

REMOTE EDUCATION PROVISION: INFORMATION FOR PARENTS

(UPDATED ON FEBRUARY 23rd, 2021).

This information is intended to provide clarity and transparency to students and parents or carers about what to expect from remote education at Eckington School if local restrictions require entire year groups (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 will be taught to students at home?

Years 7, 8 and 9 (For students with access to wifi/devices).

In most curriculum areas, the same curriculum, or similar, will be taught as would be taught in school.

Students should work from TEAMS/SharePoint, as per their normal school timetable. For example, if a student has mathematics on Monday, Period 1, they should complete mathematics work from SharePoint or participate in a TEAMS lesson from 9.00am to 9.45 am on a Monday. Breaks and lunchtimes should be taken as normal.

A number of TEAMS lessons will be taught to our Year 7, 8 and 9 students/classes. These live 'TEAMS' started week beginning Monday 11th January 2021.

Students are taught at least one lesson each week by TEAMS for each of the following subjects:

- English (2 lessons).
- Mathematics (2 lessons).
- Science (2 lessons).
- Geography/History (1 lesson).
- Modern Foreign Languages (1 lesson).
- Option subjects in Year 9 (1 lesson).

NB. If a class is shared by two teachers, only one/two TEAMS lessons are delivered each week per subject (not per teacher).

Teachers inform students/classes when the TEAMS lesson will take place and send an invite to the student.

Students will be taught at least one lesson each fortnight by TEAMS for each of the following subjects:

- PE
- Art
- Drama
- Character Education.

Again, teachers will inform students/classes when the TEAMS lessons will take place and will send an invite to the student.

TEAMS lessons will take place as per the normal school timetable in one of the lessons allocated to that subject area. Teachers will decide.

TEAMs lessons will usually last 45 minutes and start at the 'normal' lesson start time.

We, also, deliver some live assemblies in a morning, at least once a week, between 8.30-9.00 am. An invite is sent to join these. In addition, students are invited to 'meet' their form/form tutor in a morning between 8.30 and 9.00am, on a regular basis.

KS3 TEAMs lessons can take the form of any of the following:

- A 'normal' taught lesson, very similar to what would have been taught in school, using the full 45 minutes.
- A series of tasks, or one 'big' task explained at the start by the teacher, with students working independently. The teacher would be available to answer any questions and the class brought back together for feedback etc for the last 15 minutes etc.
- An introduction to the task, followed by independent work by the students.
- A check in with students re the work completed on SharePoint e.g things they have found difficult and then this concept would be taught as a lesson the following week etc.
- Practical activities e.g. PE. Encouragement of students to do practical activities, wellbeing advice etc.

There will be regular contact by email between teachers and students, as required. If a student has difficulties completing a particular aspect of work, they should contact the class teacher by email directly. If a class teacher needs to communicate with a student/class, the teacher will contact them by email. Students should check their emails at least once a day, during the school day.

The Senior Leadership Team and Leaders of Student Development will deliver assemblies by TEAMs, as per the normal schedule.

If students do not return to school within a two-week period, students will be asked to submit work online, and will receive feedback on at least a fortnightly basis.

Drop-in sessions may be organised with teachers where students/year groups are asked to remain at home longer than a two-week period.

Years 7, 8 and 9 (For students with no access to wifi/devices).

A similar curriculum will be taught, wherever possible. However, some adaptations will need to be made due to the lack of availability of technology.

Students should already have a hard pack of work at home for each subject they study. If this is not the case, parents/students should contact Mrs. Burgess, at school, immediately and one will be posted out as soon as possible. Students should complete this work as per their normal school timetable. For example, if a student has mathematics on Monday, Period 1, they should complete mathematics work from SharePoint from 9.00am to 9.45am on a Monday. Breaks and lunchtimes should be taken as normal.

If a child/parent has access to email, there should be regular contact by email between teachers and students, as required. If a student has difficulties completing a particular aspect of work, they should contact the class teacher by email directly. If a class teacher needs to communicate with a student/class, the teacher will contact them by email. Students should check their emails at least once a day, during the school day.

If a student/parent has not got access to email, they should contact the LoSD/PSA by phone. PSAs will keep in regular touch with the parent/student by phone.

PSAs will be in touch with these students at least weekly to check on progress and help with any issues. Students working from hard packs will be asked to return any completed work to school, on a fortnightly basis. A stamped addressed envelope will be sent out, fortnightly, with an accompanying letter containing all instructions. This will be backed up with a phone call home. All returned work will then be given to individual subject teachers for marking and feedback.

Years 10, 11, 12 and 13 (For students with access to wifi/devices).

The same curriculum will be taught, wherever possible, as would have been taught in school.

