

REMOTE EDUCATION PROVISION: INFORMATION FOR PARENTS

During periods of national lockdown, education provision will continue on site for children of critical workers and certain clearly defined groups of students. Should you require this provision please contact Mrs Allen at the school jal@sandon.essex.sch.uk. Where possible students should remain at home in order to help minimise transmission rates and they should access the remote learning offer.

The following 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 the entire school or 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 document.

The remote curriculum: what is taught to students at home

A student'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. Our standard approach to remote learning in the event of an entire school or entire cohort being required to be at home is as follows:

The Sandon School Protocol for Remote Learning

Routine is important. Students should get up at the normal time and follow their normal school timetable every day.

Lessons will appear on SMHW every morning for the lessons that day. Therefore every morning students in KS3 and KS4 should receive 5 pieces of work. Work will be titled with the day, subject and the period so that it is easily identifiable.

Students should use the enrichment time each day (8.25 to 8.50 am) to look at the work on SMHW, plan their day and download any resources needed. They should check their emails and/or Microsoft Teams calendar for any invites to Microsoft Team Meetings.

Students should stick to their timetable wherever possible. They should make sure they take a break and have a rest at lunch. During whole school closure all students in every year group will be following the upper school teaching hours for live lessons.

	Monday - Thursday	Friday
Enrichment	8.25 – 8.50	8.25 – 8.35
P1	8.50 - 9.50	8.35 – 9.35
P2	9.50 – 10.50	9.35 – 10.35
Break	10.50 – 11.10	10.35 – 10.55
P3	11.10 – 12.10	10.55 – 11.55
P4	12.10 – 1.10	11.55 – 12.55
Lunch	1.10 – 1.45	12.55 – 1.30
P5	1.45 – 2.45	1.30 – 2.30

Where individual cohorts are working from home, timings of the normal school day will apply.

A range of blended learning will be offered during the week. Teachers have been asked to plan and deliver:

- live lessons on Microsoft teams (teachers will plan a minimum of every other lesson having live interaction with the students*)
- lessons with recorded teaching over PowerPoints,
- lessons directing you to specific online resources – making good use of GCSE Pod, BBC KS3 and 4 Bitesize, Oak Academy and Hegarty maths
- Lessons that are text book/work sheet based to encourage independent learning and research

(*please be aware staff illness/absence may affect this offer)

The same range of blended learning is applicable to Sixth Form students but recognises that their timetables include timetabled Independent Study Periods (ISPs). Students are expected to use this time for independent research, preparation for forthcoming lessons and extension activities related to the subject content being delivered by their teacher.

If students would like to complete additional work all students can access Oak National Academy video lessons and BBC KS3 and KS4 bitesize resources. BBC2 are also running programmes to support the GCSE curriculum.

Although we believe face to face contact with our students is important, we have chosen not to deliver all live lessons during periods of school closure. Inevitably there are some students where internet access is limited by devices or broadband speed and we believe a blend of provision for remote learning ensures no one student is disadvantaged or feels like they are being left behind.

Teachers will be in their classrooms during timetabled lessons so will be able to answer any questions that students may have during this hour so students should keep in touch and ask for help or advice.

Students should not need to print large amounts of paper and it is perfectly acceptable for work to be completed with pen and paper. Students do not need to always be working on a computer. If a teacher asks for work to be handed in, it should be submitted via SMHW. If a student has worked on paper they can take a photo and upload that too.

Live lessons

- If a teacher has planned a live lesson students will receive an invite by email to the lesson so should check their emails regularly or look on their Teams calendar.
- On the morning they will also receive a SMHW log which will advise that they have a live lesson and remind them to look for the email link or on the Teams Calendar.
- If a student is unable to attend the lesson they should email their teacher with

the reason why so that this can be recorded on the register. In these situations work will be set on SMHW for students to do independently so that they don't get behind

If a student is concerned about the work that they are getting (quality/quantity/understanding etc) they should **contact their teacher or the Curriculum/Subject Team Leader** directly. This will be the quickest way for concerns to be addressed.

In the event of technical issues, please contact the school immediately by emailing headspa@sandon.essex.sch.uk. No one should miss out on lessons because they either can't access SMHW, Microsoft teams or Edulink or they don't have equipment that allows them to do this.

Additional support for students with special educational needs and disabilities

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. Essentially, we are trying to mirror the support the students would receive in school, with a range of LSAs supporting students across their timetable (as is the case when the students are in school) on line - either:

- attending a live lesson*, or
- working virtually-side-by-side the student in a one-to-one teams session whilst they work on independent learning set via SMHW

The School's expectations for engagement

Students

- Students should check SMHW every morning to plan their routine for the day
- Students should follow their normal timetable, completing all work set to the best of their ability
- Students should attend all live lessons. If they are unable to attend a lesson, they should email their teacher, with the reason for their absence
- If a student has a question during their lesson they should email their teacher to get help and support
- Teachers may ask for some work to be submitted via SMHW or Teams. Students should make every effort to share work so that progress can be assessed
- Sixth Form students are expected to make good use of their ISPs to prepare for and follow up content delivered by the teacher

Parents

- Parents are encouraged to spend time during the enrichment period (8.35-8.50am) to check work on SMHW and help their child plan their day
- Parents should support their child in establishing a daily routine that mirrors the school day, including punctual arrival at all lessons
- Parents should provide a quiet space for their child to work

- Questions related to the work set should be directed to the subject teacher
- If your child is experiencing technical difficulties with either equipment or software application you should contact the school to seek assistance

Monitoring engagement

We will monitor engagement of students with lessons in a variety of ways. Examples of these are:

- Attendance at live lessons is monitored by the attendance officer
- SMHW logs are viewed weekly by HOY to see if students are accessing work set
- Contribution to chat and live discussions are monitored by classroom staff in live lessons
- Hands up in teams meetings to engage in question and answer activities
- Breakout rooms are used to facilitate group discussions. Staff drop into these rooms to check on progress
- Teams “insights“ is used to monitor engagement
- Work is uploaded to the chat during the lesson
- Regular feedback will be given during lessons, in response to chats on Teams, in response to work submitted and messages left in SMHW, and through email conversations
- Teachers will sometimes ask for work to be submitted for more detailed feedback. This may be requested through SMHW, One Note or a similar medium

If a cause for concern is raised students and parents will be contacted by the subject teacher or Head of Year to discuss further and find a resolution

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, remote education provided will differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school. Once the school has been informed of the self-isolation, work will be set on SMHW each day as set out in the student’s school timetable. Students will be expected to work through the work set, submitting any completed work to their teacher as requested. They may be invited to join a live lesson, but this will depend on the content and style of lesson being delivered at that time.