



# THE DEANERY

Church of England High School and Sixth Form College

## **REMOTE EDUCATION: INFORMATION FOR PARENTS**

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

This information 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.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

## **1. 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?**

Work will be set via Synergy for all pupils and students. Pupils should follow their usual timetable remotely, and complete any classwork and homework tasks set by the subject teacher.

### **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 teach the same curriculum remotely as we do in school wherever possible and appropriate. This ensures a sequenced curriculum to build knowledge and skills over time. However, some adaptations may be required in some subjects. For example, it is not always possible to deliver practical lesson remotely, e.g. within physical education. In these cases, alternative activities are planned for the pupils to complete remotely.

## **2. The remote learning timetable**

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

#### **Key Stage 3 and 4**

Since pupils follow their usual timetable, there will be 5 hours of remote learning each day. In addition, some homework tasks may be set during a period of remote learning beyond the 5 hours of classwork.

One day per week there will be a form worship session lasting 20 minutes.

Break and lunch sessions take place at the usual time, and we encourage pupils to move around and get some fresh air during break and lunch, and at the end of the school day.

#### **Sixth Form**

Sixth form students will also follow their usual timetable, with 10 hours of work per fortnight for each subject area. The number of lessons per day may vary for sixth form students.

Sixth form students are expected to attend a full group tutorial session and a small group tutorial once per week.

Break and lunch sessions take place at the usual time, and we encourage students to move around and get some fresh air during break and lunch, and at the end of the school day.

### 3. Accessing remote education

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

**Microsoft Teams** will be used to access live lessons. When a live lesson has been scheduled by a teacher, pupils will receive an email and it will appear within their outlook calendar.

**Synergy** will be used to access all lesson resources and learning activities. All pupils have individual log in details to access the Synergy Student Portal.

The Synergy Student Portal log in link can be accessed via our website  
<https://www.deanery.wigan.sch.uk/>

Pupils should sign in to synergy via the Microsoft Office 365 log in to ensure full functionality of all aspects of remote learning.

#### 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:

- We have conducted a survey with parents to assess digital access and supported as many families as possible with laptop provision for priority pupils via the DfE laptop scheme or our school laptop loan scheme. This process is ongoing as families' circumstances change through the pandemic, and families can contact the relevant head of year for further advice and information
- Our teachers are proactive in monitoring engagement with live lessons and digital remote learning. Where engagement is low, families are contacted and this is helpful in identifying pupils struggling to access remote learning. The appropriate guidance and support can then be provided. Paper based resources in the form of work packs and revision guides have been made available for families without digital access.
- We have provided home internet access where required via the distribution of dongles, and the provision of DfE data cards is currently ongoing.
- Pupils are now able to access Oak Academy resources 'data free' on selected mobile networks

#### **4. How will my child be taught remotely?**

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

Our approaches to online learning are based upon teaching practices that are known to work well in the classroom. A range of approaches are used to provide a structured and stimulating learning experience for any pupils learning remotely.

During periods of whole school or whole bubble closures the following approaches are used:

- Live teaching via Microsoft Teams. Approximately 20-40 minutes of each lesson will be taught live where possible and where appropriate. This will vary depending on the nature of the lesson.
- Use of questioning, quizzes and the chat function during live lessons to assess understanding and provide feedback
- Classwork is available for every lesson via Synergy, with opportunities for pupils to submit key pieces of work for submission
- Sharing of relevant video clips or Oak Academy lessons with pupils to aid their understanding
- Use of commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- Continuation of PSHE lessons as scheduled within our school calendar with a focus on supporting the wellbeing of pupils and safeguarding during absence from school

## 5. 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?**

We expect pupils to attend all their live lessons and engage with their lesson tasks as they would do in school. **If pupils are unable to engage with remote learning due to illness or another valid reason such as attending an appointment, please report to school via** [attendance@deanery.wigan.sch.uk](mailto:attendance@deanery.wigan.sch.uk)

We welcome support from parents in establishing good routines at home for remote learning.

- Having regular set times for getting up and going to bed
- Ensuring pupils wash and get dressed each morning
- Ensuring pupils eat breakfast and eat healthily at other mealtimes through the day
- Ensuring pupils are taking a break at the correct times and getting exercise regularly through the week
- Facilitating a quiet place to learn at home, away from distractions
- Providing opportunities for pupils to talk about their learning, and discuss their wellbeing with parents and carers
- Reassuring pupils who are worried or anxious about their work, and contacting school where necessary to inform relevant staff

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

- Teachers monitor attendance at each live lesson and record attendance
- Teachers monitor the engagement with Synergy classwork and monitor the submission of key pieces of work
- Heads of Year monitor overall engagement and contact parents via e-mail, telephone or letter where there are concerns
- A subject teacher or subject leader may contact home via synergy if there is a pattern of non-engagement within a particular subject area
- Parents are invited to monitor their own child's engagement via the Synergy parental platform:
  - You can check your child's online engagement via the Synergy Parent Portal – if you have created an account you will be able to log in using your email address and password.
  - **Attendance to live lessons:** From the synergy menu select attendance then lesson details. Scroll down to half term 3 - here you will see attendance to live lessons. If it is marked "B", your child has attended the live lesson. If it marked "X" your child has not attended the live lesson (morning and afternoon registration will be marked "X" - this is the correct code for all pupils; please ignore this).
  - **Accessing work via Synergy:** From the synergy menu, select classwork. You will see all subjects listed. Where work is available it will show the day of the week highlighted in red or green. If it shows in red, the work has not been looked at. If it shows in green, the work has been looked at.

## **7. 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:

Feedback may be given as:

- A whole class feedback sheet- shared via synergy within classwork or displayed within a live lesson
- % scores automatically generated via online quizzes
- Verbal feedback at the start of or during live lessons
- Anonymised model pieces of work shared with the whole class
- Provision of mark schemes for questions- pupils can submit self-marked work for teacher records
- Within the chat or notebook function within Microsoft Teams
- Personalised comments for the pupils via synergy

Feedback will take place as regularly as possible and at least every 3-4 lessons per subject area.

## **8. 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:

- Students with additional needs have been allocated a member of the SEND team who supports the student and their family with remote education. This involves regular phone calls and emails throughout the week. Furthermore the member of staff also liaises closely with teaching staff to ensure the work is accessible and helps to monitor the students engagement and submission of work.
- SEND staff have created easy to use instruction guides and resources to help students who are struggling with remote learning at home.
- Students who access academic intervention in school have all been sent their information for our intervention programme IDL so they can continue to access this at home. This is being monitored by our Intervention Coordinator.
- Students with EHCPs who are due an Annual Review during this time are invited to attend a review over Teams rather than cancelling or postponing so we can discuss any issues around remote learning.
- Referrals to outside agencies are still being completed when needed and we are still communicating regularly with TESS, SALT, OT and the paediatricians.
- IEPs are updated and recirculated when needed to staff.
- VKW students with additional needs supported with their learning in school by the SEND staff
- If required, a home visit may be carried out to support the family

## **9. 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?**

When individuals or small groups of pupils are isolating, it is not usually possible to deliver live lessons since teachers are teaching pupils within the classroom.

However, isolating pupils continue with the same sequenced curriculum by accessing all the lesson resources available within Synergy Classwork. Isolating pupils should therefore follow their usual timetabled lesson, completing the synergy classwork activities and submitting any key pieces of work requested by teachers via Synergy homework. If isolating pupils become ill and cannot engage with the home learning, please telephone school to inform the attendance team.