

Remote Education Provision at Litcham School

This information is intended to provide clarity and transparency to pupils, parents and 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 when individual pupils are self-isolating, please see the final section of this page.

The remote curriculum: What will be taught to pupils at home?

During the first day or two of being educated remotely, provision may be different from our standard approach. This is to enable us to 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?

Primary:

The weekly learning plan for the class, including links to resources, will be available in their 'class group' on Microsoft Teams.

Children in Reception will be able to access their home learning through Tapestry and Microsoft Teams.

Secondary:

Resources for home learning will continue to be available on INSIGHT

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?

Primary:

- We will teach the same curriculum remotely as we do in school wherever possible and appropriate. However, some adaptations will be required in some subjects. For example, in Mathematics we will ask you to follow the curriculum available through Oak Academy. This includes videos and learning resources similar to those used in class.

Secondary:

- We will teach the same curriculum remotely in the vast majority of subjects as we do in school wherever possible and appropriate. However, some adaptations will be required in in some subjects. For example, in practical subjects such as core PE, Technology and Music, the curriculum will need to be adapted so that it can be delivered at home.

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:

Primary school-aged pupils	<p>Reception and Key Stage 1: Four and a half hours of educational activities per day.</p> <p>Key Stage 2: Five hours of educational activities per day.</p> <p>This will include PE sessions, reading times and personal study, not just accessing lessons directly.</p>
Secondary school-aged pupils not working towards formal qualifications this year	<p>Key Stage 3 and 4:</p> <p>Pupils will follow their normal timetable pattern of five hours of lessons per day. These will be accessed through live teaching using Microsoft Teams for the vast majority of subjects, and supported with materials added to INSIGHT.</p>
Secondary school-aged pupils working towards formal qualifications this year	<p>Year 11: Pupils will follow their normal timetable pattern of five hours of lessons per day. These will be accessed through live teaching using Microsoft Teams for the vast majority of subjects, and supported with materials added to INSIGHT. Pupils will be given additional homework in addition to this.</p>

Accessing remote education

How will my child access any online remote education?

Children in Reception will access their remote education through Tapestry and Microsoft Teams.

Pupils in other primary classes will access their remote education through Microsoft Teams.

Secondary pupils will access their remote education through Microsoft Teams and Insight.

The majority of remote education will be delivered through live teaching using Microsoft Teams.

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 these pupils to access remote education:

We will survey all pupils and parents to identify where pupils do not have suitable online access at home. In addition, we will contact pupils and parents regularly by telephone to check that they still have suitable online access. Where pupils do not have access, we will endeavour to provide a suitable device from school, including laptops and devices to provide good access to broadband.

If pupils are unable to access Microsoft Teams or Insight for a period of time, printed work and/or text books may be posted to the home address and returned to school at the end of the period of time at home. Home learning activities may also be emailed to home, and completed work emailed back to school via the school office.

Parents can also contact the school by telephone (01328 701265) or by email at: office@litcham.norfolk.sch.uk if they need further information about:

- How we will issue devices to pupils
- How we will issue devices that enable an internet connection (for example, routers or dongles)
- How pupils can access any printed materials needed if they do not have online access.
- How pupils can submit work to their teachers if they do not have online access.

How will my child be taught remotely?

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

- Live teaching (online lessons) through Microsoft Teams.
- Work to support the teaching of specific subjects or areas through Insight for secondary pupils, particularly in practical subjects such as core PE and Technology.
- Work to support teaching within Reception on Tapestry.
- Recorded teaching (for example Oak National Academy lessons, Ever-learner, video/audio recordings made by teachers)
- Online textbooks and reading books pupils have at home.
- Textbooks and reading books pupils have at home.
- Websites supporting the teaching of specific subjects or areas, including video clips or sequences. These include GCSEpod and My Maths.

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?

Primary:

- We expect pupils to complete the work set by their teachers during their time at home. Live lessons will take place at set times, and pupils will be invited to join these sessions through Microsoft Teams. Other ways of accessing home learning, such as through websites, or recorded content, can be accessed when it is convenient for your household.
- While older pupils may be able to access their learning independently, many pupils will require adult support both during the teaching input and also throughout the independent learning activities. We are grateful for the help that parents and carers will need to provide, so that children can access content and complete their work, as appropriate.