Students will be taught their normal lessons by the teacher, using TEAMS, as per their normal timetable. Lessons will last approximately 45 minutes and will start at the 'normal' lesson start time. For example, if a student has mathematics on Monday, Period 1, they should complete their mathematics lesson, via TEAMS from 9.00am to approximately 9.45am on a Monday. Breaks and lunchtimes should be taken as normal. There should be regular contact by email between teachers and students, as required. If a student has difficulties completing a particular aspect of work, they should contact the class teacher by email directly. If a class teacher needs to communicate with a student/class, the teacher will contact them by email. Students should check their emails at least once a day, during the school day.

The Senior Leadership Team and Leaders of Student Development will deliver assemblies by TEAMS, as per the normal schedule.

If students do not return to school within a two-week period, students will be asked to submit work online, and will receive feedback on at least a fortnightly basis.

Drop-in sessions may be organised with teachers where students/year groups are asked to remain at home longer than a two-week period.

Years 10, 11, 12 and 13 (For students with no access to wifi/devices).

A similar curriculum will be taught, wherever possible. However, some adaptations will need to be made due to the lack of availability of technology.

Students should already have a hard pack of work at home for each subject they study. If this is not the case, parents/students should contact Mrs. Burgess, at school, immediately and one will be posted out as soon as possible. Students should complete this work as per their normal school timetable. For example, if a student has mathematics on Monday, Period 1, they should complete mathematics work from SharePoint from 9.00am to 9.45am on a Monday. Breaks and lunchtimes should be taken as normal.

If the parent/student has access to email, there should be regular contact by email between teachers and students, as required. If a student has difficulties completing a particular aspect of work, they should contact the class teacher by email directly. If a class teacher needs to communicate with a student/class,

the teacher will contact them by email. Students should check their emails at least once a day, during the school day.

If a student/parent has not got access to email, they should contact the LoSD/PSA by phone.

PSAs will be in touch with these students at least weekly to check on progress and help with any issues. A stamped addressed envelope will be sent out fortnightly with an accompanying letter containing all instructions. This will be backed up with a phone call home. All returned work will then be given to individual subject teachers for marking and feedback.

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:

Students not working towards formal qualifications this year (Year 7, 8, 9 and most year 10 students).	These are the minimum expectations for remote provision. Approximately five and a half to six hours per day ie. the length of the normal school day. Students study subjects each day as per their normal school timetable. This will generally take the form of five 45 minute lessons per day, with breaks and lunchtimes as normal.
Students working towards formal qualifications and year 12 students (Year 11, 12 and 13 students).	These are the minimum expectations for remote provision. 1. Approximately five and a half to six hours per day ie. the length of the normal school day. Students study subjects each day as per their normal school timetable. This will generally take the form of five 45 minute lessons per day, with breaks and lunchtimes as normal. 2. This time should be supplemented by up to 2 hours of independent work eg. Revision, follow up to TEAMs lessons, additional research work etc.

Accessing remote education.

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

[Instructions for accessing remote learning on SharePoint.](#)

- Log in to eckington.net
↓
- Scroll down to icon called Online Learning.
↓
- Click on Online Learning 'box'
↓

- Click on link <https://leapmat.sharepoint.com/sites/ECK>

You will now have arrived at the 'Welcome to Eckington School Student Sharepoint Hub'

- **All student work will be found here**



- Click on the drop-down menu called 'Departments'
- Then, simply click on the department (subject) you require.

Students have all been shown how to access these sites and will be required to complete homework tasks from here, as their normal way of working, even when in school.

Teachers will communicate with students by email, both during 'normal' schooling and during any absence/lockdown. Please try to log in to your emails at least once a day.

If you have any questions/queries, please do not hesitate to contact me, Mrs. Burgess, either by phone on 01246 432849, or by email at alison.burgess@eck.leaptrust.co.uk.

Instructions for accessing TEAMS lessons on Outlook.

Log on to outlook.com



Click on 'Sign In', in the top right-hand corner.



Sign in using your usual email.



Click on the 'square' icon with 9 dots in the top left-hand corner.



Click on 'TEAMS'.



Click on 'Calendar', down the left hand side.



Click on the lesson, on the date and at the time you need to access (Your teacher will have sent you a link).

NB. Once you have joined the lesson, your teacher will give you further instructions.

Teachers will communicate with students by email, both during 'normal' schooling and during any absence/lockdown. Please try to log in to your emails at least once a day.

If you have any questions/queries, please do not hesitate to contact me, Mrs. Burgess, either by phone on 01246 432849, or by email at alison.burgess@eck.leaptrust.co.uk.

If my child does not have digital or online access at home, how will you support them to continue with their learning?

We recognise that some students may not have suitable online access at home. In such cases, we will ensure students have access to printed materials, as explained above. The school has a small number of laptops which will be made available to some of our DA students. We continue to explore all avenues to 'get' more laptops into school, to provide students with access to WiFi and/or with data charges etc.

