

Remote education provision at Townsend School: **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 where national or 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?

Pupils will have work set on Google Classroom for each of their classes. Depending on the situation that has led to closure, this may initially be work set in the stream for each class, resources will be attached to the post in the stream as well. However, if staff have had time to prepare properly, work may be delivered in live lessons via Google Meet – links for these lessons will be posted in the stream &/or in the pupils google calendar. We will always communicate with parents/carers how work will be set. Pupils who have no access to Google Classroom will be sent work home, but please be aware this will take a short time to collate.

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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. Subject Leaders will consider various factors, such as:

- the timing of the closure – this may mean we teach different units of work than normal at that time of year, this is especially true in practical subjects like Art, Design Technology and PE, for example if painting or using machinery is a key element of the unit. English may decide to teach a unit that needs less teacher led input and discussion, Geography may not be able to go ahead and teach a fieldwork based unit etc.
- the staffing available – in some instances there may be a number of teacher absences and thus delivering normal Schemes of Work may need to be paused and work may be set on the stream instead of live teaching, heavy content may be replaced with skills based work or vice versa.
- The use of alternative or additional online and offline resources – for example practical subjects such as PE may direct students to other sources, such as online fitness videos or other healthy habits resources. Some subjects may use Government endorsed resources or alternative specialist resources, such as Oak Academy lessons or websites already used in school like Linguascope in French or MyMaths in maths lessons, BBC Bitesize.
- If the government have made changes or alterations to examination content, such as the removal of topics or practical elements.

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 5 hours a day, as they will have work/live lessons for each normal timetabled lesson each day. GCSE and A-level classes can expect to have homework set in addition to their normal timetabled lessons when relevant. Key stage 3 classes will have homework set if appropriate, for example in the format of quizzes to check their understanding of work completed, or homework projects for option subjects when appropriate.

We appreciate that remote learning is very tiring and can be very difficult for some as it is dependent on resources, space and help available at home. Therefore, we will not set arduous amounts of homework that will cause too much pressure for pupils and families. We will always have open lines of communication so that you can contact us to discuss any problems you are having with the amount/type of work set.

Accessing remote education

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

Remote education at Townsend is delivered through Google Classroom. Work is set on the stream for each class. Live lessons take place on Google Meet, links for live lessons will be posted on the class stream for each class your child has &/or the Google Calendar.

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:

- We may be in a position to be able to issue/lend some laptops to pupils who are in need. This is determined by a number of factors. If your child is unable to access the remote curriculum due to a lack of equipment/devices you should contact your child's Director of Learning via the Year Group email addresses in the first instance to make initial enquiries.
- Also if your child cannot access the internet due to a lack of internet connection/data allowance at home you should also inform your Director of Learning and request assistance and we will help if possible.
- We will provide printed materials for those that need it. These will be collated from all your child's teachers and either posted home, or we will contact you when they are ready to collect from the school office.
- If pupils do not have online access they can submit work to their teachers via the school office, it can be dropped off or posted to school. If you have access to a mobile phone, photos of work can be emailed to the department email addresses using 4G connections. If none of these methods can work for you, please contact the Director Learning for your child's year group and we can discuss alternative arrangements.

How will my child be taught remotely?

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

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A range of approaches are used to varying degrees at Townsend when we are teaching remotely. These are outlined below:

- live teaching (online lessons) on Google Classroom/Meet is the main way for all students that lessons and work will be delivered. There may be some exceptions to this as outline below:
- If a teacher is absent from work due to illness, class work will be set on the Google Classroom stream instead of a live lesson
- As stated at the beginning of this document, the first 1 or 2 days of a school closure may have work set on the Google Classroom stream instead of live lessons whilst teachers plan and adjust their lessons to work remotely rather than in person in the classroom.
- Sometimes we may use recorded teaching methods, for example a recording of your child's teacher or another teacher at the school, perhaps if your child's normal teacher is unable to teach a live lesson or we are experiencing significant teacher shortages due to illness. We may also use pre-recorded lessons from other sources as they provide the teaching materials required for the lesson and are of an excellent quality (e.g. Oak National Academy lessons or bought in packages such as virtual fieldwork videos used by the Geography department).
- Printed paper packs produced by teachers (e.g. workbooks, worksheets, exam papers) – these are used as supportive documents for your child to use alongside live lessons or to set work for teachers who are off sick, or if pupils have no ICT or internet connection at home etc.
- Textbooks and/or reading books pupils have at home that have been provided by certain subject areas.
- Websites supporting the teaching of specific subjects or areas, including video clips or sequences (for example, My Maths, White Rose Maths, Linguascope, GCSE pod, BBC Bitesize).
- Long-term project work and/or internet research activities (for example, KS3 homework projects, research to support learning e.g. case study research in Geography or preparation for A-level lessons).

