Newman RC College

Remote Learning Information for Parents

Template for schools: share information about your remote education

This optional template is designed to help school leaders share relevant information with pupils and parents or carers about how they will provide remote education. The information should be published on school websites by 25 January 2021 to support understanding of what pupils, parents and carers should expect during periods of school closure or pupil isolation relating to coronavirus (COVID-19).

This is intended as an example template and school leaders can choose to use the most appropriate format for their setting. We recognise that not all questions will be relevant to your particular school and there may be additional information you wish to include. For example, special schools may want to include additional questions around access to wider support services that children and young people would normally receive in school, such as therapy sessions.

Schools can find further help and support on how to meet the expectations for remote education via the remote education good practice guide and school-led webinars.

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 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?

Pupils will be able to access work through Microsoft Teams. Microsoft Teams can be accessed on many different platforms (laptop, mobile phone, tablet/iPad and even on Xbox/PlayStation.) Pupils log in with their school email address and password. Please email ithelp@newmanrc.oldham.sch.uk for log-in detail reminders and resets.

If pupils are sent home on an individual basis, they will be added to an Online School for their year group. Here, they will be able to access assignments to complete for each subject. The assignments will match the number of teaching hours for that week (e.g. if a pupil has two lessons of Geography that week, there will be two lessons of work.)

If a whole band within a year group is sent home, they will follow their usual timetable and have live lessons in core subjects where possible (English, Maths, Science and RE.) They will be invited to the live lesson through their calendar on Teams. Assignments will be set for all other subjects in the Class Teams and teachers will be online during the timetabled hour to support pupils and respond to their messages.

If a whole year group is sent home, they will follow their normal timetable and curriculum and have live lessons in all subjects. They will be invited to the live lesson through their calendar on Teams. Following an introduction, all lessons will have a live element with the teacher but can include independent work without the teacher interaction.

We expect all pupils to take part, attend all assemblies and to submit work/quiz or assignments for each lesson.

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. We have the goal to be as ambitious, complete and rigorous as it would have been via in-class delivery. We want the best for our students.

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	Five lessons of remote teaching/ assignments will be provided each day in line with regular timetabled lessons. Pupils will also have form time every morning.
Secondary school-aged pupils working towards formal qualifications this year	Five lessons of remote teaching/ assignments will be provided each day in line with regular timetabled lessons. Pupils will also have form time every morning. Additional revision resources/ homework tasks/ optional further learning may be set by subject teachers where appropriate.

Accessing remote education

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

Our school uses Microsoft Teams which is a collaboration platform. This app can be accessed using a desktop device (PC or Laptop) or a portable device (Tablet or mobile phone). It enables staff and pupils to communicate with each other through live lessons, an instant chat function and through file sharing.

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:

If you require a digital device:
- We currently receive requests to support families where a pupil does not have a device to access online learning via email to the IT Helpdesk and via phone calls made to Reception – this is the first 'port of call' for any parent wishing to find out more regarding the availability of such devices to support their children in online learning.
- When a request is made it is processed by the College with priority made to families that are disadvantaged (usually in receipt of Free School Meals) or have contact and support from a Social Worker.
- Laptops provided are of the Windows platform to enable access to the school Microsoft systems in place to support online learning.
- Laptops provided are DfE Restricted devices to enable a quick turnaround and availability to families without added IT work having to be carried out.
- All laptops are provided as and when the associated AUP and User Guidance have been signed for by the Parent/Carer of the pupil. Parents/Carers can also contact the school to request dongles or Data Sim Cards if they require access to the internet (this will be limited to the number of dongles the school has available.)

If you require an internet connection:
- We currently receive requests to support families where a pupil does not have a secure and reliable internet/broadband connection via email to the IT Helpdesk and via phone calls made to Reception – this is the first 'port of call' for any parent wishing to find out more regarding the availability of support for their children in online learning.
- When a request is made it is processed by the College with priority made to families that are disadvantaged (usually in receipt of Free School Meals) or have contact and support from a Social Worker.
- We are currently able to support with issues of some 4G SIM Cards and Wireless 4G Dongles.
- All 4G SIM Cards and Wireless 4G Dongles are provided as and when the associated AUP and User Guidance have been signed for by the Parent/Carer of the pupil.

