

# Alec Hunter Academy

## Remote education provision: information for parents

Attendance is mandatory for all pupils of compulsory school age. Remote education will only be used as a last resort as the Department for Education says face-to-face education should be the priority. We may consider providing remote education to pupils in very rare circumstances when in-person attendance is not possible or would contradict government guidance.

Circumstances where we might provide remote education broadly fit under two categories:

- Occasions when it is not possible to open the school safely (e.g. severe snow, limited staffing numbers, industrial action) or when the school needs to close or restrict attendance in order to follow guidance from local or central government.
- Individual cases where a pupil is unable to attend school but is able to learn.

## School closures or restrictions on attendance

### The remote curriculum: what is taught to pupils at home

Satchel One is used as a homework setting platform where all students and teachers have established routines and are used to this interface. If a remote education scenario occurs, teachers will set home learning tasks on Satchel One which will direct students to the work they need to complete. This might include a link to Microsoft Teams to participate in a live-lesson, or another online application.

Your child should expect the following from the first day of remote education onwards:

- All students will receive 5 hours of remote timetabled learning per day.
- The teachers will set an assignment on Satchel One for each lesson which will be released by 8.40am on the day of the lesson, to allow students to download any resources that might be required in advance for a live lesson

### 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 – all students will receive learning in all their subjects on their timetable. However, some practical subjects may

need to make some modifications to their planned curriculum in order to adapt to the conditions of remote learning. For example, in Physical Education students may be set independent fitness challenges instead of playing sport as part of a team. Drama students may watch and analyse extracts of a performance or write their own monologue rather than participate in a group improvisation activity.

## **Remote teaching and study time each day**

### **How long can I expect work set by the school to take my child each day?**

All students in Years 7-11 will follow their in-school timetable and will be provided with remote education for the same number of hours that they receive in school every day each week. Therefore, we expect that remote education (including remote teaching and independent work) will take pupils broadly the following numbers of hours each day:

- KS3 – 5 hours a day (25 hours a week)
- KS4 (Years 10 and 11) – 5 hours a day (25 hours a week) - however if it is essential for delivering the curriculum, students in Years 10 and 11 may also be set some additional independent study activities such as revision or exam practice, in addition to the timetabled remote curriculum.

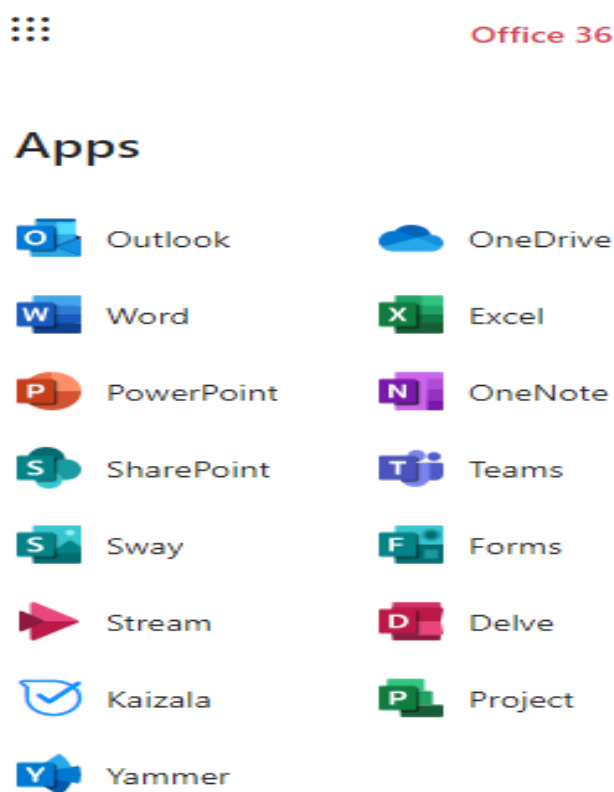
## **Accessing remote education**

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

We use Satchel One and Microsoft Teams to deliver our remote education. Staff will use these platforms to set assignments, deliver live or pre-recorded teaching, upload weblinks and videos, as well as to provide assessments and feedback.

