

Remote Education Provision

- **Curriculum Offer**
- **Access**
- **Delivery and Expectations**
- **Engagement and Feedback**
- **Additional Support**

Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents / carers about what to expect from remote education if 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 page.

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?

- Live learning will be available from the point of students being sent home, and can be accessed the same day
- The curriculum accessed by students will be the same as if a student were attending school, but may be reordered to account for available equipment etc.

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?

Student procedures for remote learning

- In the event of students being sent home for a number of days / weeks then remote learning will take place.
- Students will follow their usual school timetable and curriculum.
- *PE lesson may be different and may not necessarily take place however alternative activities will be provided*

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:

Secondary school-aged pupils not working towards formal qualifications this year	Students will follow their normal timetable of 5 hour lessons per day
Secondary school-aged pupils working towards formal qualifications this year	Students will follow their normal timetable of 5 hour lessons per day

Accessing remote education

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

Students must:

- Follow their usual school timetable and curriculum
- *PE lesson may be different and will not necessarily take place however alternative activities will be provided (check Satchel One).*
 - Log into Satchel One every day to check what learning is being planned for the following day. **All lessons will be live on teams unless stated on Satchel One**
 - Log into Teams everyday
 - Every lesson will be live unless there is a message on Satchel One to direct students to work on another format.
 - Adhere to all behaviour expectations when accessing Teams or any other live lessons (see behaviour expectations).
 - Participate fully in all live lessons and complete work to the best of their ability.
 - Inform the school if they have trouble accessing live lessons (parents may need to email or phone the school).
 - Live learning will be available from the point of students being sent home, and can be accessed the same day
 - The curriculum accessed by students will be the same as if a student were attending school, but may be reordered to account for available equipment etc.

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:

What to do if you have no internet access or device to work on

- If possible inform the school prior to any lockdown of any internet access issues
- Make sure your parents inform the school of any internet or device issues if you are put into lockdown (Parents will be sent a letter informing them of this)
- If internet fails during the school day then inform the school as soon as possible

Access to email (forgot email address or password)

- Students must have access to their Microsoft 365 account
- They are given their email address and password at the start of each year and should have this recorded in their planners
- If students forget their email address or password they must phone the school (or parent phone and student must be present) and ask for the IT department to reset their password

- School number: **01642 352570**

What to do if I share devices at home

- The school appreciates that some families may have more than one child needing internet and device access.
- Using your mobile phone may be an alternative in the short term
- Teachers will be flexible in terms of completion dates – please let your teachers know if you are sharing and are accessing the lesson at a later time
- All live learning will be recorded so it can be accessed at a later date by all students

Behaviour during remote learning: Using TEAMS

It is essential that students uphold our values of READY, RESPECTFUL and RESPONSIBLE if the need arises that lessons take place on a virtual platform. In practice, this means:

BE READY:

- Ensure that you are ready to begin the lesson promptly.
- Ensure that your microphone is on mute.
- Turn your camera off when instructed to do so.
- Have any necessary equipment/resources – this may involve accessing material from Satchel One/TEAMS.

BE RESPECTFUL:

- Contribute **at the request of the teacher** either verbally or through the chat feature.
- Show patience as this is a new way of learning for everybody.
- Display respect and courtesy towards everyone partaking in the lesson.

BE RESPONSIBLE:

- Use your/the school's IT equipment responsibly.
- Give your best effort in the lesson and beyond by completing any subsequent tasks – own your learning.
- Ensure that you raise any concerns with your class teacher/tutor regarding problems with or misuse of the online learning platform.

Failure to adhere to any aspect of the above code of conduct will lead to sanctions being issued.

Students who display our core values whilst accessing online learning will be rewarded through the e-praise school system along with the possibility of subject rewards, head teacher recognition and special prizes for those who display an excellent attitude towards their studies.

Procedure for log into Satchel

Logging in for the first time

If you have been given a PIN, follow the steps below. You can only use this PIN once to create a password and then it will expire.

The screenshot shows the Satchel login interface. At the top left is the word "Login" and at the top right is a link "Forgot password?". Below this are three tabs: "Staff", "Parent", and "Student". The "Student" tab is selected and highlighted in dark blue. Under the tabs are two radio button options: "I already have an account" (unselected) and "I don't have an account yet" (selected). Below these are three input fields: "Search school", "Enter email address or username", and "Enter PIN (supplied by school)". At the bottom left is a checkbox labeled "I'm not a robot". To its right is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the very bottom is a large blue button labeled "Sign up".

