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 or national 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 on page 7.

The remote curriculum: what is taught to pupils at home

Where full year groups are required to work remotely, for the entirety of the remote education period, all pupils will follow their usual timetable, with lessons being delivered live on Microsoft Teams. A pupil's first day or two of being educated remotely might look different from our standard approach, while pupils become accustomed to online learning.

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

During the first day or two of remote education, pupils will still follow their full timetable. However, the initial lessons will be used to assist pupils in becoming accustomed to the use of Microsoft Teams, so tasks may be more independent than on subsequent days, allowing the teachers to offer that level of support.

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 will teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we will need to make some adaptations in some subjects. For example, subjects that involve practical lessons when in school will be delivering alternative theory lessons instead.

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:

Year 7-11	All pupils in years 7-11 will follow their usual timetable and so will have five lessons each day, as well as their form time session with their form tutor. Whilst the lessons are timetabled to be approximately one hour in length, where there are some pupils in school, staff will still be moving rooms between lessons, so there may be a delay in them logging in to Microsoft Teams. It is therefore expected that each lesson will last approximately 50 minutes. Staff will continue to set home learning in line with their usual policy.
Year 12-13	As with years 7-11, pupils will follow their usual timetable, including form time, with lessons expected to last for approximately 50 minutes. Pupils are expected to continue to work on independent study, as they would if they were in school. For example, they may use their time to consolidate the work covered during lessons, complete wider reading or attempt additional questions, including past exam papers.

Accessing remote education

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

All lessons will be delivered live on Microsoft Teams, although all lessons will be recorded to allow pupils to watch them at a later date. The recordings will be found on the class team page for that subject.

To access Microsoft Teams, it is recommended that pupils download and use the free Microsoft Teams app. Their email address is their usual school username followed by '@settlecollege.n-yorks.sch.uk'. If the pupil does not know their username or password, parents or carers need to contact their child's form tutor.

Microsoft Teams can also be accessed through the web. To do this, pupils need to log in to Office365 using the 'Webmail' link at the bottom of the school website. Once on Office365, pupils need to click the 'waffle' button in the top left corner and select 'Teams'.

To access the lessons, pupils need to click on 'calendar' and then 'join' for the relevant lesson at that time.

Staff will continue to use Arbor to record home learning tasks.

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:

Where pupils do not have digital or online access at home, they will be invited to come to school during this period. They will either complete the lessons in the classroom with their teachers whilst they are delivering the lesson via Microsoft Teams or be given access to a computer to view the lessons via Microsoft Teams. The approach chosen will depend on the number of pupils in school.

If this applies to your child and contact has not already been made by school, please contact the relevant head of year as soon as possible:

Year 7 – Mrs Coulson – a.coulson@settlecollege.n-yorks.sch.uk

Year 8 – Mr Boatwright – s.boatwright@settlecollege.n-yorks.sch.uk

Year 9 – Mrs Hawkins – n.hawkins@settlecollege.n-yorks.sch.uk

Year 10 – Miss Heron – r.heron@settlecollege.n-yorks.sch.uk

Year 11 – Mrs Craig – r.craig@settlecollege.n-yorks.sch.uk

Year 12-13 – Mr Murphy – s.murphy@settlecollege.n-yorks.sch.uk

There are also a limited number of laptops that may be loaned to particular students in certain circumstances for the duration of the remote education period. If your child is allocated a laptop, you will need to come to school to collect it and sign the relevant paperwork agreements. Your child will need to return the laptop to reception on their first day back in school. To enquire about a laptop, please contact your child's head of year.

In the event that neither of the above options are suitable, paper resources will be posted home for the pupils to complete. Please note that in this situation, there will be a delay in the pupils receiving the work and it may not contain exactly the same tasks as the rest of the class are completing on Microsoft Teams, for example where more teacher input is required. The resources will, however, allow all pupils using this option to achieve the same learning objectives as the rest of the class, ensuring that they are not behind their peers when they return to school. If your child requires paper resources to be sent home, please contact your child's head of year.

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?

It is expected that all pupils will attend all of their timetabled lessons and form time sessions during the remote education period. When in the lessons, pupils are expected to fully engage with the tasks set by the teacher, completing them to the best of their ability, as they would in the classroom. Where teachers ask for work to be submitted, this should be sent to the teacher by the stated deadline.

