



**St Benedict's Catholic High School**

# **Remote education provision: information for parents**

**Release: 2.0**

**Updated: January 2022**

## Introduction

This information is intended to provide clarity and transparency to students 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.

For details of what to expect where individual students are self-isolating, please see the final section of this document.

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

A student'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 students being sent home?

Remote education will begin the next school day for any student who is expected to work from home because of self-isolation.

Students will be directed to our online learning and communication platform – Microsoft Teams. Each student is allocated to an online class for each of their timetabled subjects. Within those online classes, assignments/tasks will be provided for students to complete. Students can communicate with their teachers through the Microsoft Teams chat system, they can ask for support as necessary with any queries they may have.

Assignments will be provided for students to complete; this will mirror as close as possible to the work that students are completing in the normal classroom environment.

**Please refer to Appendix 1 – the departmental guidance for a break down list of support and activities.**

### 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 aim to teach the same curriculum remotely as we do in school. Class teachers will communicate with students via Microsoft Teams how they plan to deliver their element of the curriculum. This may be in the form of 'live lessons', in which students join a real time online lesson with their peers in the classroom.

Remote education, where and when required, will be of high-quality and aligned as closely as possible with in-school provision and curriculum content.

Students will access and be taught our intended curriculum. This is planned and sequenced so that knowledge and skills are built step by step, and students have opportunities to retrieve and recall previously taught content.

Frequent and clear explanations of new content will be provided, wherever possible delivered 'live' by teachers, and where this is not possible through pre-recorded teacher videos or selected curriculum resources.

**Please refer to Appendix 1 – the departmental guidance for a break down list of support and activities.**

## **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 students broadly the following number of hours each day:

Key Stage 3, 4 and 5.	The remote education provided will be equivalent in length to the normal teaching students would receive in school and will include live teaching time, and time for student to complete tasks/assignments.  On some occasions, pre-recorded material may be provided, such as that for assemblies/tutor time or in lessons where a teacher is unable to teach live.
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## **Accessing remote education**

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

We use the Microsoft Teams platform. Students can download the Teams app for mobile, tablet or laptop/desktop devices for free. There are no costs involved in accessing the online system. A web version is also available, although we recommend using one of the Teams apps, as this provides a better online experience.

Students' login to the system using their school email address and password.

The email format is: [1234@st-benedicts.cumbria.sch.uk](mailto:1234@st-benedicts.cumbria.sch.uk) where 1234 is replaced with the student's login number.

For students who do not have suitable online access, the school will endeavor to provide printed resources until they have access to a suitable device. Teams live lessons can be easily accessed via a smartphone and devices such as Xbox / Playstation and Internet enabled TV. A useful video guide on how to access Teams lessons via an Xbox or PlayStation is here: [Click here](#)

## **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 students may not have suitable online access at home. We take the following approaches to support those students to access remote education:

### **Laptops to loan**

For those students who are in receipt of student premium funding, the school will provide a laptop with the software pre-installed to take home and use during their period of isolation from school if needed. For all students who are in need of support the school will where possible, aim to provide help with technical issues (email: [helpdesk@st-benedicts.cumbria.sch.uk](mailto:helpdesk@st-benedicts.cumbria.sch.uk) ).

### **Mobile Data**

Data sim cards for mobile devices are available for those students who are unable to access online tools using traditional broadband methods.

### **For all students**

#### **Microsoft Office**

The school provides free access to all of the Microsoft Office 365 tools – Word, Excel, PowerPoint, Outlook, OneNote and Teams. Students can download and install a licensed version of these applications by going to <http://login.microsoftonline.com> and

signing in with their school email and password. Once signed in, on the right-hand side of the screen there is a 'Install Office' button. Microsoft Office can be installed on mobile devices, laptops, PCs, Macs.

### **Adobe**

The school provides free access to all of the Adobe Creative cloud software. Students can download and install a licensed version of these applications by going to [www.adobe.com](http://www.adobe.com). They should then sign in with their school email and password.

### **Digital Library**

The school has a digital library where students download reading books, for either schoolwork or pleasure. The link to the digital library can be access via the school website or here: <http://uk.accessit.online/stb14/#!dashboard>

### **Work Packs**

Where it is not possible to access digital resources, the school has paperwork packs available for student use.

To request work-packs or laptops to loan, please email [admin@st-benedicts.cumbria.sch.uk](mailto:admin@st-benedicts.cumbria.sch.uk) and the request will be sent to the appropriate member of staff.

