



St Mark's West Essex Catholic School

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.

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. 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?

The Curriculum:

We teach the same curriculum remotely as we do in school. All students will receive their full curriculum entitlement where practical and possible.

For Key Stage Three this will be:

Core: Mathematics, English (and English Reading), Science and RE

Non-Core: Art, Geography, History, ICT, Languages, Music, PE, Technology

The curriculum content will comprise the planned programmes of study for each year group and each term. Students will study the planned content, knowledge and skills laid out in the dept curriculum plans and schemes of work.

For Key Stage Four this will be:

Core: Mathematics, English (and English Literature), Science Trilogy, PE and RE

Options: Art, Business Studies, Computer Science, Drama, Food & Nutrition, French, Further Science (Biology, Chemistry, Physics), Geography, German, Health & Social Care, History, I-Media, Music, Product Design

The curriculum content will be based on the schemes of work derived from the relevant exam syllabus that is covered in each subject.

Reasonable adaptations will be applied e.g. practical elements of the curriculum (Science, PE, Music, Drama, Art and Technology) may be replaced, in places, with video demonstration or with theory work. To facilitate continued access to the curriculum, resources for Technology and Art will be delivered to pupils.

For Key Stage 5

The curriculum will be determined by the exam courses students are studying. Curriculum content will be line with the syllabus and the relevant schemes of work. The above will apply in relation to practical work.

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:

Secondary school-aged pupils not working towards formal qualifications this year (Key Stage 3: Year 7 – 9)	Minimum 5 hours per day
Secondary school-aged pupils working towards formal qualifications this year (Key Stage 4: Yr. 10 & 11) Key stage 5:	Minimum 5 hours per day, comprising classwork and homework 5 hours per day, comprising classwork, homework and independent study

Accessing remote education

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

Information for both classwork and homework will be shared via the online platform – Showmyhomework. Pupils should log into Showmyhomework via Office 365 and should not use a parent's login as this has reduced functionality and will not allow them to tick off completed tasks. We would recommend pupils use the Calendar function in Showmyhomework as this provides the clearest overview of lessons for a given day and week.

Outlook (the email App in Office 365) will be used along with Showmyhomework for messaging pupils. Other Office 365 Apps, such as the Web versions of Word, Powerpoint and Excel, Stream, Forms and Teams may also be used to deliver aspects of lessons. Pupils can use OneDrive to store their documents and we would recommend they set up subject specific folders for this.

Live lessons will take place on Microsoft Teams.

Other online formats viz: Kerboodle, MyMaths, Mathswatch, Quizlet, CollinsConnect, Seneca and Linguascope will be used to set work and enhance learning. Digital textbooks endorsed by the relevant exam boards, will be used in specific subjects.

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

Accessing 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 a supply of devices given to us as part of the Government scheme. In addition, we have some school devices that can be loaned to students who need them.
- These will be allocated on the basis of need as follows
 - Disadvantaged/Pupil Premium students
 - Students who are not Disadvantaged/Pupil Premium but have no access to devices
 - Students who are sharing devices thus limiting access to learning
 - Students working with devices that are not optimal for learning e.g. working from phones only

We are also able to offer provision on site for students who have issues accessing digital technology

Enquires relating to the loaning of ICT equipment should be made the relevant Head of Year or to Mrs Long (Senior Assistant Head teacher).

If students are having technical difficulty with any of the schools ICT resources, they should email itsupport@st-marks.essex.sch.uk

Students who require any printed materials or other resources should contact the relevant subject teacher or Head of Department.

Students will be given instructions in each lesson as to how to submit work. This will usually be by uploading work or pictures of work to Showmyhomework; some teachers may also ask them to email tasks through Office 365. On the rare occasion that this neither option is possible, students should get in touch with their teacher.

How will my child be taught remotely?

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

- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers). These lessons require pupils to stop and start the video as they complete a range of tasks to develop their knowledge and reinforce key skills.
- printed paper packs produced by teachers (e.g. workbooks, worksheets). All resources required for a specific lesson are uploaded to Showmyhomework. If pupils have file compatibility issues, they should contact their teacher.
- textbooks and reading books pupils have at home. Where pupils do not have access to a textbook that is required for a lesson, they should contact their teacher.
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences. Pupils will usually need a subject specific password to access some of these websites and can contact individual teachers should they forget these.
- There are some long-term project work and internet research activities, but in keeping with the school's full opening guidance, we are avoiding an over-reliance on these approaches. We would note, though, that in subjects such as Art and Design Technology, pupils are inevitably engaged in long-term project work as they develop their ideas for production.

In terms of teaching, we will take a blended approach to our remote education.

Lessons will be delivered in the following manner:

- Live lessons (Delivered through Microsoft teams) There are a range of approaches being used to deliver live lessons: teaching the whole hour; conducting a review of prior learning and setting up the new learning before asking pupils to work independently on a range of tasks and then 'returning' at the end of the lesson to take in work; using a live segment to conduct Q&A and provide feedback
- Recorded delivery via Office 365's Stream or other screen recording applications.
- Individual assignments and project-based learning
- Activities and exercises from subject specific textbooks and workbooks
- Recorded materials and lessons, for example from the Oak National Academy

Work is usually set at the start of the day and no later than scheduled start of the lesson. **As of January 25, the timetable for whole school remote learning is: 9:10 – P1; 10:10 – P2; 11:30 – P3; 12:30 – P4; 2:30 – P5.** Pupils are encouraged to follow the school day and complete the work in the hour.