1. Go to www.satchelone.com or open the mobile app
2. Click *Log in with PIN option*
3. Search for your school (by name, Eggescliffe School, or postcode TS16 0LB)
4. Type in your school email (surnameinitialyearofstart@eggescliffe.org.uk eg BloggsJ20@eg-glescliffe.org.uk)
5. Enter your PIN
6. Tick "*I am not a robot*" and complete any security tasks if necessary
7. Click *Submit*
8. On the next screen, confirm your email address.
9. Choose and confirm a password
10. Press *Update details*

💡 Your password must include at least 10 characters, a digit, a lower case, uppercase letter and a special character. 💡

Your account is now set up and you will no longer need a PIN. From now on you can access your account using your email and password.

Forgot your password?

If you have an email address linked to your student account, you can request a new password to be sent to your email address.

Common questions

Q: My PIN has expired. What should I do?

You only need your PIN if this is your first time logging in. If you already have an account, click on '*Forgot password*'.

If your PIN expired before you managed to create your account, please ask your school for a new PIN.

Q: My email address was not recognised. What should I do?

If your school email address wasn't recognised, this means we don't have your address on file just yet. Here's what you can do:

- [Ask your parent for a new PIN](#). They can view this in *Settings > Student management*.
- Contact your Head of House for help.

Still having trouble logging in?

Please contact your Head of House for further assistance.

Procedure for log into Microsoft Teams

Getting logged onto your lessons in Microsoft Teams.

To get started you will need to know your school email address and login
(surnameinitialyearofstart@egglescliffe.org.uk)

(BloogsJ15@egglescliffe.org.uk)

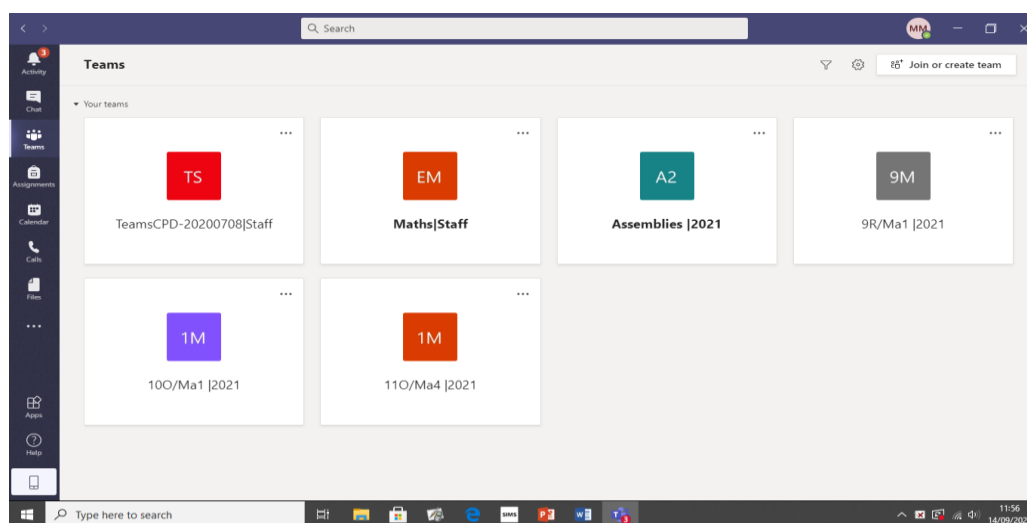
You can get started in FOUR ways

1. You can access teams from the school website; student page and then click the TEAMS tag
2. Your teacher will email you a link to your class team
3. You can download the app and login with your school email and password
4. You can go to teams.microsoft.com in the web browser



Once you have logged on you will see your Teams homepage and this will show you all of your classes.

Every class you are in at school will have its own Team.