Your child also has a full digital subscription to Microsoft Office 365 which allows them to access Microsoft applications such as Outlook (Emails), Word, Excel and PowerPoint to aid their engagement with our remote education. This subscription is completely free and you do not need to purchase a Microsoft Office license for your child's remote education.

Students can access Satchel One, Microsoft Teams and Microsoft Office 365 Applications online in a web browser if they are using a desktop or laptop. They will need to use their school system login and password in order to access Satchel One, Microsoft Teams and any other Office 365 programmes. Once they have logged into one Office 365 application, they should be able to easily switch between other applications by clicking on the 9 dots in the top corner of the webpage (see picture). If they would prefer,



some laptop and desktop systems allow for students to download 'app' versions of Office 365. The Microsoft Teams App that can be downloaded is a lot more versatile than the webpage version and has many other features.

If your child is accessing Office 365 applications using a phone or a tablet they will need to download and install the Satchel One and Microsoft Teams Apps as well as any other Office 365 applications they wish to use. All of the Microsoft applications can be downloaded on all devices and installed for free. Again, your child uses their school system log-in (the same one they use to login to their emails and RM Unify) to access

Office 365.

It is also possible to access Microsoft Teams from an X-Box or PlayStation if your child is sharing a device at home or is struggling with accessibility.

### **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. Students we have identified as having either connection or device issues have been supported based on their individual need. This has included either lending laptops or iPads, providing data assistance, or by offering advice on how to access learning through the use of alternative devices such as X-Boxes or PlayStation. If you still feel that your child faces barriers to accessing our remote online education, then please contact your child's Head of Year in the first instance and we will see how we can further support you.

## How will my child be taught remotely?

Over the course of all lessons during the week, students will receive a mixture of independent tasks, non-live and live inputs from the teacher. Students should open Satchel One to find out how the lesson will be delivered. Teachers will aim to be available online during the time of the lesson to answer any questions students might have if they are not delivering the lesson live.

### Live Lessons:

If a teacher delivers a live input as part of their lesson, they will aim to deliver a proportion of the lesson in-person before allowing some time for students to complete tasks independently. Live inputs by our staff will be delivered on Microsoft Teams and Satchel One will direct students to this input.

Usually, our staff will deliver live starters or plenaries, or use the live input to deliver difficult content and/or model new skills, however some teachers may choose to deliver longer live sessions depending on the nature of the task and the level of support required.

Any live lessons that take place will be recorded so students experiencing difficulties with technology or connectivity or are unable to participate in the live lesson for any reason, can access these recordings later in the day.

### Non-Live Lessons:

Other methods of delivery (non-live) could include: narrated PowerPoints, third party prepared resources (e.g. Oak National Academy, Mathswatch, GCSEPod, Sam Learning etc.), question sheets, reading material, voice recordings, interactive forms as well as many others not listed here. Students will be directed to these tasks on Satchel One.

## 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?

- In order for students to self-regulate and manage their workload during any remote education period, we strongly recommend that students are online during their timetabled lesson periods. Assignments and live lessons will be scheduled at the same time that they would be delivered if students were attending the school in-person.
- We understand that this may be more challenging for students if there are limited devices in the household or additional demands on broadband. In this case, we would ask students to ensure they have watched the recordings of any live

lessons so that they can benefit from their teacher's instructions and guidance. Please do get in contact with your child's Head of Year if there are continuing barriers to accessing the online learning for your child.

