



Remote Education Provision Guidance for Parents

January 2021

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.



Respect



Ambition



Resilience



Compassion

The remote curriculum delivery:

- We teach the same curriculum remotely as we do in school through a series of live lessons.
- The student's timetable will match directly to the 2-week timetable they follow in school.
- We will retain the five-period day.
- All lessons will be 50 minutes long allowing for a break in screen time at the end of each lesson.
- The daily schedule is as follows:

Time	Session
8.45 – 9.00:	Form Time/Collective Worship
9.00 – 9.50:	Period 1
10.00 – 10.50:	Period 2
10.50 – 11.15:	Break Time
11.15 – 12.05:	Period 3
12.15 - 1.05	Period 4
1.05 – 1.50	Lunch Time
1.50- 2.40	Period 5

- The curriculum, wherever possible, will follow the curriculum plan for each subject. Some amendments may be made wherever it is deemed more appropriate due to nature of the content or practical activities.
- These changes will be tracked and curriculum will be remapped to ensure full coverage on return to in-school education.
- All students will attend form time on Monday morning. This will include a reflection, student well-being activities/survey.
- Additional Collective worship/form time will run for each year group on the following days:

Day	Session
Monday	All Years
Tuesday	Year 7/Year 12 & 13
Wednesday	Year 8
Thursday	Year 9
Friday	Year 10/Year 11

- All lesson will be recorded and available for students to revisit or reference (at a later date) to complete work and support independent study.
- The teacher may use additional materials from external providers to support curriculum content and delivery. These include Oak National Academy, GCSEPod and White Rose Maths.
- Textbooks and additional reading will be provided in an electronic format if physical access is not possible.

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:

Key Stage 3 and 4	All year groups will attend 5 x 50 Min Lessons. Students will have 4 hours and 10 Minutes daily lessons online. Collective Worship/Form Time will occur Twice a week for 15 Minutes.
Key Stage 5	Students will attend their normal timetable dependent on their options and curriculum pathway. Each lesson will be a 50-minute live lesson with staff in attendance online.

Accessing remote education

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

Login details have been reissued (In September and January) to all students and parents for all platforms.

The platforms we are using are as follows:

- **ClassCharts:** This is used to communicate with students and parents all upcoming lessons and tasks. There is also an Instant messaging service to facilitate communication. Students ***should not*** return work using ClassCharts.
- **Teams:**

There are a number of facilities that are in use within Microsoft Teams including:

 - **Calendar:** Staff will share invitations for live lessons through the student's calendar.
 - **Live Lessons:** Live lessons will be delivered through Teams. Staff will share presentations, speak directly to students and engage students in the live lessons.
 - **Chat:** During Live lessons students will have the opportunity to interact with staff and ask questions through the chat facility.
 - **Assignments:** Assignments can be set online to allow students to respond to tasks and submit work for staff feedback more easily. This also removes the need for licensed software such as Microsoft Office.
 - **Forms/Polls:** Forms are used to collect students' responses quickly and effectively. Often these are self-marking so students will receive instantaneous feedback.
- **GCSEPod:** A wide range of subjects are covered through the use of GCSEPod. This provides support materials such as videos and materials to support and extend learning in lessons. Students must register themselves using their school email. Details can be found on the school website or by clicking [here](#).

Note: If you require any login details to be re-issued for any of the above please contact your head of year.

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 can provide a range of support if you have any of the following issues:

- **Poor Access to digital Devices:** If you do not have appropriate access to digital devices we can support. We have accessed Laptops from the *Department of Education Digital Devices Scheme* and *private investors* willing to support. These are available to lease and collect.
- **Internet Access:** We have also the facility to provide mobile broadband dongles to help support students getting online.

To help us provide appropriate support please send the following information to the info@astn.uk email.

- Your Name
- Student Name/s
- Year Group
- Required support
- **Mobile data:** We can also apply for free mobile data on your behalf to have an extension for free mobile data.

Schools, trusts and local authorities (ordering for maintained schools) in England can request mobile data increases for children and young people in years 3 to 11 who are not able to attend school due to national lockdown restrictions. They must meet all 3 of these criteria:

- Do not have fixed broadband at home
- Cannot afford additional data for their devices
- Are experiencing disruption to their face-to-face education
- Students with access to a mobile phone on one of the following networks might be able to benefit:
 - BT Mobile
 - EE
 - iD Mobile
 - Lycamobile
 - O2
 - Sky Mobile
 - SMARTY
 - Tesco Mobile
 - Three
 - Virgin Mobile
 - Vodafone

To help use provide appropriate support please send the following information to the info@astn.uk email.

- Your Name
- Student Name/s
- Year Group
- The name of the mobile phone account holder
- The number of the mobile device
- The mobile network of that device (for example Three)
- Whether they pay monthly or pay as they go

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 an expectation that all students should attend online lessons as if they were attending school.
- Normal absence procedures should be followed. Please notify the Academy if your child is unable to engage in remote learning.
- Registers will be recorded for every lesson as Present or Absent. These will be monitored regularly by the pastoral support team.
- Students should complete work on their digital device (laptop or tablet) and submit evidence daily via TEAMS.
- Staff should aim to feedback on one piece of work per week. This can be in the form of whole class feedback delivered as part of the instructional teaching.

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

- Attendance will be recorded through daily lesson registers. These will be monitored via our pastoral support Teams and the Heads of year.
- We will also monitor and report on student engagement every three weeks. We will issue a 'Student Engagement Report' that will give a student a grade for each subject area.
- We will report this on a scale of 1 to 4 as outlined below.



- We will monitor attendance and engagement patterns and outline these to parents on a weekly basis through parental contact via Heads of Year.
- We will also collate half termly parental feedback to refine and improve our remote learning provision.
- Where we have concerns about your child's attendance and engagement, we may make home visits. Continued non-attendance will be escalated to our Academy Welfare and Safeguarding Team.

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:

- Work will be collated via assignments on Microsoft Teams.
- Wherever possible, embedded templates in the form of Word Documents or presentations will be included to make it easier for students to submit work.
- Staff will aim to feedback on one piece of work per week. This can be in the form of individual feedback on teams or whole class feedback delivered as part of the instructional teaching.
- Staff will record and track submission rates for each student to form the basis of their engagement reports to parents.

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:

- Students with additional needs, who are part of our SLC provision, will be invited onsite during any periods of lockdown in order to support accessibility to remote provision and maintain daily structure and routine.
- All students that have identified SEN Needs will be provided a Key Staff member in order to support access to remote provision. This will be in the form of a minimum weekly phone call and the relaying of concerns to the SENDCo.
- We will review SEND plans regularly to ensure provision is meeting the needs of SEN students. This will include a review of accessibility devices and appropriateness of materials.
- Staff will receive regular information with regards to specific SEND needs.
- Students with EAL will be provided supplementary materials to support language acquisition. Where appropriate they will be onsite 1 day per week to support with access to remote provision.
- Students who join the Academy will undertake a comprehensive assessment to ensure their needs are supported.

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?

- Students will be provided a full timetable of lessons and materials in the same way as they would access work in any lockdown period.
- Assignments will be set on Teams and communicated via ClassCharts and identified as 'Blended Learning'.
- Students will cover the same curriculum content to minimise gaps in their knowledge when they return to school.