



CHARTERS

— SCHOOL —

REMOTE LEARNING PROVISION

JANUARY 2021

Remote education provision: information for parents

The Information contained in this document 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. Further details can be found on the Charters School website using the links outlined within 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?

If your child is required to self-isolate, the school will write to you confirming the details of the remote education your son/daughter will receive from day 1. A copy of this letter can be found [here](#). In summary your child will be able to join each of their classroom-based lessons via Microsoft Teams. Students will be able to have audio link to the lesson, and the teacher will share via video link any PowerPoint presentations or other visual resources that might be used. They will also ensure any paper resources that are being used are available on Microsoft Teams.

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 are keen to ensure that during a period of self-isolation each child receives as high a quality of education and pastoral support as possible. Charters school has therefore taken the decision to broadcast all lessons such that your child will broadly maintain continuity with the curriculum as if they were in school. The link [here](#) outlines what the school will aim to deliver regarding remote teaching, live lessons, and pastoral support.

As outlined above each student will be able to join their lessons via Microsoft Teams. They will be able to have audio link to the lesson, and the teacher will share any PowerPoint presentations that might be used. They will also ensure any resources that are being used are available on Microsoft Teams. In doing students will be taught broadly the same curriculum as if they were in school. There may of course be practical elements to some lessons which aren't transferable within some subjects (e.g. PE, Music, Drama, Art, Technology). Subject teachers will do their very best to cover the intended content by different methods but in some cases the curriculum may need to change. In most circumstances students will be able to revisit these practical elements once they return to school.

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 and 4 | Students will receive five periods of 50-minute lessons across the school day. This is broadly in-line with the normal timetabled hours of the school day. The school have decided to reduce the normal timetabled lessons by 10 minutes to ensure students have the opportunity to take time away from their personal devices and allow for periods of rest. |
| Key Stage 5 | Students will follow their normal timetabled hours, as outlined at the start of the year. Students are encouraged to use any 'study' periods to consolidate work set through remote learning and undertake any necessary revision of home learning tasks. As with Key Stage Three and Four, lessons will be 50 minutes in length. A typical student studying three A-levels in Year 12 will have 24 lessons per fortnight and a Year 13 student will receive 27 hours per fortnight. |

Accessing remote education

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

The school uses Microsoft Teams for the delivery of all remote learning. A student outline of the use of MS Teams has been published on the school website and can be accessed [here](#). Students may be expected to use features within MS Teams including Assignments and Class Notebook as well as associated functions such as Chat. At KS3 students received training on the use of MS Teams in the Autumn Term of 2020.

During the course of all remote live lessons the following guidance has been published to students and parents:

- Students are asked to keep their cameras off and their microphone on mute unless they are specifically addressed by the teacher.
- Any resources/worksheets that are supplied via Microsoft Teams will need to be printed at home if they are to be used.
- The school can from time to time experience poor internet connection or even loss of connection. This may lead to the signal falling and the connection to Microsoft Teams to be lost. We ask for your patience and understanding if this does happen.

Individual departments may also use other online platforms to facilitate and enrich learning. This might include the use of; online quizzes (Kahoot, Socrative, MS Forms); online Whiteboards, (whiteboard.fi) or educational tools (Padlet, Nearpod). Where appropriate, students will be supported by departments in their use.

All home learning will be recorded through ClassCharts.

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:

The school has recently surveyed all parents and carers to help identify those families that may need additional IT support for remote learning. As a result of this schoolowned devices, including laptops and 4G routers provided by the DfE, have been prioritised and distributed according to need. If you did not complete the survey or your circumstances have changed and your child now needs access to broadband or IT to support their remote learning please contact your child's Head of Year in the first instance.

How will my child be taught remotely?

Whilst individual departments will use a combination of the following approaches to teach students remotely, in most cases live lessons will take place following the normal timetable:

Remote teaching approaches:

- Live teaching through MS Teams.
- Recorded teaching (e.g. video/audio recordings made by teachers)
- Printed paper packs produced by teachers (e.g. workbooks, worksheets) to be used in conjunction with recorded/live lessons.
- Textbooks and reading books students have at home.
- Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences.
- Project work and/or internet research activities in certain specific cases.

