

Remote Education: Information for Parents/Carers

This information is intended to provide clarity and transparency to pupils and parents/carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.

This document provides details regarding the remote education procedures we will be following at Biddick Academy in the event of the absence of some or all students from a year group 'bubble', as well as general guidance for the support provided for absent students and in the event of a full closure.

The following scenarios are covered:

1. Partial isolation, meaning some students remain in school whilst others work from home
2. Full 'bubble' isolation, meaning all students from a particular bubble are working from home. This also applies to a full closure where all learning is carried out remotely

Instruction guides and protocols are attached as appendices.

The Remote Curriculum

What should my child expect from immediate remote education including the first day or two of pupils being sent home?

Your child will have immediate access to their lessons through the use of Microsoft Teams. Lessons will be live streamed from the first day of isolation. For example, if your child is sent home during the morning then lessons will be live streamed as soon as possible after this and in most cases from that same afternoon. This will then continue until their return to school. All resources for the lessons are uploaded to the files section of Teams for immediate reference.

Curriculum

Your child will be taught broadly the same curriculum as if they were in school. The curriculum for some practical subjects will be amended to accommodate home learning and accessibility of resources.

Remote Teaching and Study Time

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 five - six hours each day. This includes the five hours of live streamed lessons plus independent study time.

Accessing Remote Education

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

Your child will access remote education through Microsoft Office 365 and the Teams application. This is an application all students in school have been trained in and allows for the live streaming of lessons.

See appendices for the parent guide and student protocol.

Assessment and submission of work will occur throughout the lesson using the chat function and the assignments tab in Teams. Depending on the nature of some subjects and the assignment, some students may find it more accessible to submit work, via Biddick Academy email, directly to the teacher.

If you are having issues accessing the work online, please contact the Academy via Reception.

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:

Students who have been identified as requiring a digital device will be contacted by the Heads of Year in the first instance to discuss next steps. Criteria for the allocation of laptops is in place and is in line with government guidance on the distribution of laptops. Students who are in receipt of Free School Meals, Pupil Premium are disadvantaged and those with partial or limited access, for example via a mobile phone have been prioritised to help ensure they have access to a laptop.

If you would like to discuss digital accessibility including internet access/connection further, then please contact your child's Head of Year.

If your child requires printed copies of any work, then work packs can be provided via reception where a pack will be sent out in the post.

In certain circumstances, we can also apply to certain mobile network providers to increase the amount of data your child can access. You should contact Mrs Southwick via Reception to apply for this.

DfE guidance on laptops: <https://www.gov.uk/guidance/get-laptops-and-tablets-for-children-who-cannot-attend-school-due-to-coronavirus-covid-19#who-can-get-laptops-and-tablets>

How will my child be taught remotely?

While all our lessons are live streamed unless there are exceptional circumstances where this may not be possible, we may also use a combination of the following approaches to support the curriculum delivery:

- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- videos on-line to support practical subjects (e.g. Joe Wicks workouts)
- textbooks and reading books pupils have at home

Further useful study support websites

Below are some links to some very useful and interesting websites that could help your child with work from home.

www.bbc.co.uk/education/revision

www.projectgcse.co.uk

www.schoolscience.co.uk

www.topmarks.co.uk

www.howstuffworks.com

www.nationalgallery.org.uk

www.sosmath.com

www.gcsescience.com

www.sciencemuseum.org.uk

Engagement and feedback

Our expectation at Biddick Academy is that your child accesses all their lessons each day following their normal timetable. This will be monitored on a daily basis by the Assistant Heads of Year who will virtually attend all lessons throughout the day and take registers.

We have a very clear code of conduct for the students to follow (see appendices) while accessing the lessons. We ask that you support us in reiterating this with your child.

Teachers are then able to target questions to specific students to check understanding and to assess engagement. As mentioned above, feedback will be given via Teams assignments or through the chat function.

