



Remote Education Provision: information for parents

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

The Remote Curriculum: What is taught to students at home?

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.

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

In the first days of students being sent home, the school may need some time to notify parents and staff of changes and complete any administrative processes that need to take place in light of the change. In the majority of circumstances, the school will be prepared to provide your child with online lessons within 48 hours of students being sent home. In exceptional circumstances, your child may be expected to learn independently using the Oak Academy resources for a period of time before lessons commence. Parents should await communication from the school to clarify the circumstances of the bubble closure and the time frame and duration of online learning. This communication will be sent within 24 hours of the bubble closure.

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. However, we have needed to make some adaptations in some subjects. For example, Drama, Art, PE and Technology may need to amend the curriculum in order to meet the format of online learning. In addition, other subjects may wish to consolidate units of work online and commence on new topics once students are back in school.

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 students broadly the following number of hours each day:

<p>Secondary school-aged pupils not working towards formal qualifications this year.</p> <p>Years 7-9.</p>	<p>Students sent home will follow their normal school timetable periods 1-4. The Period 5 'lesson' is designated as Prep time and will be independent based work that consolidates learning in some of the core subjects. This is designed to allow a level of flexibility and can be completed later in the day if pupils/parents choose.</p>
<p>Secondary school-aged pupils working towards formal qualifications this year</p>	<p>Students sent home will follow their normal school timetable and so should be completing the full 5 hours of lesson time a day.</p> <p>Year 11/13 students may also be expected to attend online interventions after school which will run for 1-2 hours or complete revision/homework tasks. A timetable of interventions will be sent to parents and students when applicable.</p>

Accessing remote education

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

All students will access remote learning via the Google Classroom and SMHW platforms. Students must use their school email address and computer password to sign in to Google Classrooms where they will find a list of their classes. When it is time to go to class, they will be able to click on class and then the meeting link and be taken to the Google Classroom where a teacher will be waiting to start the lesson. Teachers may also refer to work set on Show My Homework.

For KS3 completing Numeracy and Literacy classes, a portion of these classes will take place on a separate platform; Such as Maths Whizz and Bedrock. All students have their logins and passwords to these platforms and if they should forget them, can ask their class teacher or Head of the Maths or English department for the information.

Teachers may also wish for students to access additional platforms such as Seneca Learning. In these cases, the teacher will be able to provide students with any additional logins required or explain how to access these. Each of these applications can be run on

any laptop, PC, surface or mobile device. As always contact the IT department if you have issues with accessing these platforms.

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 students may not have suitable online access at home. We take the following approaches to support those students to access remote education:

The school has gone to considerable lengths to ensure that we are aware of any students who do not have access to online learning platforms and to provide them with alternative way to access lessons.

Where students do not have digital access, parents should contact the main school reception in order to notify the school. Where possible, the school will loan the student a laptop. When collecting the laptop, a member of staff will be made available (usually the school IT technician) to show you how to access the Internet and school resources remotely.

In circumstances where this is not possible, the school will be able to provide paper copies of lessons, although we would prefer to seek alternative arrangements to this. These will be sent home to students upon request. In order to submit paperwork please return the completed work in a sealed envelope to the school reception once your son/daughter's bubble returns to school.

In special circumstances where neither of these solutions is applicable, the student may be invited to join the Key Worker bubble, so that the students can continue to access online lessons from the school site.

How will my child be taught remotely?

During the period in which students are learning from home, students may be taught via a range of approaches. However, the vast majority of lessons will take place live via Google Classroom. Please see some of the combination of approaches listed below:

- live teaching (online lessons)
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- documents produced by teachers access via Google Classroom and Show My Homework
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects (e.g. GCSE pod, Seneca Learning, Quizzlet, Maths Whizz and Bedrock)
- long-term project work and/or internet research activities.

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 for all students to engage fully with online learning. This means that students must attend all online lessons. Students are expected to arrive to their online lesson on time, equipped with writing materials and any additional resources that the teacher has requested. Students will be expected to respond to teacher questions and submit completed work via the Google Classrooms shared drive. If students have difficulty submitting, they can contact their class teacher who can set up an alternative such as email or Show My Homework submission.

In order to support the school in continuing to educate your child whilst they are learning from home, we would hope that you would ensure that your child gets a good night's sleep so that they are well rested and ready for lessons in the morning and that they have breakfast prior to starting their lessons.

Please make sure that they have writing equipment and that if they do not have any, that you contact the school so that we can provide your child with paper, a pen and pencil. We would like you to make sure that your child has a quiet place to work where they are unlikely to be disturbed by other family members and that you check that they are not distracted by other devices such as their mobile phone, TV or computer games.

In order to support with your child's engagement, it is vital that you take an interest in what your child has been learning, that you are aware of your child's schedule and the work that they are expected to complete. If you are, for whatever reason, unclear of this, please contact the school and we will support you in any way possible.

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

Teachers have a range of tools to assess whether students are engaging in lessons. This may be in the form of verbal and written contributions, quiz submission, online document submissions and tracking downloads and access to our alternative provisions (GCSE Pod, Bedrock and Maths Whizz). The Senior Leadership Team also have administrative rights to Google Classroom, and so will be visiting classrooms online daily to quality assure teaching, and student participation.

If a teacher feels that a child is not engaging appropriately in lessons, you will be informed immediately. The Academy have a weekly checking system in place which means that a lack of engagement will result in a phone call from our Head of Year or another member of our Pastoral Support team. You may also receive a phone call from the class teacher to inform you of your child's lack of engagement and establish a range of actions to support you in encouraging your child to participate during lessons.

For students who are disruptive in lessons, the school's behaviour policy will be applied, which may result in your child being removed from the lesson in the same way they would at school. In this circumstance, the Head of Year will call home to inform you of the issues

and request your support. We do not expect to have to manage persistently disruptive behaviour in lessons and in the very unlikely case of this happening; parents will liaise with the Head of Year to make alternative home learning arrangements.

Please be made aware, that due to lessons continuing as normal via the online platform, your child's attendance is mandatory and failure to attend lessons without authorisation will be recorded and may result in a penalty.

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 student work is as follows:

- Verbal questioning and responses online
- Comments in the chat function
- Written comments on shared documents
- Grades and comments via Google Quiz

Teachers will ensure that your child receives feedback throughout their learning experience via the method above.

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:

- Regular contact and updates from our SEND team
- Liaising with external services on your behalf where needed
- Additional and alternative resources where needed
- Amendments to timetabled lessons/student schedules
- Parent meetings/home visits where necessary, following appropriate Covid-19 guidelines
- Pastoral welfare calls carried out by a member of your child's pastoral team
- Opportunity (where relevant), and following a risk assessment, to come into school.

Remote education for self-isolating students

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

In cases where students are self-isolating whilst their year group remains in school, the Heads of Year and Pastoral Team will collate a body of work from each department. Where students have computer access, this may be in the form of Loom videos, other video resources, online documents and Power Points. These will be sent to students via email. Where students do not have access, work will be sent to your home address in paper form.

What should I do if I have comments regarding Hayesbrook's remote education offer?

As always, we welcome feedback on how we can improve our remote learning offer to pupils. We also love to hear from you if you have positive comments to pass on.

Please contact the school via secretary@hayesbrook.kent.sch.uk and an appropriate member of staff will respond to your email.