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?

The school expects all students to engage with their remote learning as outlined above and will support families so that they have access to live lessons and the necessary resources.

Individual teachers monitor engagement through use of MS Teams Insights, which records digital activity as well as through questioning and activities carried out through live lessons.

The school will be using ClassCharts as the primary means of communicating engagement through the recording of positive behaviour incidents and nonengagement.

Where repeated non-engagement with live lessons is evident, the pastoral team will contact home to offer any necessary support. As outlined in the letter here we are keen to ensure all students have access to pastoral support during this isolation period. Therefore, all students will register with their tutor on Microsoft Teams each morning between 8.30 and 8.45 a.m.

Members of the Pastoral Support Team will also be available via email each day and should be able to respond to any pastoral concerns within an hour or two of them being raised. They can be contacted at pastoralhub@chartersschool.org.uk.

Both students and parents/carers can also contact their Tutor or Head of Year, who will be able to reply within 24 hours of receiving an email.

Parents should support their child be providing a suitable learning environment for them to focus on their live lessons, discuss topics on a daily basis and regularly check the Parental ClassCharts account to review engagement.

If there are any concerns or technical issues relating to live lessons, parents can contact remotesupport@chartersschool.org.uk

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

Individual teachers monitor engagement through use of MS Teams Insights, which records digital activity as well as through questioning and activities carried out through live lessons.

The school will be using ClassCharts as the primary means of communicating engagement through the recording of positive behaviour incidents and nonengagement.

Where concerns regarding repeated non-engagement with live lessons are evident, the pastoral team will contact home to offer any necessary support, including a telephone conversation by the appropriate Head of Year or tutor.

Progress Reports will continue to be published at regular intervals through the school year and a Teacher/Parent Consultation evening will be held via SchoolCloud if government restrictions are still in place at the time of the scheduled event.

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

The use of MS Teams Assignments is the preferred method for submission of work, however departments use a variety of tools and in individual cases will accept work in variety of methods (eg email).

All home learning tasks will be published on ClassCharts.

Formalised assessments and substantial pieces of work will be marked where possible according to the Teaching and Learning policy outlined on the school website [here](#).

It is important to note that 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. Verbal feedback through teacher questioning and commentary on work within live lessons will also help teachers monitor progress.

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:

- Students with Education and Health Care Plans and students identified with particular needs, their parents/carers will be contacted weekly to discuss and track academic progress and wellbeing. Each family has an identified member of the Learning Support team as a consistent point of contact, so that concerns can be addressed in a timely manner.
- Students who would ordinarily be supported by Teaching Assistants in lessons will continue to receive targeted support in their online lessons. This support will be delivered via the chat and breakout room functions on Teams.
- Whilst online support from TAs will continue, a slightly reduced number of lessons are being covered. This is because TAs are also supporting the vulnerable students who are in school.
- Subject teachers are aware of the students who need additional support within their lessons. They will plan accordingly, for example by using breakout rooms to speak to individual students, directing students towards subject specific websites, using scaffolding techniques within lesson materials, to ensure that all students are able to access the curriculum.
- Small group support, such as the cognition and learning sessions, will be delivered using Teams. Learning Support staff will contact the students involved individually with further information.
- Should you have any concerns about your child and would like to discuss their learning needs please email senco@chartersschool.org.uk

Remote education for self-isolating students

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

If your child is required to self-isolate, the school will write to you confirming the details of the remote education your son/daughter will receive from Day 1. A copy of this letter can be found here. In summary your child will be able to join each of their classroom-based lessons via Microsoft Teams. Students will be able to have audio link to the lesson, and the teacher will share via video link any PowerPoint presentations or other visual resources that might be used. They will also ensure any paper resources that are being used are available on Microsoft Teams.