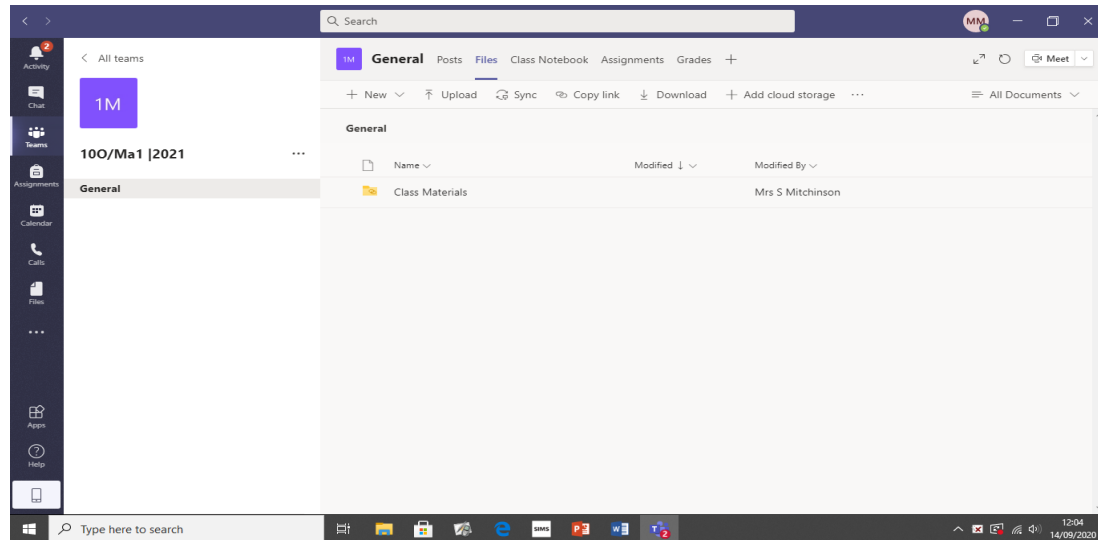
To join your lesson select the class you have at that time. Your teachers will remind you when Live Lessons are taking place with reminders and links from Satchel One (ShowMyHomework).

To return to the home page with all of your classes, select **Teams** at any time.

Once in your 'Class' you will be in the General section and can ask questions in the **Posts** function.

The Tool bar across the top of your 'class' allows you to access things your teacher may be setting

- **Files** – will contain notes and powerpoint which you can read and view or download and edit
- **Assignments** will contain homework – these will also be set on Satchel One.



When you join a lesson it will be called a 'meeting'.

Make sure your **audio is on mute** and your **video is turned off**.

These are found at the bottom of your Teams screen.

If you have any issues getting to your class speak to your subject teacher.

If you are having issues with your email address and login speak to your form tutor.

How will my child be taught remotely?

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

3.1 Delivery Method

In the event of an extended school closure, the school will provide continuity of education in the following ways:

- Regular direct instruction from teachers, using Microsoft Teams to deliver live lessons, and using Satchel One to support where necessary
- Staff and students will follow their existing timetable
- Assessment and feedback will continue, using digital technology to aide this process where possible

3.2 Internet access

- Students and teachers are expected to have access to the internet whilst at home; the school recognises that many families may not have home printers and will therefore not require the printing of material.
- Tutors will be asked to do an audit with their tutor group to ascertain and pre-empt any issues
- SLT will endeavour to provide internet access and device access to students who do not have access

They may be given:

- Loan of internet dongle
- Loan of laptop or another device
- Be given paper-based work to complete via Satchel
- Paper based work will be sent home or collected at school
- Staff will be regularly informed of which students require paper based work and method of delivering work

3.3 Live Lessons

- Where live learning is applicable the following 'Live Learning Definitions' are applicable (*not exhaustive*)
 - Live Microsoft Teams lesson
 - Pre-recorded Teams lessons
 - Pre-recorded powerpoint with audio by teacher or teacher within the department
 - You tube lesson by teacher/departmental
 - ***During live lessons teacher may play a pre-recorded lesson or direct students to work and still be available to answer questions via Teams***

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?

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely during the school day, and that their schoolwork is completed on time and to the best of their ability.
- **Essentially students will follow their school timetable and access lessons at home**
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the [Behavioural Policy](#) at all times.

Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely during the usual school day, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material during the school day
- If remote equipment is not available parents must inform the school so that paper copies are made available
- Reporting any absence in line with the usual school absence procedures
- Ensuring their child uses the equipment and technology used for remote learning as intended.

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

Stage	Action
1	All teaching staff must record absence from online learning using the 'online engagement' entry on SIMS
2	Any student with 3+ entries for a day will receive a phone call from school.
3	Weekly report informs of students with absence of 6 or more. Students will receive a letter applicable to their year group.
4	Any students remaining with 10+ points despite correspondence – HOH to contact home
5	Issues remain unresolved – SLT to contact

Teachers will record centrally any students who do not attend their live lesson. The procedure above will be followed and parents contacted where necessary.