During the lesson time, the member of staff will be available to answer any email queries or messages that students may send pertaining to the work; enquiries outside of lesson time will be responded to as soon as practically possible.

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 engage fully in their remote education, this means:

Students should be awake, dressed and ready to commence their learning by **09.00 a.m.** each school day

They should attempt all work that is set for them and complete as much as possible within the hour of learning

If students are struggling with any aspect of the work, they must email the subject teacher for help

Work should be submitted as instructed by the teacher by the deadline specified

Where homework and extension work have been set, it must also be completed and submitted by the specified time

Students must attend all live lessons and meetings as instructed by their subject teachers. For most students the school day should be finished at 3.30 p.m. and students should not be logging in and sending work or messaging staff either late in the evening or very early in the morning.

Parents can support by ensuring that students keep good routines of going to bed at a reasonable hour, being up and ready to learn by the specified time

They must ensure that students have access to basic equipment (e.g. pens, calculators, rulers, pencils etc.) If additional resources are required such as exercise and textbooks please contact the school to arrange for these resources to be collected or delivered.

For support with digital devices, please see the section above

Parents must also inform the school of any absence from learning due to, ill health, medical appointments or extenuating circumstances.

It is also important for parents to monitor the well being of their children and ensure that they take suitable breaks from work, get fresh air and exercise (in line with current Covid-19 guidelines)

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

We will check daily on student engagement in their lessons using the following methods:

Formal registers for live lessons; students are emailed by the subject teacher initially, to check on the reason for absence. HOYs are given attendance registers and follow up with those pupils who miss live lessons.

Daily report on user activity on Showmyhomework of when pupils last logged in to access their work. A list is collated of those pupils who have not logged in the previous day and passed to HOYs for further action. This report also highlights any pupils logging in at unreasonable hours, and parents are informed.

Students are required to hand in work following their lessons, whether live or recorded. This forms the basis of the daily compliance tracking.

Teachers also use a range of strategies to evaluate engagement. This may include quizzes at the end of a lesson or the use of other tools such as Office 365's Forms to gauge progress through an online plenary.

Daily reporting of compliance with work via HODs and HOYs.

Parents will be contacted by pastoral staff regarding concerns about compliance, engagement, and work completion.

Where necessary, students who have not complied or engaged with work will be detained in school (upon our return) to catch up on missed work.

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:

- Self-assessment, with mark schemes provided at the end of a lesson or at the start of the next one for pupils to evaluate their performance.
- In live lessons, teachers may go through specific tasks 'in class', with pupils marking them much as they would were they in school.
- Formal written feedback from staff in line with existing departmental policies, delivered mostly by Showmyhomework's task messaging function and Office 365. In some cases, scanned copies of corrected work may be emailed to pupils. Tasks that are preparation or consolidation for a longer piece of work or an assessment will not necessarily be marked.
- Whole-class verbal and written feedback. This may be sent via Showmyhomework or Office 365 in written format or recorded as MP3, MP4 or a Stream.
- Online marking from digital platforms. For example, Mymaths and the Showmyhomework quiz function give pupils an immediate score, allowing them to determine strengths and weaknesses and respond accordingly.
- Marking of assessments, tests, etc

We will deploy all of these approaches in marking work and providing feedback. Students can expect feedback using one or more of these methods twice weekly

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 EHCP will be offered one-to-one support with their learning in school.

Where this offer is not taken, the linked LSA will offer virtual support and differentiate work accordingly; LSAs are in three times a week to ensure contact with those pupils who require more support to check in with them and to ensure that they can access their learning, providing them with supplementary resources as necessary.

Departments and subject teachers will differentiate work accordingly to ensure access for all SEND students.

A risk assessment will be made on all ECHP students as to their suitability to work at home – where the assessment determines they would be better in school, they will be asked to attend.

The SENCO coordinates the above activities and also liaises with families on a weekly basis to ensure students are able to access and engage with work.

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?

Students who are self-isolating when the school is operating normally will be set work on the usual learning platform – Showmyhomework. The work set will match the work covered by those students who are in school. Details for submission of the work will be given by the teacher setting the work. Depending on when the school is notified or when the self-isolation commences, work may be set from the first full day following the pupil's absence from school.

What wider pastoral support is available during period of remote learning?

We will continue to offer pastoral support to all students. Phone calls are made weekly, by either HOY, Form Tutor or Senior Staff to check students' well-being and progress.

Praise cards, to acknowledge work and achievement, will be sent out on a weekly basis.

The learning mentor remains in place and will offer telephone support as well as being in school to work with individual students.

External counselling services e.g. the Young Concern Trust (YCT) will continue to offer counselling services via telephone appointment.

The existing safeguarding and Child Protection policies still apply and any issues will be referred to external agencies as required.