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 where national or local restrictions require entire cohorts (or bubbles) to remain at home.
This document follows the Department for Education 'Remote Education Information' template.
Further information is available on our school website: Saint Bede's Guidance on Covid

The remote curriculum: what is taught to pupils at home

We teach broadly 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, subjects that include a significant practical element with the use of specialist equipment will set tasks that can be completed at home without those resources and will tend to focus more on the theoretical elements.

Remote teaching and study time each day

Pupils in all year groups should follow their normal timetable each day. Work set will be meaningful and monitored; pupils are expected to submit work each week. Class Charts will be used to reward notable work and non-engagement will be monitored by class teachers, Subject Leaders, Year Leaders and Key Stage Leaders.

Key Stages 3 and 4

We expect that remote education will take 5 hours per day. This will comprise of the four timetabled lessons together with form time, and time for the consolidation of learning and the completion of unfinished tasks at the end of the day.

A rule of thumb indicator of how time will be allocated in lessons is as follows:
- 50% curriculum time with some live or recorded element.
- 50% curriculum time with some live or webchat interaction in order to answer pupils' questions, and/or work with individuals and small groups to provide feedback, explain difficult concepts etc.
- The remainder of the time should be for pupils to complete tasks and assignments independently.

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

- Lessons will be delivered via Firefly with links provided to sessions where Zoom is used.
- Teachers may also communicate with pupils via messages on Firefly.

N.B. Any pupils attending school (vulnerable children, children with an EHCP and children of key workers) will undertake remote learning via their own device or a school laptop under staff supervision.

If my child does not have digital or online access at home, how will you support them to access remote education?

The Key Stage Leaders for KS3 and KS4 identify pupils who are unable to access remote education and establish what their needs are e.g. lack of a suitable device, internet connection etc.
- Laptops and other resources are provided for pupils in need of them and delivered to their home addresses. Mobile data allowance increases are requested for pupils who:
  a). do not have fixed broadband at home, b). cannot afford additional data for their devices and, c) are experiencing disruption to their face-to-face education.
- If there are delays in pupils being able to access remote education, paper work packs will be posted.
- Pupils may submit work to teachers via post sent to the school; however, there will be a delay involved in forwarding the work and teachers responding to those pupils.

How will my child be taught remotely?
We use a combination of approaches to teach pupils remotely:

Work will be set for all lessons and will be meaningful and monitored. Lessons will consist of a variety of resources and be interactive in nature consisting of a mixture of different resources depending on the subject and topic.

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- The remainder of the time should be for pupils to complete tasks and assignments independently.

Pupils will be expected to submit work to their teachers each week:

Lessons may incorporate resources created in-house by staff and by external providers such as as Oak National Academy, BBC 'Teach' and Educake.

Pupils will also engage in a daily session with form tutors at the start of the day during which a short task may be set to ensure engagement and check on wellbeing as well as tutors responding to questions and concerns voiced by pupils.

At the end of the school day, there is a Daily Review during which pupils' engagement will be monitored through their responses to questions and this is also used to identify and respond to needs and concerns raised.

Engagement and feedback
What are your expectations for my child's engagement?

Pupils are expected to engage fully with remote learning, following the normal timetable each day together with participation in the form tutor session and Daily Review.

Pupils are expected to submit work each week, as requested by their teachers

Expectations while using Zoom:
- Pupils should only use Zoom in a living or communal area, not in bedrooms. Parents should ensure this.
- If pupils are using their camera, they need to check their background (for example, personal items such as family photographs). Again, parents should ensure this is appropriate.
- Pupils should be appropriately dressed – i.e. fully dressed and not wearing any material with offensive, contentious or political slogans or logos.
- Pupils should follow the clear instructions and expectations of the subject teacher.
- Pupils can disable their camera facility or the member of staff can at any time. The teacher is in charge of the session and will run it as they see fit, and has the discretion to record the session if they wish to.
- Pupils' microphones will be muted by the subject teacher, unless the pupil is asking a question or contributing to the session.
- Pupils should be aware that all messages they leave on the chat function can be seen by their classmates, teachers and parents. If they post anything irrelevant or inappropriate, they may be sanctioned and may have access permissions withdrawn.
- Mature and professional participation is expected.

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

Engagement with work is checked on a daily basis through the Daily Review together with information provided to the KS3/KS4 leaders from subject leaders and form tutors.

Year Leaders will make regular contact with pupils deemed to be vulnerable within their year group together with pupils identified as experiencing difficulties during the 2020 lockdown period.

Year Leaders may also contact:
- pupils not responding to the daily registration task set by form tutors or the Daily Review.
- pupils if and when concerns are raised by subject teachers/ Subject Leaders.

Where there are concerns, parents will be contacted via a 'phone call or email subject to circumstances.

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

A variety of methods will be used according to the requirements of the subject and tasks set. These may include some or all of the following:
- Feedback and/or marks or grades attached to the pupils' responses to the tasks set on Firefly.
- Digital feedback and marks from online learning platforms used within lessons.
- Answers from pupils during whole-class lessons when some time will be allocated to feedback or small group/individual work on Zoom. When a lesson is not live, the webchat function will be used for pupils to ask questions and for staff to respond.

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:

SEND pupils will receive personalised support from an assigned member of staff from the Learning Support team based on their individual needs, to maintain their learning remotely. All staff will receive an SEN support document outlining the individual needs of each pupil.

The member of staff assigned to each pupil will keep in regular contact with them to offer support with work tasks and keep in touch regarding general wellbeing at a specified interval subject to the needs and circumstances of the pupil. A variety of methods may be used including personalised strategies such as Zoom calls as well as email.

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?

Pupils will be provided with details of the tasks completed by other members of their classes on Firefly together with any resources used in the lessons that can be shared online e.g. MS PowerPoints, notes, links to online resources.

In lessons that include a practical element, a theory-based alternative task may be substituted.