- We are flexible about where students should complete their remote learning. Where possible, they should try to complete work set in their exercise books, particularly if they are in Key Stage 4, however due to the short notice often given to school closures, it is possible that students may have left their exercise books at school. If this is the case, students can complete their work on their own notebooks/paper or Office 365 versions of Word/Excel or PowerPoint depending on the requirements of the activity.
- In order to help students to manage their time and chunk their learning, students should aim to upload all work completed during the lesson slot by the end of the lesson (this can be a photo of work completed in an exercise book or on a piece of paper, or an online document of what they have produced uploaded to Satchel One or Microsoft Teams depending on the method of submission). If this is not possible, students should upload all work within 48 hours of the lesson or by their next timetabled lesson for that subject. In rare circumstances, staff might set longer deadlines for extended pieces of work, when this occurs, the deadline will be indicated on the Satchel One Assignment.
- Students should message their class teacher in Satchel One or via their School email (Outlook) if they have any queries or issues. Teachers will aim to be available to answer questions during the timetabled lesson and will respond as soon as possible within the lesson period. However, if students send messages to their teachers outside of their lesson time, teachers will aim to get back to students within 2 working days.
- For maximum engagement during live inputs on Microsoft Teams, we would ask students to:
  - Ensure their camera is turned off
  - Ensure their microphone is muted until asked by the teacher to turn on.
  - Come prepared to learn by having the equipment that they need to make notes or answer questions that the teacher may set them during the session.
  - Follow all instructions given by the teacher – to ensure the highest amount of engagement with the learning, the class teacher may request that students write in the chat or unmute themselves to answer questions. We encourage all students to participate as best they can in live lessons so that the teacher can check their understanding.
  - Uphold the highest standards of behaviour as expected of students in school. If a student misbehaves then the school will sanction the student in accordance with the whole school behaviour policy. We have a duty to protect our staff, and any live-streamed lessons and content produced by our staff is the school's intellectual property; anyone sharing it or copying images from it without permission will be sanctioned.

## How can I support my child at home?

We recognise how challenging it can be for parents to juggle remote learning alongside the other demands of life. We hope our approaches to remote teaching provide as much support as possible to the students to minimise the need for parental supervision. However, as a parent you have access to Satchel One you can monitor the assignments that are set on Satchel One as well as how often your child is submitting their tasks. Satchel One provides several useful short videos if you are unsure how to navigate the system. It is very helpful if as parents you can support us by ensuring your child keeps up to date with their assignments to minimise the pressures they may feel on their return to school in-person.

## Who should I contact if I need help?

- Your child should message their class teacher if they need support with a remote learning task that they have been set.
- If you have any concerns about your child's ability to access remote learning across all subjects, please contact your child's Head of Year.
- If you have any concerns or questions about a particular subject, then please contact your child's class teacher or the Head of Curriculum Area.
- If you have any concerns or questions about remote education provision in general, please contact Miss Woolnough (Assistant Headteacher with responsibility for Teaching and Learning).

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

In an extended period of remote learning, subject teachers will regularly monitor student engagement and quality of work on Satchel One. If a teacher is concerned about a student's engagement with remote learning, they will contact the child in the first instance, to see if they can resolve any issues or give any additional support. If a teacher continues to be concerned about a student's lack of engagement, then they may also contact you directly by email/telephone. For shorter periods of remote learning, the teacher will speak to the student on their return about the completion of tasks and if necessary, they may follow the Behaviour for Learning Ladder and allocate a detention to support the student catching up with incomplete tasks.

In addition, we will be monitoring whether students are working to a daily routine as we strongly believe that the students who get into a quick routine and work to their school timetable manage better with the demands of remote education. Staff who normally teach students Period 1 will check in with their class and take a register. If a member of staff is concerned that a student is not attending their first lesson, we will keep a record and a member of non-teaching staff will contact home to check in and offer support.

If a pattern of non-engagement is identified across a range of subjects over a period of time, then the Head of Year will contact you to look at more holistic approaches to help

your child engage with the remote education. In addition, the SSLs (Student Support Leaders), your child's tutor, Student Development Assistants (SDAs), the School Nurse, the Attendance Officer and/or members of the School Office, will make regular contact with your child and/or you to check in and monitor your child's wellbeing and learning during the period of remote education.