Secondary:

- We expect pupils to attend all of their scheduled live lessons to complete the work set by their teachers during their time at home. These lessons will take place at set times that follow their normal school timetable, and they will be invited to join these sessions through Microsoft Teams. Parents will need to ensure that their child is attending all of their lessons and completing all work set. All Secondary pupils have been shown how to access live lessons through Teams, and a guide for how to do this has also been added to INSIGHT.
- All resources needed for lessons will be put onto INSIGHT before the lesson time. Pupils should ensure that they have all resources ready for the lesson before it begins. Teachers can be emailed if there are any issues with this.
- Pupils will be asked to send their completed work to their teachers using email, Microsoft Teams or the submission of 'assignments' in Teams.

- All pupils will be expected to engage fully with remote education. This will be carefully monitored by teachers and through regular telephone calls home.
- The expectations around engagement, standards of work and standards of behaviour will be the same as when pupils are in school.
- We are grateful for the continued support and active involvement of our parents with remote education, particularly with setting routines and a suitable place for children to work.

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

- Teachers will check pupils' engagement with remote education when they are live teaching using Microsoft Teams, in the same way as they would when they are teaching in school. This information will be collated on a regular basis.
- Teachers will check pupils' engagement when they assess work that is submitted.
- Pastoral or teaching staff will check pupils' engagement with remote education when they contact parents or pupils on a regular basis, to assess if there are any significant barriers to learning.
- Where engagement is a concern, parents and carers will be informed through telephone or email contact by pastoral staff and/or teaching staff.
- Pupils who are not engaging will be vulnerable to lost learning, and may therefore be required to attend school for a period of time.

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 will be as follows:

- Verbal feedback during live teaching will be the most frequent form of feedback. It has immediacy and relevance, leading to direct pupil action. Verbal feedback may be directed to the class, groups, or individuals, based on assessment for learning within the lesson.
- Self-feedback will be the second most frequent form of feedback. Research shows that this is one of the most effective modes of feedback, when it is structured and modelled by the teacher (Hattie and Clarke). When self-reviewing their work, pupils may be given a clear structure from the teacher to identify what they need to do to improve.
- Specific tasks will be assessed, alongside tests. Teachers may also set quizzes and recall activities to check the learning of pupils. This will be done in a variety of ways.
- Teachers will contact pupils or the family or on several occasions during any absence from school in order to provide feedback on completed work. This will be through either email, telephone or Microsoft Teams meetings.

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 and Classroom Assistants will provide tailored differentiated work as required for identified pupils if they are working at home.
- Additional adult support may be arranged on an individual basis. This can be discussed with the school SENDCO.
- Pupils with Education, Health and Care plans or high levels of special educational needs will be able to attend school. Classroom Assistants will be deployed in school to support these pupils.
- Our SENDCO and Assistant SENDCO will contact families to support them in the delivery of remote education for pupils with SEND.
- Our Reception and Year 1 class teachers, and Classroom Assistants, will provide appropriate work on Tapestry or Microsoft Teams for our youngest pupils to be completed under the guidance of adults. They will also be in regular contact with families to support them in the delivery of remote education.
- Reception children will have appropriate tasks set through Tapestry.

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 approaches towards remote education for pupils self-isolating will be the same as those described above. Pupils will be able to access their work through live teaching or blended learning. This is where teachers are taking a class in school and a pupil at home can attend virtually through Microsoft Teams.

Pupils will also be able to access written work and activities through Insight, Microsoft Teams or Tapestry. This approach will ensure that any individual pupils self-isolating will be taught a planned and well-sequenced curriculum with meaningful and ambitious work each day in a number of different subjects, including providing feedback.

Primary:

- Where a child leaves school part way through the school day, they will be provided with paper-based work when they leave. This will be for the rest of that day, and possibly the next day. If a child is not in school, then home learning will be available to access through Microsoft Teams as soon as possible, normally within 24 hours.
- Children will be able to access a weekly set of lessons, with resources, through Teams. These can be completed in a time that fits in with life at home.
- Live lessons will be delivered to individuals as and when it is felt necessary and appropriate to do so.
- If pupils are unable to access Microsoft Teams, the learning plans can be emailed home, or posted if there are no other options.

Secondary:

- We will continue to deliver blended learning, where those learning at home can join the lessons via Microsoft Teams, following their normal school timetable. This should ensure no disruption to learning and prevent them from missing any elements of the curriculum.
- Resources for these lessons will have been added to INSIGHT before the lesson time.