

## **Remote education provision: information for parents**

This information is intended to provide clarity and transparency to our students and parents/carers about what to expect from our remote education where national or local restrictions require entire cohorts (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 page.

### **The remote curriculum: what is taught to students at home**

At Hartford Church of England High School, the focus during these challenging times is ensuring that all students are receiving a high-quality education online that follows the planned content and sequence of our intended curriculum. This is the case for all year groups with some differences in how it will be delivered.

We will, therefore, continue to deliver a broad range of subjects to ensure our students have the opportunity to acquire powerful knowledge, look after their well-being and receive pastoral care.

Please note that 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.

### **School Calendar**

In Half Term Three and Four we usually have a range of school events such as Options Evening for Year 9s, Parents Evenings and assessments and report season. All our usual commitments will go ahead using virtual communications. Parents/carers will be contacted about each of the above and any additional school events as they arise.

Weekly communication with parents/carers will take place to ensure parents feel clear on their child's learning. Parents/carers are also invited to ask questions and share their feedback on our remote learning provision via email- [remotelearning@hartfordhigh.co.uk](mailto:remotelearning@hartfordhigh.co.uk)

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

If your child is sent home from school and their year group remains in school, they will be called by a member of the pastoral team to check in on their wellbeing, qualification for a free school meal, and to check your child has access to a computer device.

Work will then be posted daily to the Google Classrooms matching their usual timetable so that your child can still access high quality education during the time they are at home. Our pastoral team will check in with your child if they are away from school longer than 10 days.

In the case where the whole year or school is closed, pre-recorded lessons and live lessons will be delivered following your child's usual timetable

## **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?**

Students will continue to follow their usual timetables, as they would do if they were physically in school. We will teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, in Drama, DT and Food Technology where practical activities cannot take place remotely and supporting videos are used instead to give students assistance with production of project based work.

### **KS3**

All our students will continue to access the full curriculum following their usual timetable with their teachers delivering pre-recorded lessons via Google Classroom. A weekly assembly and three tutor periods a week will continue to go ahead to ensure students have time for pastoral, well-being and PSHE support. In addition to this, each Head of House holds a surgery twice a week where students can share their concerns and experiences with them.

### **KS4**

Year 11 students continue to access the full curriculum following their usual timetable with their teachers delivering live lessons via Zoom and Google Classroom. Year 10s will start their provision of mainly live lesson from 1<sup>st</sup> February. A weekly assembly and three tutor periods a week will continue to go ahead to ensure students have time for pastoral for pastoral support, study sessions and career support. In addition to this, each Head of House holds a surgery twice a week where students can share their concerns and experiences with them.

## **Remote teaching and study time each day**

### **How long can I expect work set by the school to take my child each day?**

Students at Hartford Church of England High School can expect a minimum of 5 hours of remote learning provision per day, based on a combination of live lessons or pre-recorded lessons as well as assignment tasks.

Timings of the school day are as follows:

<b>LESSON</b>	<b>TIME</b>
<b>ONE</b>	0840 – 0940
<b>TWO</b>	0945 – 1045
<b>BREAK</b>	1045 – 1100
<b>THREE</b>	1100 – 1200
<b>FOUR</b>	1205 – 1305
<b>LUNCH</b>	1305 – 1335
<b>FIVE</b>	1340 – 1440
<b>TUTOR ACTIVITY</b>	1445 – 1500 (YEARS 7 – 11)

Students should continue to follow their usual timetables as they would do if they were physically in school, unless otherwise advised. Accessing remote education

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

We use two online platforms:

- Zoom
- Google Classroom

Our students have access to Google Classroom using their school e-mail address and Password. This provides them with access not only to an entire suite of Google applications including; Google slides, Google Docs, G-Mail and Google Drive. This range of software will enable students to access, complete and submit all necessary remote learning lessons and assignments.

Additionally, some subjects may also use a range of other software to help assist students, for example: Active Learn, Hegarty Maths, Seneca Learning and Oak Academy.

## **If my child does not have digital or online access at home, how will you support them to access remote education?**

We recognise that, during these challenging times, some students may not have suitable online access at home.

- In the event of a student needing support to access technology, we advise parents or carers to contact: [remoteteaching@hartfordhigh.co.uk](mailto:remoteteaching@hartfordhigh.co.uk). We can then for example arrange for a loaned laptop to be collected.
- In the event of lack of internet, we share with parents the BT support package details. Furthermore, school can offer 4G connection remote learning packages whilst families fix their internet connection problems.
- When students have access to internet but are unfamiliar or not confident with using technology, they are invited into school for a couple of days to receive training and build on their confidence.

