, Kerboodle.
- Paper packs, revision guides and textbooks.
- Practical resources such as art materials hand delivered (KS4).

Monitoring engagement

- A register will be taken every lesson by the teacher to help monitor engagement in daily lessons.
- A weekly engagement level will also be recorded for every child in each subject studied.
- This information will be used by form tutors, Heads of Year and Heads of Faculty to review engagement levels each week and decide if any actions need to be put in place.

Assessment and feedback

Feedback can take many forms and may not always mean extensive written comments for individual pupils. 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:

- As part of our whole school approach learning, pupils will be regularly tested on new knowledge and skills they have learnt. This may include daily knowledge drills or weekly/ biweekly online quizzes and tests. Teachers will use this information to offer whole class feedback to address misconceptions and to help close gaps in knowledge.
- Weekly tasks should be submitted via class notebook or 'assignments' in line with deadlines.
- Pupils will also receive assessed pieces of work in line with each subject's curriculum/ GCSE/ BTEC demands. Pupils will receive personalised feedback on how to improve for these pieces of work.

- Subjects subscribe to various online digital platforms which are used to test, diagnose and feedback to pupils such as Seneca learning or 'Diagnostic Testing'.
- On a daily basis, pupils will be able to use the chat function or message function in Teams for regular discussion and feedback with their teacher.
- During a live lesson, pupils can use the 'hand up' function to signal to their teacher that they have a question. Pupils can unmute their microphone to ask questions and receive verbal feedback.

Expectations for pupils:

- Be contactable during the school day.
- Use their device to logon to live lessons promptly in line with their school calendar.
- Bring paper, pen and other necessary resources to the live lesson.
- To follow the teams etiquette and rules for live lessons.
- To follow advice for online safety.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.
- All pupils will be able to continue to receive remote education during any period of self-isolation.

Support videos on 'how to' in Microsoft Teams:

<https://www.tmc.ac.uk/study-with-us/edtech/student-resources>

Expectations for parents:

- Support their child by offering a workspace that, where possible is comfortable, free from distraction and resourced with learning materials.
- Engage with weekly form calls with the form tutor.
- Raise any concerns with the form tutor or head of year in the first instance.
- Communicate any barriers to learning or welfare concerns with school as promptly as possible so the school can work with families to find solutions.
- Make the school aware if their child is sick or otherwise can't complete work in line with normal absence procedure.
- Be respectful when making any complaints or concerns known to staff.

Communication

- All homes will receive a welfare and engagement review phone call at least every two weeks.
- If your child has specific needs or requires more support, you may receive weekly or even daily calls depending on the circumstances.
- Use email to contact member of staff at school should you have any questions of concerns.

Staff leads:

Form Group Queries	Individual Form Tutors
More Serious Queries	Head of Year
Safeguarding	Mrs Jemma Morrell
Behaviour and SEND	Mrs Lydia Garrett
Teaching and Learning / Remote Education	Miss Julie-Ann Wilson
IT	Mr Brian Bennett / Mr Jack Jevons
Data Protection	Mr Jack Jevons
General Operations	Mr Jack Jevons
Serious Complaints (not resolved)	Mr Lee Barber / Miss Julie-Ann Wilson

Supporting pupils with particular needs

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:

- Pupils with an EHCP are invited to attend school full time.
- Those pupils with an EHCP who choose not to attend school will be contacted regularly through lockdown by a key member of staff.
- All pupils with a SEND need are contacted by form tutor/SENCO/support staff to support with online learning expectations.
- Differentiated work packs are provided where necessary.
- All staff receive regular CPD and SEND updates to ensure that reasonable adjustments are made for each child.
- Annual reviews and support plan reviews are continuing to take place and are not impacted by the current school closure.

The SEND link is Lydia Garrett– 01606 42515 / lgarrett@rudheathsenioracademy.org.uk

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, pupils are able to follow their lessons remotely by joining each lesson through Teams as they would in for full remote educations. Anyone without a digital device will be provided with paper packs and alternative resources which should be returned to school each week, once completed.