St Thomas More School - Remote Education Policy and Provision

The remote curriculum: what is taught to pupils at home

At St Thomas More, all pupils will have access to high quality online education during self-isolation or a period of school closure. The school will employ a range of teaching methods, incorporating a blend of 'live lessons' and asynchronous, independent tasks. Teachers will strive to ensure that lessons are inclusive for all pupils and adapted where possible to account for pupils with specific needs. Throughout all school closure scenarios, the school will endeavour to provide a curriculum which is as close to the intended 'in school' curriculum as possible.

This document is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education, if local restrictions require entire cohorts (or bubbles) to remain at home or if an individual is asked to self-isolate.

What should my child expect remote education to provide in the first day or two after being sent home?

A pupil's first day or two of being educated remotely might look different from our standard approach, giving us time to take the necessary action to prepare for a longer period of remote teaching and update pupil timetables. In the first day or two work will be set through Show My Homework and the Remote Learning Plans on Microsoft Teams.

Following the first day or two, the remote education provision is dependent on the situation, and how many pupils are receiving remote education.

1) A pupil is self-isolating but the majority of pupils remain in school

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. Our policy is that:

- Teachers will continue to teach their normal timetable in school with the majority of pupils present.

- Homework will continue to be set as normal using Show My Homework.

- Pupils access Remote Learning Plans on Microsoft Teams. Remote Learning Plans for each subject can be found in the Files area of each Class Team. The Remote Learning Plans are documents that provide an overview of the knowledge and skills in the curriculum of each subject, each week, and they link to high quality resources which enable pupils to follow the same curriculum content, lesson by lesson, that is being taught in school. On their return to school pupils should then be able to reintegrate smoothly into class.

- Contact is made with each pupil through the pastoral team to ensure that pupils have the required technology to access these resources, alternative paper provision can be made if not.

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2) Partial closure where a pupil bubble is in isolation at home

- Teachers will continue to teach their normal timetable in school to the pupils whose bubbles are still on site.

- A reduced online timetable will be in place for pupils whose bubbles are at home (approx. 3 hours of live lessons a day). These lessons will take place on Microsoft Teams. These lessons will take place in timetabled lesson slots.

- Work will be submitted through Show My Homework.

- Additional work will be set as classwork on Show My Homework for any lessons that are not live that day.

- Online registration periods will take place every day for those form groups who are at home.

- Work will continue to be set to pupils whose bubble is in school but are self-isolating themselves, through the Remote Learning Plans on Microsoft Teams

3) Full closure where all pupils (except vulnerable pupils and children of critical workers) are at home

- Learning will move to a blend of "live lessons" and asynchronous assignments.

- A reduced pupil timetable will be issued with approximately 3 hours of live lessons per day. These lessons will take place on Microsoft Teams.

- When a live lesson isn't scheduled, but a pupil would usually have that lesson, work will be set via Show My Homework. The lesson content will follow the intended curriculum content as far as possible.

- Pupils should submit work online through Show My Homework and Microsoft Teams. Marking and feedback will be given by teachers though it is not possible for teachers to give detailed feedback on every individual piece of work.

- Online registration periods will take place each day via Microsoft Teams.

Following the first few days of remote education, will my child be taught the same curriculum as they would be if they were in school?

For the vast majority of subjects, pupils will be taught the same curriculum, we strive to teach the same high-quality curriculum remotely as we would do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, in KS3 (years 7 to 8) students will not have practical lessons of PE, Art, Music, Drama and Technology due to the practical constraints of teaching online. Pupils will be set work to complete for those subjects but it will not be live. However, we will endeavour to run extracurricular clubs to facilitate and continue interest in these subjects.

Remote teaching and study time each day

How long will work set by the school 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:

Year 7-9 students	• 3 hours online lessons per day • 2 hours work set through Show My Homework for the other lessons on a pupil's normal 'in school' timetable that day
Year 10 – 11 students	• 3 hours online lessons per day • 2 hours work set through Show My Homework for the other lessons on a pupil's normal 'in school' timetable that day
Sixth Form students	• Online lessons according to timetable (approximately 4 hours per subject per week) • 15 hours work weekly set on Show My Homework or Microsoft Teams

We want to ensure that children have some balance to their lives when they have to learn remotely and want to ensure their safety online and their well-being. We timetable lessons so that there are pauses to enable pupils to take a break, stretch their legs and get away from the screen. Too much screen-time is to be avoided and we are mindful of workload pressures on both students, parents and staff.