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?

- We expect our pupils' to engage with our provision of remote education on Google Classroom and attend each lesson each day (unless alternative provision has already been arranged with the Inclusion/Special Needs Department or your child's Director of Learning).
- We understand that this can be stressful at times for the pupils and families and are here to support you in such cases. If you or your child are struggling to cope with the amount or content of the work being set, please contact the individual class teacher in the first instance if it is isolated to one or 2 subjects, they can be contacted at the subject email address. If the issue is more generic, please contact the form tutor or Director of Learning for your child's year group at the year group email address.
- Parental/carer support is vital for the success of remote learning. You will help us significantly if you support your child by setting routines (getting out of bed with time to have breakfast, wash and change before school lessons start, encouraging them to rest their eyes from screens at break and lunchtimes and to eat healthily and get fresh air and stretch their legs/exercise, providing a learning space for them somewhere in the home that is quiet and comfortable wherever possible etc.). If you can actively engage in conversations with your child about how their day has gone, and what they have learnt, that will help them to engage with their learning, encouragement and praise are valuable support strategies. It is important that you check your child is engaging with their online learning.
- We expect pupils, where possible, to upload their work onto Google Classroom when directed by their teacher. This is so we can monitor pupil work and their teacher can give feedback to aid their progress.

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

- We will take registers every lesson and track pupil engagement. We will contact you weekly if your child has not engaged in a number of core lessons, and we will contact you fortnightly if your child has not engaged in a number of non-core/option subjects. We will contact you in writing via Parent Comms. You must make sure we have up to date contact details. Individual class teachers may contact you if they have specific concerns by phone or in writing.
- Pupils work will be monitored for progress and engagement, this will often be via things like quizzes, teacher assessment, question and answer sessions, marking of work etc. Teachers will contact you directly if they have concerns, if these concerns remain after teacher intervention Subject leaders will contact you. If there are generic concerns or several concerns from various subjects, Directors of Learning will contact you.

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:

- Pupils will continue to have formal assessments at certain points, such as the end of topics and units. Formal assessments will take place in each subject at least half-termly to keep track of pupil progress as we would in school. Feedback will be given via grades and written feedback using our normal www/ebi method. This will be done via Google Classroom and submitted assignments. Sometimes work can be submitted to class teachers electronically via the subject email address if agreed with the teacher. If these methods are not manageable we are happy to assist and look at alternative arrangements.
- Pupil work and understanding will also regularly be assessed during lessons and at the end of lessons, via questioning, quizzes, exam questions, written and oral tasks etc.

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:

- We will work with individual families through our Inclusion department and our SENCO and Directors of Learning, we will communicate regularly and work with you to work out a study programme that is manageable and will support the learning of your child.
- We will use alternative online and offline resources that work for your child and you.
- Vulnerable pupils and pupils with EHCP's may be offered a place in school where they can be supported with their online learning. If you would like to discuss this option, you should contact your child's Director of Learning in the first instance.

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 for a teacher of teaching pupils both at home and in school at the same time.

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

Work for self-isolating pupils will be set on Google Classroom on the stream for each class for each lesson of the child's normal timetable. This work will be personalised and differentiated and will include instructions, PowerPoints, explanations, tasks and resources that the child's class has in school, but adjusted to be worked on at home. The class teacher will ensure that the work being taught in class is set in an appropriate way for the pupil to complete at school. For those without internet/devices work will be sent home.

Work will be assessed and marked when relevant online on Google Classroom and when the pupil returns to school. Effectively we will ensure that self-isolating pupils get the same curriculum provision as the pupils in school as far as possible using high quality online and offline resources.

Townsend School Contact for items within this document:

**Mrs G Llewellyn
(Deputy Headteacher)**