If pupils are unable to use a digital device, a paper pack of work can be requested by contacting the school by phone. The Attendance Team and SEND team will support pupils who require these.

How will my child be taught remotely?

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

> We will offer every child a full curriculum as ambitious as our in-school provision
> - Live lessons -5 per day
> - Audio-narrated PowerPoints set as Assignments
> - Use of online platforms (e.g. Hegarty Maths, GCSE Pod, Seneca)
> - Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
> - Use of textbooks/revision guides or reading books that pupils have at home
> - printed paper packs produced by teachers (e.g. workbooks, worksheets) on request. Submissions should be via College or as directed by the teacher.
>
> - Extra-curricular opportunities and challenges for all students.

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?

> - Pupils are expected to log in to Microsoft Teams to access their learning every day. As outlined above, pupils will either have access to live lessons and assignments to complete, in line with their regular timetabled lessons.
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> - Pupils are expected to attend form time which will include reading and assemblies
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> - Pupils are expected to participate in the live lessons and, when submitting assignments, they should attach photos/copies of the work that they've managed to complete.
>
> - Pupils can use Microsoft Teams to contact their teachers for help with the work set.
>
> - It is vital that Parents/Carers support their child where possible by establishing routines and encouraging them to complete their learning to the best of their ability
>
> - Parents/Carers can review the assignments tab along with their child to help them monitor their progress.
>
> - We ask that concerns are raised through our college process initially, rather than direct to Ofsted as often it is a simple omission, mistake or misunderstanding.

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

- Subject teachers will be monitoring their individual classes. This will include checking whether pupils are online for their lessons. They will also be monitoring the completion (and the quality) of the assignments that were set.

- Attendance registers for each lesson will supplement our safeguarding approach and welfare calls.

- Form Tutors and Pastoral Co-ordinators will also be monitoring pupil engagement with Teams on a weekly basis.

- You will be contacted by the school either via MyEd, Email or by phone if there any concerns regarding your child's engagement with online learning.

- Where parents have concerns, please contact our pastoral team for support

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:

Teachers and departments will use a variety of assessment and feedback techniques that are best suited to their subjects and classes. These include:

- Whole-Class Feedback: Teachers will correct common misconceptions and highlight common strengths.
- Self-assessment: The teacher will be asking pupils to review and mark their own work using teacher guidance. Quizzes and Polls may also be used.
- Individual Feedback: Students will receive personalised feedback either in Microsoft Teams or through OneNote.
- Pupils will be awarded recognition points
- Pupils will receive detailed feedback on key pieces/extended writing in line with the departmental marking policies (one/two pieces per half term.)

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:

- We encourage all EHCP students to attend provision in college.
- The SEND team will continue to work with pupils and families who require support with online learning. Parents and Carers can contact the SEND team via email or by contacting the school for more information.
- Teachers will also continue to use Pupil Profiles and student information to help support pupils working at home.
- Learning Support Assistance will still be provided either virtually or in person as per the college / home agreement.
- SEND staff will be available at all points to answer questions form parents

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 an individual pupil is self-isolating, they will be added to the Online School for their year group. Pupils should log in each morning at 9am where there will be a virtual Form meeting with a virtual Form Tutor. The Form Tutor will deliver any key messages for the day and ensure pupils are prepared for their day of online learning.

Assignments will be set by 9am every Monday for every subject, with enough work to cover the amount of teaching time that the pupil would normally have in school (e.g. if they usually have two hours of History per week, then the work on the assignment will be enough for two hours.) Instructions will be given on each assignment, and the deadline will be at 6pm on Friday of the same week. This means that pupils can work through their lessons in any order and at any pace, or they can choose to follow their regular timetable if they prefer to stick to a routine. The assignments will follow the curriculum and teachers will narrate PowerPoints with instructions/explanations where appropriate. When pupils 'hand in' their assignments, they should upload photos/documents of their work so that their teachers can provide feedback.

Pupils can message their class teachers on Teams if they need help, but responses may not always be immediate since they may be teaching in school at that time. Teachers are asked to respond back to messages from pupils within 48 hours.