

# Bower Park Academy



## Remote Learning Policy

Jan 03.01.21



## **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 document.

### **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?**

All pupils should log into Teams to access lessons and resources in the Files section of each subject Team. If an entire 'bubble' is being taught from home, live lessons will be set up within the first few days so all pupils can access high quality remote education directly from their class teacher.

Parents/carers can see the lessons, resources and teacher feedback available to their child by logging in using their child's email (username) and password.

### **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. However, we have needed to make some adaptations in some subjects. For example, practical subjects such as P.E, drama, music, technology and art will offer an alternative theory-based lesson. This can be supplemented with activities such as reading, watching documentaries, exercise, mindfulness, following the news and current affairs, etc. Pupils can also access lessons in line with topics they are studying via the Oak National Academy and the BBC online 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 following their usual timetable and timings of lessons. Teachers will be available to support their pupils throughout the scheduled lesson time. The live element of each lesson will be at least 20 minutes.
Secondary school-aged pupils working towards formal qualifications this year	5 hours following their usual timetable and timings of lessons. Teachers will be available to support their pupils throughout the scheduled lesson time. The live element of each lesson will be at least 20 minutes. In addition, pupils should complete revision tasks in preparation for examinations in the same way, if they were at school, the expectation would be to complete independent revision for homework. Most resources will be found in the Files section of the subject Team with teachers communicating where this is not the case.

## Accessing remote education

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

All pupils have an Office 365 account which allows them to access lessons, resources and feedback via Teams. Pupils must login to Office 365 each day to access their remote learning. Pupils can also access online resources such as Word, Excel, PowerPoint, Outlook, OneDrive, etc. to create and complete assignments or email their teachers directly if they require any further assistance.

Pupils' email addresses are usually the year their cohort started at the academy followed by their surname and then the initial of their first name followed by @elatschools.co.uk. There are a few exceptions where students have the same name and initial as other pupils in the cohort. Their password is the same as the one they use to login to computers onsite. This is usually two words (with two uppercase letters) and two numbers.

*E.g. Year 7 [aylette@elatschools.co.uk](mailto:aylette@elatschools.co.uk) WordRoom92*

*Other Years [aylette@bowerpark.co.uk](mailto:aylette@bowerpark.co.uk) wordRoom92*

## **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:

Any family without access to the internet, should contact the academy so that we can send an alternative education provision such as a work pack whilst we work to resolve access issues.

To contact your child's Support and Guidance Manager, call the academy on 01708 730244 and enter the relevant extension number:

Year 7	Ms James	ext 4222
Year 8	Mrs Lucas	ext 4341
Year 9	Mrs Whitcombe	ext 4205
Year 10	Mrs Conroy	ext 4235
Year 11	Mr Khan	ext 4341

Once a work pack is completed, your child's Support and Guidance Manager will arrange for drop-off or collection of the work and delivery of the next work pack. Pupils who are provided with a work pack, rather than online learning, will still have 5 hours of work set each day as reflected on their timetable.

Please also inform us if your child is sharing a device such as a PC, laptop or tablet with other members of your household so we are aware they may be unable to join some of their live lessons and will be completing the lesson at a different time to that set in their timetable. Most live lessons are recorded and are available to view at a later point via the Post section in the subject Team.

For any other issues such as support with login details or if a pupil is unable to upload work to the Assignment section of Teams, please alert your child's Support and Guidance Manager, or Reception who will assist you.

## How will my child be taught remotely?

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

When a whole year group (bubble) is at home, the majority of lessons will be live teaching (online lessons) provided at the time of pupil's usual lesson via a 'meeting'. Pupils will click on the scheduled meeting via the link in their subject Team posts at the start of their normal lesson time.

If a teacher is unable to present a live lesson, there will be recorded teaching (a Stream) created by the class teacher and uploaded to the subject Team.

Where it isn't possible to provide a live lesson or recording, the pupil's lesson will be uploaded into the File section of their Team for the pupil to complete independently.

Some tasks will require pupils to work independently such as extended writing or an assessment. In such cases, the teacher will set this work in the Files section but will be available on Teams to help and support, if needed. Pupils should still join the 'meeting' at the start of the lesson to register their attendance and receive the instructions.

For those without internet access, Support and Guidance Managers will print paper work packs of the work produced by teachers and stored in the Files section of the pupil's Teams.

Pupils and/or parents/carers are welcome to request textbooks and/or reading books to support pupils further while at home. These will be issued, wherever available, to be returned to the academy at the end of the remote learning period.

## **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?**

Where possible, pupils are expected to follow their usual timetable when completing their remote education. If a pupil is unable to complete the lesson at the set time (where families are sharing a device) please inform the child's Support and Guidance Manager so this information is shared with class teachers and an alternative timetable and deadlines can be created.

Parents/carers should support by ensuring pupils are ready to start their learning at the beginning of each lesson. This creates a clear routine to support the child's education.

Lessons may require pupils to make notes or complete activities which are then self-marked using answers provided by the teacher (either live online, via a separate file, or on return to school). Other lessons will require an 'assignment' to be completed and 'submitted' via Teams. Parents/carers should support the academy by checking the assignments their child has been set and what their child has completed via the Assignments section.

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

Teachers will inform your child's Support and Guidance Manager, Head of Year and/or their Head of Department if pupils are not engaging with remote education. Teachers will be monitoring attendance to remote learning each day.

For any pupil that misses hours of subject learning, the teacher/SGM will contact home either via email or phone call to inform parents/carers that the child is not engaging.

Should a pupil continue to not engage with remote learning, parents/carers will be invited to discuss the situation with relevant staff in a formal meeting.

The academy's expectation is that all pupils that are well enough to work remotely, will do so and parents/carers will support their child and the academy by checking, to the best of their ability, this is happening.

### **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 will use self-marking assessment quizzes (completed via Forms) which will be embedded into an Assignment as part of their formative (ongoing) assessment.

Teachers will also comment on Assignments either individually to pupils or using whole-class feedback to address common misconceptions.

In line with the academy's marking and feedback policy, pupils will receive feedback at least every 8 hours of learning completed.

## **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:

Parents/carers can contact Ms Scott (SENCO) on 01708 730244 or via email [jscott@bowerpark.co.uk](mailto:jscott@bowerpark.co.uk) for individualised support for their child with remote education.

Where appropriate, the academy will provide differentiated materials for pupils with SEND. These may be adapted lessons or different lessons depending on the child's needs as listed in their Individual Education Plan.

Parents/carers can see the lessons, resources and teacher feedback available to their child by logging in using their child's email (username) and password.



## 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?**

Teachers will upload the lessons and resources covered onsite to the Files section of the subject Team. This means all pupils will have access to the class materials. This is to ensure all pupils are at the same point in the planned learning and lessons continue to be well-sequenced and meaningful.

Pupils will still be set an hour of learning each day corresponding to the subjects on their timetable. Pupils who are self-isolating should aim to complete lessons at the time set on their timetable but there will be occasions when the teaching materials are uploaded at the end of the day rather than beforehand depending on when the teacher is notified of the child's absence and their teaching load that day.

Pupils will need to complete this work independently. For support, they can email their teacher directly by using Outlook (also part of their Office 365 package) Staff email addresses usually follow the format of the initial of their first name, followed by their surname and then @elatschools.co.uk.

*E.g. ateacher@elatschools.co.uk*

Pupils can either upload their work to the subject Team, share with the teacher via the OneDrive or email the work to the teacher directly. This will enable teachers to provide direct feedback to the pupil self-isolating.