As parents and carers, you should ensure that your child has suitable routines in place to allow them to attend all of their timetabled lessons. They should have a quiet working space with the required resources, for example their exercise books or paper and a pen. Students should follow their usual morning routine to make sure they are awake and ready for the start of the first lesson, rather than getting up just before it is due to start. Please attempt to remove distractions whilst the students are completing their online lessons, for example by turning off the television and making sure mobile phones are on silent.

If your child is having difficulty completing the tasks set during the lessons, please remind them that they are able to ask their teachers for help during the lessons, either by writing their question in the chat or, when the students are working independently, by unmuting their microphone to ask the question verbally. If they don't feel comfortable asking a question in this way, they may email their teacher, although these may not be picked up until the end of the school day. If your child is consistently having difficulties in one subject, please do ask them to email their teacher or you/they may consider contacting your child's head of year if this is in multiple subject areas. Please do also remind them of sources of help online, for example BBC bitesize, Seneca or GCSEpod for year 10-11 students.

It is highly recommended that you encourage your child to minimise their screen-time outside of their online lessons, particularly during break and lunchtime. Students will also have a five-minute break between lessons, when they are encouraged to get up and move around away from their screen to avoid sitting down all day.

Your child's teachers will continue to recognise excellent work, both during lessons and on any work that is handed in for marking. Please continue this praise by celebrating the work that they have completed with them. If you have any concerns about your child's work or wellbeing, please contact their head of year.

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

A register will be taken in every online lesson, which will list the time that each pupil joined and left the lesson. These will be collated by the attendance officer, who will identify any pupils that are not attending their lessons and organise for contact home to be made to enquire about any additional support required to allow the pupil to access the lessons. This contact will be from either the attendance officer, student services or the pupils' head of year.

During lessons, the teachers will design tasks that require input from all pupils to ensure that they can assess pupils' engagement with the lessons and any difficulties they are having with the tasks being set. In some lessons, pupils may be asked to submit a picture of the work they have completed during the lesson. This will either be in the lesson chat on Microsoft Teams or via email. During the lesson, pupils may ask questions either using the chat function or by 'raising their hand' and asking the question verbally by unmuting their microphone. Where there are concerns about a pupil's engagement during the online lesson, staff will log this on Arbor, as they would usually. Where there are significant concerns, teaching staff or heads of year may make contact home directly.

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 receive feedback in line with the usual school policy. This means that pupils will not receive personalised, written feedback on all work completed during the remote education period. In most circumstances, the teacher will provide the whole class with verbal feedback during the lesson to allow them to self-assess their work, as would usually be the case in the classroom.

Where staff are completing assessed pieces of work during online lessons, pupils will be asked to submit their work electronically to their teacher. This could either be work completed on the computer that can be emailed as an attachment or uploaded onto Microsoft Teams or as photographs of work that the pupil has completed on paper. The teacher will provide feedback either via email, Microsoft Teams or as a comment on Arbor. Where a pupil does not have the facility to do either of these options, they should keep their work at home and submit it to their teacher when they return to school. Please be aware that this will lead to a delay in your child receiving their feedback in order to give staff time to mark these additional pieces of work. Where online platforms are used, for example Seneca or GCSEpod, these often provide instant feedback once pupils have submitted their answers.

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:

All students with SEND will be invited to attend school to allow them to access the support required to participate fully in the lessons. Where this is not possible, the teaching staff will continue to ensure that the work is suitably adapted to allow all pupils to work remotely. Where pupils are timetabled to have 1:1 or group lessons with the SEND team (for example lessons in the hub), these will continue remotely via Microsoft Teams. They will be added to the pupils' calendars as with their other timetabled lessons.

If you have any questions or concerns, please contact Mrs Grimshaw (SENCO) on r.grimshaw@settlecollege.n-yorks.sch.uk.

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?

In this situation, we are unable to offer online lessons, as the teacher will be delivering the lesson to a large group of pupils in the classroom. Pupils will be provided with resources to allow them to meet the objectives of the lesson remotely via email. Pupils are expected to email their teachers for the day to request the work for the lessons where they are well enough to work. Please note that it is best for them to do this early in the day, as staff may be unable to check their emails during the day if they are teaching. Pupils have also been provided with a series of links to useful websites that they can work from independently. The Oak National Academy website is particularly recommended, as this includes lessons recorded by teachers, with opportunities for pupils to practice what they have been taught. This can be accessed using the following link: Oak National Academy Online Classroom (thenational.academy).

As with the plans above, staff will be unable to provide feedback on all the work completed. Teachers may request for certain pieces of work to be submitted for formal marking, although this will vary from subject to subject.