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

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

- live teaching (online lessons)
- recorded teaching (e.g. video/audio recordings made by teachers)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books students have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- Online resources packs/tasks

During periods of national lockdown, the school will provide 'live lessons' for the majority of lessons. Where there is staff absence due to illness, students may be asked to join live lesson with another class or work may be placed on Microsoft Teams as an assignment for them to complete, with accompanying support materials such as those

provided by the Oak National Academy. Instructions will be provided via Teams chat or on the class Teams page.

## **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?**

#### **Procedures for live lessons during national lockdown**

During the week, lessons will be taught 'live' via Microsoft Teams. Students can join a lesson via a PC, laptop, mobile phone, tablet (e.g. iPad), Mac or the web.

The 'live' element of the lesson will last approx. 20-25 minutes of the normal lesson. Following the 'live' teaching, students will be given a series of activities to do for the remaining part of their lesson. The teacher will be available via chat to support students with any questions you may have.

Prior to the first lesson, students are expected to complete morning registration which comprises of automated welfare check message that is sent to students.

#### **Our expectations for live lessons during national lockdown**

##### **For students:**

You **MUST** be kind, polite and considerate when contacting teachers. Similarly, when there is a live session, you **MUST** treat all participants with kindness, politeness and consideration.

You **MUST** act in a way that shows that you understand the boundaries which exist between teachers and students **AT ALL TIMES**.

Teachers will set out explicit expectations of behaviour during online learning at the beginning of each live session. These expectations **MUST** be followed. Failure to do so will result in a **SANCTION**.

During the live session you **MUST** be appropriately dressed and be in an appropriate area of your home (this should **NOT** be a bedroom, if possible).

You **MUST** act appropriately during the live session, and this includes any other members of the household who are in sight / sound of the session.

Teachers will manage the sessions like they would their classroom. This means they will decide whether they want webcams to be turned on during the sessions, whether they mute all participants, etc.

If you behave in a disruptive or unkind way during any live session, or if a staff member feels there is inappropriate interaction, then the teacher may warn the student and / or remove them from the session.

### **Parental Support**

Where possible, please encourage a daily routine. Students should be up and out of bed by 8:20am, be ready for their online work to begin at 8:45am. Registration will be completed via Teams at 8:45am and the first live lesson will begin at 8:55am. Where possible, support your child to ensure they have a clear and quiet place to study and engage in their learning with no distractions, e.g. television / games console. Also, checking that they have the necessary materials, e.g. a pen and paper to make notes at their side prior to the lesson starting.

Students should try to move around between lessons and maybe have something to eat. Break and lunchtime times as planned as part of the normal school timetable.

Please check on your child throughout the day. Ask them to show you their assignments, the ones that are due and the ones that have been handed in, so you can check that they are managing their workload.

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

Teachers will set students 'assignments' via Teams, which will outline the tasks to be completed. Students will be expected to 'hand-in' their assignments remotely via Teams.

Where students have not engaged or taken part in lessons, contact will be made with the student (parents will be copied into the message) via EduLink, our student/parent communication system. Where necessary, Heads of Departments and Learning Mentors/Heads of Year will also contact home, where there are concerns across a number of subjects.

## **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 student work is as follows:

Feedback will be provided on the assignment submitted by the student. This will either be within the feedback section of the assignment or as a message through the Teams 'chat' system. Regular and meaningful feedback will be provided to students, in line with school policy. This will include both whole-class and individual feedback. Feedback will be designed to support students in dealing with misconceptions and to move them forward in their learning.

Teachers will use questioning and other suitable tools to help gauge how well students are learning and progressing.

During lessons, students will be asked questions and expected to respond to their teachers. Responses will be verbal, using the chat facility or via the 'hands up' function in Teams. Interactions between students (such as group discussions/work) will be promoted through the use of 'breakout rooms' in Teams, where appropriate.

## **Additional support for students 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, for example 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 students in the following ways:

During live teaching lessons, one to one support maybe provided with a teaching assistant. Teaching assistants are able to create 'break-out' rooms, where small group work or one to one support can be provided.

Students have access to the Immersive Reader tool within Microsoft Teams. More information about the Immersive Reader can be accessed here:

<https://support.microsoft.com/en-us/office/use-immersive-reader-in-microsoft-teams-a700c0d0-bc53-4696-a94d-4fbc86ac7a9a>

The special educational needs department will monitor student engagement and contact home where necessary.

Any concerns can be raised through the SENDCO – Mrs Savage.



## **Remote education for self-isolating students**

Where individual students 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 students 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?**

Students will be invited to take part in live or recorded lessons or they will be directed to complete tasks that have been set on Teams. They will be contacted via Microsoft Teams by their class teacher with guidance on the tasks they need to complete. Assignments will be sent to them along with the appropriate support resources.