School also offers to our families educational resources such as paper, exercise books, art materials that can be collected from our reception.

## How will my child be taught remotely?

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

YEAR GROUP	REMOTE LEARNING PROVISION
Year 11	Zoom Live lessons
Year 10	Pre-recorded lessons on Google Classroom From 1 <sup>st</sup> February, Year 10s will access more of the curriculum via Zoom Live Lessons
Year 9	Pre-recorded lessons on Google Classroom
Year 8	Pre-recorded lessons on Google Classroom
Year 7	Pre-recorded lessons on Google Classroom

### **Structure of on-line lessons (For both live and pre-recorded lessons).**

Students will follow their normal timetable of lessons remotely. Lessons will last one hour and they will be structured into three sections.

#### **Stage 1 – Do Now on line Retrieval**

Lessons will begin with an on line Do Now Retrieval quiz completed on Google Classroom. Evidence of this quiz being completed will be used to take the register.

#### **Stage 2 - Teacher explanation and modelling of content.**

For Years 7, 8, and 9 the teacher explanation will be pre-recorded and posted on Google Classroom. For Year 11 and Year 10 (mainly), the explanation section will be live.

**Stage 3** - Students to complete an assignment task posted on their Google Classroom to demonstrate their understanding of the teacher explanation.

Please note that whether the lesson is live or pre-recorded, teachers will be online to take the register, monitor engagement and answer any questions that students may have.

## 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?

Students are expected to follow their usual school timetable from home. We expect our students to engage in their remote learning with the same enthusiasm and rigour as we would, were they in school physically.

We really appreciate the support of parents and carers in helping students to be able to use technology at home in order to access their learning each day. Setting routines at home will support your child to learn from home. These are our suggestions:

- Set a clear wake up time
- Find a space your child can work in quietly
- Make time for screen breaks and lunch breaks like the usual day
- Request from school paper and materials to support written tasks
- Review work completed and offer praise or support to your child
- Encourage reading at home to develop their literacy. We have created a Literacy Google Classroom for this
- Set a clear bedtime, limiting their access to a phone or device outside their school remote learning timetable

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

Student attendance and engagement are monitored daily in the following ways:

- Attendance to online lessons is taken at the start of each period, with non-attendance followed up via a text message and phone calls for persistent absentees,
- The completion and submission of work is monitored twice each period in every subject. Students receive a score at the start of the lesson via their Do now Retrieval multiple-choice task and again at the end of the lesson via the completion of their Independent Task Assignment. Any concerns will be communicated home via either an email or phone call from the teacher and/ or the pastoral team.
- Student engagement in their online lessons and the overall quality of work is monitored each week using the scoring system provided by SIMs lesson monitor. Any concerns will be communicated home via either an email or phone call from the teacher of the lesson or their Head of House and Pastoral Managers.

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

Every lesson include the submissions of a piece of written work to teachers will be used to assess student progress.

Formative Feedback will be provided every lesson following the most appropriate way of those outlined below:

### Written Feedback.

- When appropriate a short comment and a score to report effort and quality of work can be provided
- Where appropriate detailed written feedback via Assignments or Chat functions can be provided. When appropriate, students will respond to this feedback

### Verbal Feedback.

- In each Live Lesson teachers will provide verbal feedback in real-time as they would in a physical classroom; this can also be communicated in written form via the Chat function.

### Whole Class Feedback.

Whole class feedback will also be provided in the next lesson, based on a review of the work students have submitted. This feedback will address both students' strengths and any misconceptions they have and will explain how they can improve their work.

In pre-recorded lessons, teachers can also use the MOTE function in Google Classroom to provide verbal feedback.

Assessments will be set remotely on Google Classroom to complete on Forms and Google Docs. This will be marked in detail by their teachers for student reports

## **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:

- At Hartford Church of England High School, all students who have an EHCP are invited to attend the onsite provision at the school where they would have access to technology and the support of a staff member to access their remote lessons.
- Teachers plan all their online lessons to meet the needs of the SEND learner they teach through effective differentiation. Our Teaching Assistants will continue to fulfil their classroom duties by supporting the students with EHCP who attend the onsite provision.
- Many of the extra provisions students with additional needs receive in school will continue to be delivered remotely and through other means.
- Outside of these aspects outlined above our support staff make welfare calls to families of our SEND students to ensure that the remote learning experience for each student is effective.

## **Remote education for self-isolating students**

Where individual students 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 students 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?**

As with before the current national restrictions came into place, individual students who are self-isolating but are in otherwise good health should follow their timetabled lessons via Google Classroom.

Self-isolating students will have their attendance and engagement registered during lessons as described in the prior section of this guidance.