How will my child be taught remotely?

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

- Live teaching (online lessons).
- Pre-recorded lessons/activities.
- Bespoke lesson plans and materials on SharePoint, produced by Eckington School teachers.
- Printed paper packs produced by Eckington School teachers.
- Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences eg. Educake in science, Hegarty in mathematics.

See above details, for further information about each year group/key stage.

TEAMs lessons will take different forms, to provide variety in teaching and learning for our students. These include:

- A normal` taught lesson, very similar to what would have been taught in school, using the full 45 minutes.

- A series of tasks, or one 'big` task explained at the start by the teacher, with students working independently. The teacher would be available to answer any questions and the class brought back together for feedback etc for the last 15 minutes etc.

- Could be live, or could be a pre-recording

- A check in with students re the work completed on SharePoint e.g things they have found difficult and then this concept would be taught as a lesson the following week etc.

- Practical activities e.g. PE. Encouragement of students to do practical activities, wellbeing advice etc

Engagement and feedback.

What are our expectations for your child's engagement and the support that you as parents and carers should provide at home?

Student Expectations

Students...

- Will be required to attend all live events scheduled during their assigned class time.
- Will log onto SharePoint daily and/or log into TEAMS for 'live' lessons and will be responsible for completing work in subjects, as per the normal school timetable.
- Will log onto emails, at least daily.
- Will abide by all school policies, including policy for the Acceptable Use of Technology and our rules/guidelines for the Acceptable Use of Technology at Eckington School.
- Need to communicate with teacher(s) about any needs related to engaging in Remote Learning.

Parent Expectations

Parents should...

- Encourage your child to complete assigned work. Try to provide a suitable space in which your child can work.
- If your child is unable to complete the Remote Learning due to sickness, parents need to call the attendance line and let the school know. The Attendance Team will then inform the relevant teachers.
- Communicate concerns/issues with teachers and/or support staff.
- Consider appropriate working routines for your child(ren) to achieve success throughout the school/year group closure period.

- Support your child(ren)'s participation and engagement in Remote Learning each day.
- Ensure your child(ren) follow all the school rules and policies relating to our remote provision.

We ask that parents refrain from recording or taking pictures of their children working online or our teachers delivering lessons.

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

We will continually check on students' engagement via the following methods:

- Attendance at TEAMS lessons.
- Work completed on SharePoint site.
- Work completed on Hegarty in mathematics.
- Work completed on Educake in science.
- Work completed on ActiveLearn in other subjects eg. Modern Foreign Languages.
- Weekly phone calls home to students without access to wifi/devices.

Where engagement is a concern, students and parents/carers will, in the first instance, be contacted by the class teacher, by email. If students are not engaging with their work across all curriculum areas, the Leader of Student Development or PSA will contact parents and carers by phone.

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

Feedback will take many forms and may not always mean extensive written comments for individual students. For example, feedback may involve whole-class feedback or quizzes marked electronically via digital platforms. This will also include teacher comments on a regular basis.

If the period of home/remote learning is short ie one week, then students may simply be asked to bring the work completed, into school the following week, when it will be marked and feedback given. Where the period of home/remote learning is longer ie. greater than two weeks, then students will be asked to submit work for assessment to the teacher on SharePoint, by phone (photograph) or by an agreed method communicated by/to the teacher. This work will be marked in detail and individual feedback given. In longer periods of lockdown, staff, parents and students will be informed of substantial pieces of work and assessment, together with when detailed feedback should be expected in a whole school timetable. This has been circulated to all for the period up to Easter 2021.

All students will complete at least one extended piece of work/progress assessment every half term. Progress assessments will continue as per the normal school diary.

Remote education for whole class/year group self-isolating (when school is open as usual to other students).

Where a whole class/year group needs to self-isolate but other year groups/classes remain in school as normal, remote learning will be provided in much the same way as outlined above. Details are shown in the flowchart at the end of this document.

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 these students in the following ways:

- All students with an EHCP will be invited to work in school during any period of home/remote learning.
- All students with a EHCP who are not in school will be contacted daily by a member of the Achievement Support Team.
- Support will be provided via TEAMS for such students, wherever possible.
- TAs will call SEN students, who are not in school, on a regular basis, to help with any difficulties and check on learning and progress
- Work on SharePoint will be differentiated/scaffolded to help such students, wherever possible.
- Students with particular needs, who are in school, will be supported by a TA in the classroom.

If SEND students/parents of SEND students are requiring additional support and it is not being provided, or they are still having difficulties, they should contact Mr P Roche at Eckington School, our SENCo (by email or phone), as soon as possible.

Remote education for self-isolating students.

Where individual students need to self-isolate but the majority of their peer group remains in school, remote learning will be provided in much the same way as outlined above. Details are shown in the flowchart attached/below.

