



## **Remote Education Provision Guidance**

### **School contacts for remote learning:**

- Senior Leader with overall responsibility for Quality of Education: Emily Spry – Deputy Headteacher. Email address: [Emily.Spry@sharemat.co.uk](mailto:Emily.Spry@sharemat.co.uk)
- Members of SLT with responsibility for Teaching and Learning: Julie Donnelly – Associate Deputy Headteacher. Email address: [Julie.Donnelly@sharemat.co.uk](mailto:Julie.Donnelly@sharemat.co.uk) and Chris Bateman - Associate Assistant Headteacher. Email address: [Chris.Bateman@sharemat.co.uk](mailto:Chris.Bateman@sharemat.co.uk)
- Remote Learning Champion in school: Ed Knight. Email address: [ed.knight@sharemat.co.uk](mailto:ed.knight@sharemat.co.uk)

### **Guidance**

This information is intended to provide clarity and transparency with regards to remote education if local/national restrictions require entire cohorts (or bubbles/individual) to remain at home.

Pupils may need to learn from home if:

- They are required to self-isolate
- They are required to isolate due to “bubble” closures
- They are not able to attend school due to national restrictions.

### **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 the standard approach, whilst 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 students are sent home to isolate, they are expected to join ‘live’ lessons through Microsoft Teams. This application is free of charge and can be accessed via your child’s email account on the school website. If your child is sent home at some point during the school day, they may not be home in time to join the lesson live. In this case, the lesson will be recorded and can be watched at a later time.
- Students will attend lessons online when they are timetabled to do so in school.
- If there are any IT or internet issues, please let school know on: 01484 463366.



**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, it was necessary to make some adaptations in certain subjects. For example, subjects such as Art and Music which may normally require additional resources which are not accessible at home. As such, the following arrangements have been made:

**Year 10 & Year 11**

All lessons will be live on Microsoft Teams, other than Core PE.

**Year 7, 8 & 9**

All lessons will be live on Microsoft Teams, other than Music, Drama, Art and Core PE. Provisions for these lessons will be on ClassCharts.

During National lockdown - all lessons will be live on Microsoft Teams with the exception of Core PE. Core PE will set physical challenges that will be sent to all students to complete during their timetabled PE lessons.

**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	5 hours per day, split between 5 lessons.
Secondary school-aged pupils working towards formal qualifications this year	5 hours per day, split between 5 lessons.  There may be an additional hour for some Year 11 students if they are chosen for 'Period 6' intervention. These sessions last an hour and begin at 15:05.

**Accessing Remote Education**

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

All live lessons will take place on Microsoft Teams. Students will be registered at the beginning of each lesson. If students are not present, the family will be contacted.

All students have access to their school email – from here, they can access Microsoft Teams.



Homework and behaviour will be logged using ClassCharts. Subjects that do not complete live lessons on Microsoft Teams (Music, Drama, Art and Core PE in Year 7, 8 and 9) will also use ClassCharts to upload work for students.

### **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:

To be able to participate in remote learning, your child will need:

- A working internet connection
- A laptop, computer or other means of accessing Microsoft Teams such as a tablet or iPad – a mobile phone is not appropriate.

We have identified students that did not have computer or internet access at home and issued laptops and documents where appropriate to these students.

During the initial lockdown, we were able to issue paper packs to students who did not have the capability of completing work online. However, we now expect all students to be logging in to Microsoft Teams and completing work remotely with their normal timetables. Students will not need a printer for lessons and any resources used in lessons will be shared via Microsoft Teams. Completed work is required to be submitted via Microsoft Teams 'assignment' function, unless the teacher has specified otherwise.

If your son/daughter does not have access to an internet connection or appropriate device to access the live lessons please contact the school immediately (contact information below). We will:

- Review the devices you have available. For example, students are able to access the recorded versions of the lessons if you have insufficient devices for all members of the household.
- We can support you with other means of accessing the lessons including inviting your son/daughter into school or providing a device

If you require further IT support or have any issues with accessing remote learning, please contact school on 01484 463366 or email [royds.office@sharemat.co.uk](mailto:royds.office@sharemat.co.uk)

### **How will my child be taught remotely?**

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

It is vital that your child has their log in for their emails, school user account and ClassCharts.