We understand the challenges parents/carers face in trying to support your child whilst potentially working from home yourself. With this in mind we would encourage you to support your child in the following ways:

- Maintain a routine – ensure your child gets up and is ready for their day of lessons. This ensures that they are in the right frame of mind for learning and focus and will support the maintenance of these good habits for when they return to school.
- Provide a space for your child to work throughout the day where they may be free from distractions. This work space can be set up during their preparation time in the morning before lessons start.
- Encourage your child to take the timetabled breaks and lunchtimes away from their devices so that they are having sensory breaks.
- It is normal to feel a little overwhelmed at times but if this becomes a concern then please contact their Head of Year or form tutor for support and guidance.

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

Your child's engagement with their work will be checked in a number of different ways.

Assistant Heads of Year are monitoring engagement and attendance to lessons daily and any concerns will be raised with both the Heads of Year and other Pastoral leaders. The Assistant Head of Year or Head of Year will then inform yourself of any concerns regarding your child's engagement and discuss how we can support you with this.

Positive engagement will also be recognised using ClassCharts and school rewards.

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

Feedback can take many forms and while some of this will be written, individual feedback, it will also include the following:

- Whole-class feedback or quizzes marked automatically via digital platforms.
- Individual feedback via Teams assignments.
- Verbal feedback in the live streamed lessons.
- Targeted questioning through the chat function in Teams.
- All students will be asked to upload/submit key assessment pieces in line with Faculty assessment policies.

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 the following ways:

- If your child is struggling, please contact the school via the Head of Year or SENDCo (Gavin Jackson – jackson.g@biddickacademy.com) who can offer support and advice.
- Teaching staff will ensure where possible that activities within lessons are inclusive for all pupils and can be adapted to account for the needs of pupils with SEND.
- Please encourage your child, where appropriate, to participate in the live chat in the lesson to ask the teacher for support and guidance.
- Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their break and lunch and if require take planned breaks throughout the school day.
- Student Support Assistants will be monitoring Education Health Care Plans/SEND student's remote learning access and Social Emotional Mental Health.

Remote education for self-isolating pupils

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

Our provision for students who are self-isolating, while the remainder of the year group is still in school is the same as above.

Staff can identify which student/s are isolating from the class registers as there is a specific attendance code used by the Academy for this in line with government guidelines. If there is a student self-isolating, then the lessons will be live streamed as per the protocol outlined above.

This ensure that the self-isolating student/s accesses the curriculum in line with others in

Appendices

Parent Guide

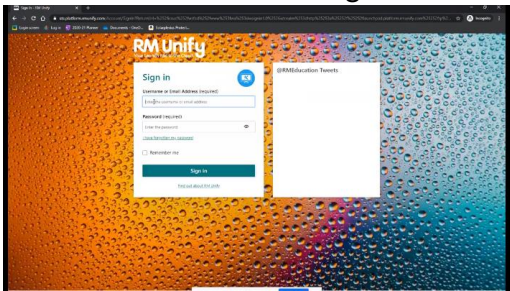
The following instructions give you information on how your child can join their live streamed lessons when they are isolating at home. This is to ensure they can continue to follow their normal curriculum.

Please read the following instructions carefully so your child can access their learning. Lessons will be live streamed if they are isolating and the student should access these if they are well enough to do so.

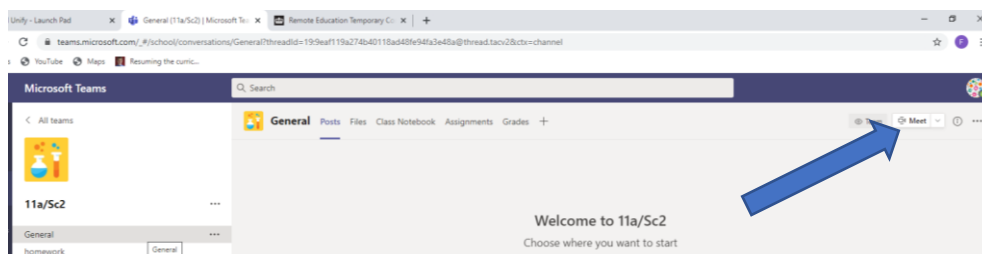
Protocol

All students should follow their normal school day timetable at home.