Accessing remote education

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

- Online lessons – *Microsoft Teams*

- Additional work (provision and submission) – Show My Homework and Microsoft Teams (dependent on year group and subject)

- Additional resources used – SAM Learning, MathsWatch, Seneca, Online textbooks (mainly through Kerboodle), Oak National Academy, BBC Bitesize, Active Learn

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:

Surveys have been sent to both parents and students in the autumn term to identify potential issues in advance. Technology issues identified through these surveys have been acted on.

Attendance to online classes will be monitored carefully. Students not attending registration and classes in the first week will all be contacted and asked if they are able to access the online platforms. All students will be contacted within the first two weeks of an extended closure of school. Help will be offered with log-in information and with any connectivity issues.

Any families that have no access to Internet accessing devices or an internet connection will be added to a list. These families will be contacted, and devices loaned out in order of need. Printed work packs may be sent home as a short-term replacement for online access. Students who live nearby and have no access to online platforms or who are experiencing difficulties may be asked to come in to school to use school equipment.

St Thomas More School has a limited number of devices that we can offer on a short-term loan basis. However, we are committed to providing the support that children need to get online. If a device or internet dongle is needed, contact the school on parents@stthomasmoreschool.org.uk. Parents will be asked to sign a loan agreement for a set amount of time.

Engagement and feedback

What are your expectations for pupil engagement and the support that we as parents and carers should provide at home?

High expectations are set that pupils will engage with online learning every day; they should attend all online lessons and complete all pieces of work set on Show My Homework and Microsoft Teams.

Parent support is crucial in ensuring that your child/children complete the work given. Please ensure that they have somewhere suitable to work and to write. Monitoring their activity will help to ensure their focus, well-being and their online safety. Please remind your children to keep their personal data secure. You may also need to contact us with any queries.

For general queries use: parents@stthomasmoreschool.org.uk

For specific IT queries including log-in information use: it@stthomasmoreschool.org.uk

We are aware of the pressures remote learning places on parents/carers with balancing home learning with working from home. We are grateful to parents for their support in that helping their child in whatever way they can to complete the work set.

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

A register is taken for every lesson and we keep a record of non-engagement on our tracker. A text message will be sent to parents if a pupil does not attend registration.

Students will be asked to submit work over Show My Homework and Microsoft Teams. Parents of students that have low completion rates of work will be contacted to make them aware of our concerns. Students are expected to attend all lessons. Parents will also be contacted if students fail to attend or are continually late to online lessons. In the event that students fail to engage with online provision, they may be asked to attend school.

Our Behaviour Policy and expectations as to exemplary behaviour and engagement continues to apply when remote learning is in operation. Student expectations for remote learning will be sent home at the start of any period of remote education, these must be adhered to.

Teachers and staff will continue to reward students using Epraise and by sending electronic postcards home, and each week the names of a group of pupils making exceptional progress or effort will be published in the Head of School's parent newsletter.

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:

During lessons, teachers will use a range of formative assessment techniques in order to assess the learning of students. These will include questioning of students, allowing them to respond verbally over their microphone or using the 'chat' function in *Microsoft Teams*, quizzes using Microsoft Forms and other applications, direct assessment of work using Class Notebook and other developing forms of assessment.

Whole class feedback is provided weekly in lessons. Students should expect to receive feedback on the work they submit, though it is not possible for teachers to give detailed feedback on every individual piece of work. During a period of extended closure students should receive individual feedback from subject teachers every 2-3 weeks. Formal assessments will follow a similar timescale as would occur in school. Pupils will submit at least one piece of work, in each subject, to be assessed every half term. Detailed feedback will be given, this may include diagnostic comments on how they can improve.

Additional support for pupils with particular needs

We recognise that some pupils, for example those with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the challenges this may place on families, and we will work with parents and carers to provide the necessary support.

How will you work with me to help my child who needs additional support from adults at home to access remote education?

Students with SEND will be allocated a member of our Curriculum Support team who will contact their particular students at regular intervals in order to check that they have no problems in accessing online resources and lessons, feedback on online lessons and clarify anything that was missed during those lessons, provide instruction as to any work that is due and check on their general well-being.

Students may have support staff in online lessons with them to provide a reassuring presence and so that they can consolidate afterwards what was learnt in the lessons.

If you would like to discuss this further, please contact our SENCO Mrs Goursaud by emailing parents@stthomasmoreschool.org.uk

Named Teacher in charge of Remote Learning: Mr Bent / Ms Dunne

Designated Safeguarding Lead: Ms Warriner

Date of Policy: 22/01/2021   Awaiting Governor Ratification