- Students will need to log in to Microsoft Teams via the school home page.  
<https://start.sharemat.org/> All live lessons will be completed using Microsoft Teams.



- ClassCharts will be the central area for you to track the behaviour of your child. Additionally, all homework will be set and returned via the ClassCharts system.
- If there are circumstances where your child is not able to be present during a live lesson please inform school by calling 01484 463366 or emailing royds.attendance@sharemat.co.uk. All Microsoft Teams lessons will be recorded. They will be uploaded to Microsoft Stream and available to watch at a later time/date. It is an expectation that students catch up on missed work by watching the Stream video and completing the work.

### **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?**

Students are expected to follow the school remote learning behaviour policy. This is:

- Attend ALL live lessons for the FULL duration of the lesson. They will follow the normal school timetable. Registers are taken and phone calls made home if students are not logged in.
- Use the chat function appropriately to ask/answer questions and make relevant comments. Any inappropriate use of the chat function will be sanctioned and parents will be notified. Students are not permitted to communicate inappropriately with other students on this function.
- Submit all work requested by teachers (on Class Charts or via email, following your teacher's instructions)
- Do NOT record the lesson on any device.
- Microphones must be on mute at all times unless being asked to speak.
- Camera must be off.

The school behaviour policy will be applied to live lessons and any sanctions/rewards recorded on Class Charts.



**School Day 2022-23**

Activity	Timings	Years 7, 9 and 11	Years 8 and 10
Form Time	8:30am – 9:00am	Form time 8:30am – 9:00am	
Lesson 1	9:00 am - 10:00am	Lesson 1 1 hour	
Lesson 2 and break time	10:00 am – 11:20am	Break 10:00am – 10:20am	Lesson 2 10:00am – 11:00am
		Lesson 2 10:20am – 11:20am	Break 11:00am – 11:20am
Lesson 3	11:20 am - 12:20pm	Lesson 3 1 hour	
Lesson 4 and lunch	12:20 pm – 13:00pm	Lunch 40 minutes	Lesson 4 1 hour
	13:00pm	Lesson 4 1 hour	
	13:20 pm – 14:00pm		Lunch 40 minutes
Lesson 5	14:00pm – 15:00pm	Lesson 5 1 hour	

**What you can expect to see in a live lesson:**

- A 'Do Now' task at the beginning of each lesson to allow students to recall previous learning
- A period of time where a teacher models or explains what is required
- A period of time where your son/daughter works independently
- Time when teacher check student understanding and correction of misconceptions
- The uploading of the work from the lesson

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

It is recommended that you regularly check ClassCharts to monitor and track the behaviour of your child. On ClassCharts it is possible to see comments and other correspondence made by teachers.



If students are not attending lessons remotely, a phone call will be made to the primary carer to inform them of non-attendance. If students are not following the behaviour expectations, negative consequences will be given on ClassCharts and passed on to the Head of Year.

In some circumstances, teachers may call you personally to discuss your child's behaviour and/or engagement.

### **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 very effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

Each department uses their own marking policy to ensure regular feedback is given to students. This is delivered in a variety of methods including whole-class feedback, online quizzes, end of unit assessments and self/peer assessment.

### **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:

Students who require additional support in lessons will still have access to this. Key workers will be scheduling calls with their students to ensure they are able to access remote work. Teaching assistants scheduled for 1:1 support will also attend the live lessons and will support students via the chat and 'break out' room function.

Intervention sessions will continue to run but will be conducted via MS Teams.

As teachers, we will be giving quality first teaching to ensure that work is accessible for all students.

### **Remote education for self-isolating pupils – when we are not in national lockdown**

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?**

If your child is self-isolating, we have the same expectations. Their teachers will be aware of the situation and they should attend all lessons when they are timetabled to do so.