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:

Assessment

In the event of prolonged school closure

- Assessments schedules may need to be reviewed alongside any curriculum re-sequencing
- We are obliged to continue to report progress to parent, therefore all assessment that inform data capture must be robust and be an accurate indication of student progress
- An assessment completed at home may not be as accurate as one completed in class. If teachers feel the assessment completed at home is not an accurate reflection of student's progress then other relevant information may be used (eg formative assessments, class work, quizzes etc)
- Subject leaders will liaise with teachers to ensure all assessments are accurate, valid and moderated for consistency
- Staff should aim to embrace digital methodologies to deliver assessments eg
 - Digital mediums allow for a variety of responses that can supplement or replace any written assessment
 - Forms, Satchel, subject specific on-line platforms etc
 - Quizzes
 - Traditional exam based
 - Teachers are encouraged to experiment with other forms of delivering assessments remotely. Please forward any successful methods to S Mitchinson to share good idea
- Formative assessment should continue as normal to assess student progress, address misconceptions and intervene as appropriate

Verbal Feedback

- Staff should give an appropriate amount of verbal feedback during live lessons, responding to questions and any misconceptions that students may have.
- These may be individual or whole-class
- Teachers should endeavour to question students as appropriate, using the hands up functions, chat functions or unmuting microphones where requested.
- Please continue to refer to one page profiles when asking students to respond to questions remotely as some may require additional support with questioning

Written Feedback

- A more practical approach to written feedback can be adopted during live lessons to facilitate support of providing high quality responses and to ease staff workload
- The curriculum should be sequenced to identify when meaningful feedback should be given to ensure students make progress
- Staff can use digital technology to enhance feedback and ease workload
- Examples of delivery of feedback
 - Use of Microsoft Forms to question students; answers and incorrect answers can be formatted to provide instant individual feedback.
 - The 'response' section of Microsoft Forms can be used to support whole class feedback and establishing key areas of improvement
 - Microsoft Forms can be linked via 'Assignments' in Teams
 - Using the Rubric grid from Microsoft Teams
 - Satchel One can be utilised through quizzing. This has now been upgraded to provide options to allow more detailed analysis and easier processes for feedback through the 'Comprehension' tab once the quiz has been set and completed
 - Uploading completed tasks or photos of tasks via Satchel One or Microsoft Teams
 - Some staff are experimenting with Voice Notes, this is proving to be a very efficient and effective form of delivering detailed feedback
 - BBC Bitesize and Oak Academy – revision and quiz available with quizzes providing instant feedback
 - Departments may have developed additional strategies for sharing feedback, please let us know so we can continue to share best practice across the school
- Give regular praise via Satchel One, and continue to award epraise points, subject awards and Head Teacher recognition certificates

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:

Teachers endeavour to meet the needs of SEND students

- Their one page profile actions are still applicable and staff are required to meet these. As a minimum staff to ensure that powerpoints and resources are available on Satchel One and/or Teams.
- Visually impaired and hearing impaired students are at a significant disadvantage and it is vital that staff provide support in every way possible.
 - Provide the powerpoint/notes/resources
 - Increase font size
 - If showing a video clip ensure sub-titles are included or a transcript is provided
 - Ensure via questioning the student understands instructions and tasks
 - Immersive Reader is available on Microsoft Teams when a task is set using Microsoft Forms.
- The mental health and well-being of our students is paramount, this is even more evident for our SEND students and in current climate.
- Praise is a much better tool for all students, in particular SEND students. Could staff endeavour to minimise criticism of misunderstanding during this difficult time.

The SEND team are making regular phone calls to the most vulnerable students with SEND and ensuring that where needed, relevant support is put in place to allow for students to engage with remote learning.

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?

The process remains the same for self-isolation or school closure.

In the event of school being open teachers will continue to teach face to face classes, and remotely to students who are self-isolating.

Student procedures for remote learning

- In the event of students being sent home for a number of days / weeks then remote learning will take place.
- Students must:
 - Follow their usual school timetable. PE lesson may be different and will not necessarily take place (check Satchel).
 - Log into Satchel 1 every day to check what learning is being planned for the following day.
All lessons will be live on teams unless stated on Satchel 1
 - Log into Teams everyday
 - Every lesson will be live unless there is a message on Satchel 1 to direct students to work on another format.
 - Adhere to all behaviour expectations when accessing Teams or any other live lessons (see behaviour expectations).
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