### **How will you assess my child's work and progress?**

In the event of a longer period of remote learning, your child will be assessed in many ways. Students will receive regular feedback from their teachers, which could be written on Satchel One or given verbally during live lessons. Submitted work may be acknowledged and given feedback using a rubric that evaluates the standard of the work and the effort the student has given to a task. Teachers will also use a range of other methods to provide feedback and monitor student learning during the period of remote education. For example: whole-class feedback, modelling, questioning, verbal feedback, quizzes marked automatically via digital platforms etc. Teachers also regularly check that work has been completed and will answer student questions and queries about work, giving feedback, writing emails and giving support as needed. Only in an extended period of remote learning may students be required to complete assessed work which will necessitate more detailed feedback and may even award the student with a grade. This feedback may be written, recorded verbal notes attached to the work or given using an assessment rubric with additional teacher comments. Subject Teachers will provide detailed feedback to assess student progress in line with the frequency provided in the Assessment, Feedback and Presentation Policy which can be found on our website.

### **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 students 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:

- In order to support our students with SEND to access their remote learning, our Student Development Assistants (SDAs) will be available to offer support in a number of ways. Our SDAs will either log into the live lessons taking place on Microsoft Teams with the students, or work with the teacher to differentiate tasks to meet the needs of the student which can be uploaded to Satchel One. This means our students are supported, wherever possible, by their usual SDAs who



know them well. The SDA will also make the student aware that they are in the lessons and will be available to answer any questions or offer further support via email.

- Our students with EHCPs are offered places at our on-site provision and will also be supported by an SDA if in school .
- In addition to this, the SENCo and Student Support Leaders (SSLs) will meet via Teams, to support the wellbeing of identified students.
- The SENCo, SDAs and Student Support Leaders (SSLs) meet regularly to identify any student who is not managing to engage in lessons or may be struggling in order to offer further support.
- Teachers and SDAs work together to ensure learning activities are personalised to meet the needs of all learners.

## **Free schools meals and remote education**

If students are eligible for benefits-related free school meals and are receiving remote education, we will issue a food voucher (if we have availability) or a packed lunch to ensure that eligible pupils continue to be supported for the period they are unable to attend school.

## **Remote Education for Individual cases where a pupil is unable to attend school but is able to learn**

### **Individual cases where remote education can be set**

The guidance from the Department for Education says that remote education should only be considered as a last resort. However, in individual cases, there may be very limited circumstances where a pupil is unable to attend school but is able and well enough to continue their education remotely. Individual cases such as these would only relate to short-term absences which could include students recovering from short-term infectious illnesses, operations or injuries.

In addition, if a student is suspended from school or permanently excluded, we will provide remote education for the first five days. In all of these examples, we will provide non-live remote education via Satchel One to support them keeping up with classwork that they have missed.



We will determine on a case-by-case basis whether or not it is suitable for the student to receive remote education and if there are concerns that by providing remote education for a student that it could prolong their absence from school, then it will not be provided. If you feel your child could qualify to receive remote education for any of the reasons above, please contact your child's Head of Year in the first instance.

It should be made clear that remote education should not be viewed as an equal alternative to attendance in school and parents should aim to ensure that their child returns to school as soon as possible. A pupil receiving remote education on any individual basis such as that of above, will still be marked as absent on their attendance record.

## **How will remote education differ for individual students?**

Where individual pupils require remote education but the majority of their year group remains in school, how this is provided will differ from the approach for whole groups. This is due to the challenges of teaching pupils concurrently both at home and in school.

If a student is well enough to complete work, they can contact their class teachers by email to request work. Work that is set will consist of classwork that is missed and also any additional homework tasks that were set to the class. Please note however that many teachers will not receive the email notifying that a student is eligible for remote education until they have a break in their teaching, therefore the majority of work set in these cases will be set at the end of the school day or, at the latest, by the following day.

If students are too unwell to complete work, they will not be provided with remote education and they should request catch-up work on their return to school.