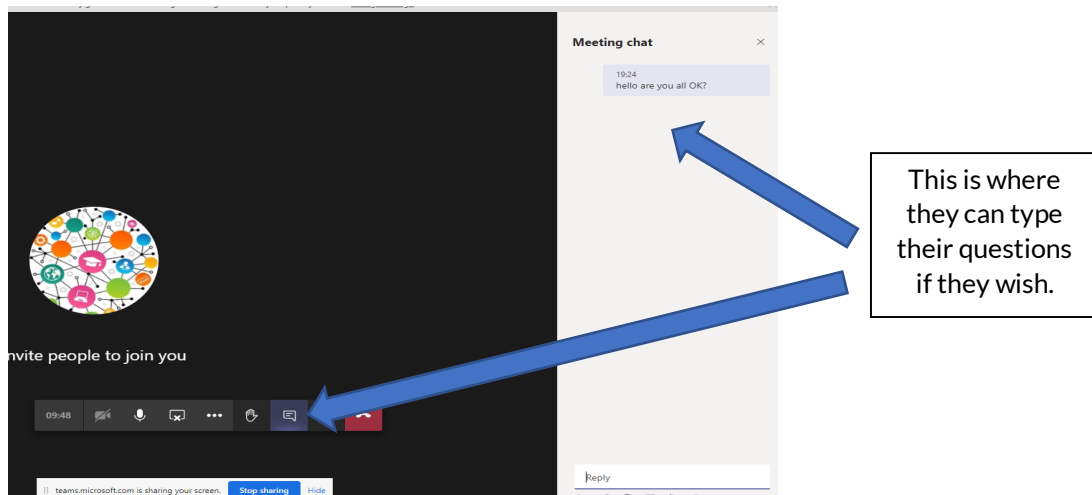
1. Your child should log in to a computer/device at the correct lesson time.
2. They should then open a web browser and type in **rmunify**. Then click on the first tab.
3. Log into rmunify using your normal school log in.
4. Please also refer to the short instruction video on the Academy website which gives instructions as to how to log into rmunify from home.



5. Open up the Teams app.
6. **Students must not have their microphone or webcam turned on.**
7. They should click on their relevant class Teams icon and wait for a call to join the meeting/lesson.
8. The teacher will invite them to the lesson after a few minutes (around 10 minutes), as this gives the teacher time to log on, take registers and share the screen – **please be patient.**
9. **Again, students must ensure that they have their webcam and microphone turned off and muted. This is extremely important for the safeguarding of both students and staff.**
10. They can join the call once their teacher has begun the meeting/lesson.



11. They should now be able to see their teachers' screen.
12. They will hear all instructions and questions from the teacher.
13. Throughout the lesson they can use the chat function for any questions or clarifications if this is applicable.
14. The teacher can respond to them but this may not be immediate. **Please be patient.**



This is where they can type their questions if they wish.

15. They will be asked to complete the assessments either on paper or in their book in line with the other students in the class.
16. They may need to look in the 'Assignments' tab of their Teams group to find the actual assignment.
17. They should then complete the assignment/worksheet and either upload it back to Teams OR bring the completed work back to school on your return.
18. Please note that deadlines for assignments will be the same for students isolating at home as for students in school.

If your child has any queries about the work, they should contact their teacher through Teams. This is the preferred method of contact.

Points of note:

1. It should be noted that there may be occasions when the teacher of the class may also be isolating at home and in this instance the teacher would live stream from home. If the teacher is unwell the lesson will not be live streamed, and work will be set through ClassCharts and Teams in the usual manner.
2. For some lessons, for example in practical lessons, where the students would not be able to take part, the teacher will identify alternative work for the student to be accessing in this time. This may also be the case if the student does not have access to certain software etc at home.
3. In some circumstances, lessons may be a combination of live steamed and pre-recorded TeachTalk lessons.
4. Staff in school reserve the right to end the live stream, if the above is not fully adhered to.

Remote Learning Access - Student Code of Conduct

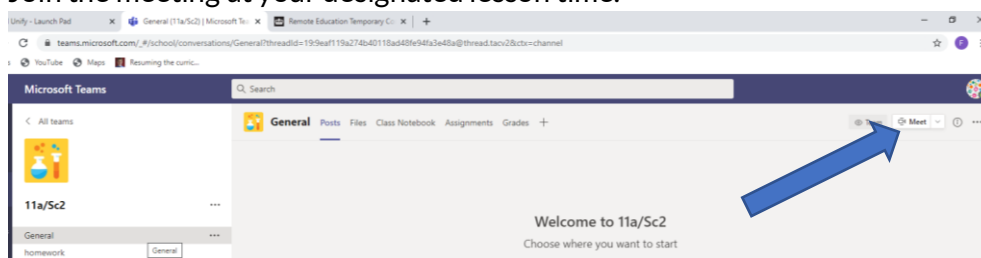


The following instructions tell you how to join your live streamed lessons when you are isolating at home. Please read them carefully so you do not miss out in your learning.

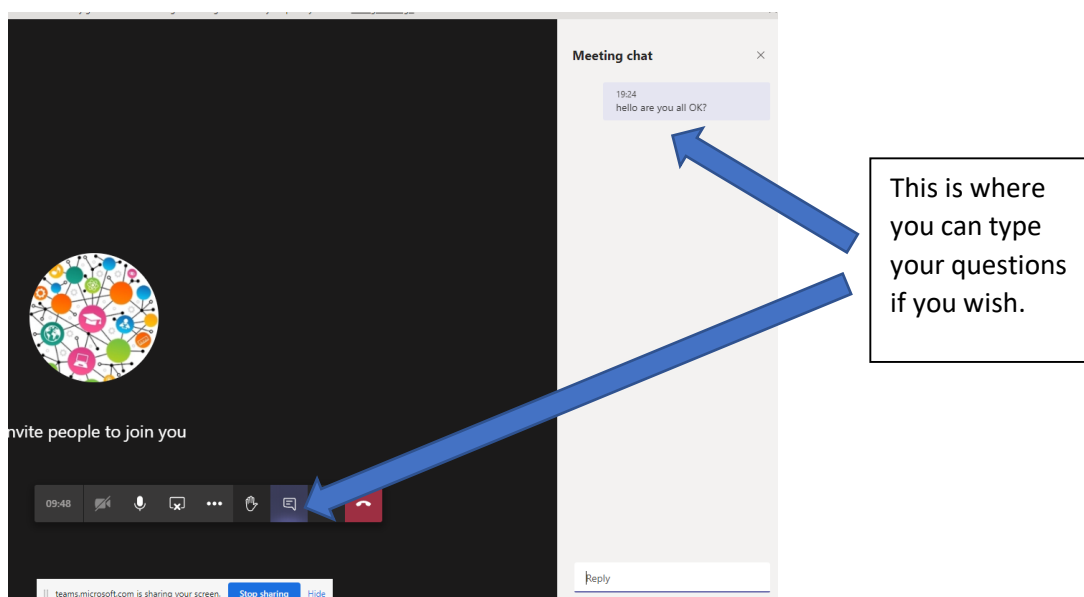
Protocol

All students will follow their normal school day timetable at home.

1. Log on to the computer at the correct lesson time. The teacher will join the lesson after a few minutes as this gives the teacher time to arrive at the room, log on, take registers, and share the screen – **please be patient**.
2. Ensure that you have your webcam and microphone turned off and muted. This is extremely important. *Note: the teacher may have altered your permissions so that this is already in place.*
3. Join the meeting at your designated lesson time.



4. You should be able to see the teachers' screen.
5. You should now be able to see everything the teacher is sharing and hear all instructions and questions from the teacher.
6. Throughout the lesson you can use the chat function for any questions or clarifications if this is applicable. The teacher can respond to you but this may not be immediately. **Be patient**.



7. You will be asked to complete the assessments either on paper or in your book (if you have this), in line with the other students in the class.

8. You may need to look in the 'Assignments' tab of your Teams to find the assignment. You should then complete the assignment/worksheet and either upload it back to Teams OR bring back in on your return to school.
9. Please note that deadlines for assignments will be the same for students isolating at home and for students in school.