

A Parents' Guide to LJS Remote Education

This guide should be read in conjunction with the school's Remote Learning Policy.

Remote education provision: information for parents

The summary information presented in this Parents' Guide is outlined fully in the school's Remote Learning Policy available [here](#).

The remote curriculum: what is taught to pupils at home?

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

Upon pupils being sent home, LJS will revert to the remote learning policy to provide immediate remote education. This programme involves live lessons in all subjects across a two-week timetable, together with time for your child to work independently on subject specific work that will be set in the live lessons and/or emailed to them. Live lessons are band or class specific lessons. Your child will also have contact from their Form Tutor at least once every 2 weeks. Our pastoral 'Votes for Schools' programme will continue to be provided once a week for all students. To support this offer, we have revised the timings of our school day to support your child to learn from home as effectively as they possibly can. Screen breaks are built into daily programmes for every child. Year group specific timetables are available on the school website.

KS3 Remote Education Offer:

Live Lesson Distribution		Subject Specific Study Period
Week 1	Week 2	
English Maths Science MFL PE History Computing Art Drama	English Maths Science MFL PE Geography RE Music Design and Technology	<p>These are allocated periods where students are provided with subject specific tasks to complete.</p> <p>These tasks will be either:</p> <ul style="list-style-type: none">• follow up work as explained in live lesson• further recorded teaching e.g. narrated PPT/Oak National• a weekly key task to check student progress

KS4 Remote Education Offer:

- Live Lessons are offered in all subjects as scheduled in the year group specific remote timetable. Your child is expected to spend a minimum of 2.5hrs per subject per week. This time allocation is inclusive of live teaching and additional remote learning that will be set and emailed to students.

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?

Yes - your child will be taught the same curriculum remotely as we do 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 pupils broadly the following number of hours each day:

Key Stage 3 and 4: 5 hours per day

Accessing remote education

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

- All remote education will be delivered via the Office 365 Platform. All live lessons will take place via Microsoft Teams.
- The Live Lesson Protocol is available in the Remote Learning Policy and must be adhered to by students when engaging with live lessons.
- Any communication with regard to remote learning will be via your child's school email account and Microsoft Teams.

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

- Your child can access support if they do not have a device at home e.g. laptop/ iPad/ mobile phone on which to access the remote learning successfully. Please contact Mrs Doyle (Assistant Headteacher) at school.
- The Government have launched a scheme to temporarily increase data allowances. This is to assist students in accessing their remote education now that their face-to-face education has been disrupted. As a school we can request mobile data increases for students who meet the following criteria; do not have fixed broadband at home, cannot afford additional data for their devices and/or are experiencing disruption to their face-to-face education. Again, please contact Mrs Doyle at school to discuss this support.
- Students are expected to have access to the internet whilst at home; the school recognises that many families may not have home printers and will therefore set work with this in mind. This means that we will not expect the printing of material.

How will my child be taught remotely?

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

- live teaching (online lessons)
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- narrated PowerPoints created by class teachers.
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- subject specific study work that will be emailed to students in a set explanatory template.

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?

Expectations for pupils' engagement with remote education

- We expect your child to attend all live lessons at their scheduled times; attendance at live lessons will be closely monitored and pastoral staff will contact home. However, all live lessons are recorded and can be viewed at another appropriate time. If your child is unable to attend a live lesson, please email office@laurencejackson.org so this non-attendance can be logged.
- We expect your child to follow the scheduled programme for their year group which outlines live lessons and subject specific study periods.

Expectations of parental support

We expect all parents/carers to:

- provide support at home with establishing the daily and weekly routine to support their child's remote learning timetable.
- study the live lesson protocol and ensure their child meets the expectations outlined to students as part of this protocol.
- contact school if they have engagement concerns about their child. Specific subject concerns should be addressed to your child's teacher. For more general concerns please contact Mrs Crawford (Assistant Headteacher i/c Teaching and Learning).

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

1. Class teachers will ensure students who meet/exceed expectations receive achievement points in Class Charts.
2. Class teachers will email students who have not completed key tasks. If no response is received from a student, the class teacher will then log '**No evidence of remote learning**' in Class Charts to notify parents/carers
3. If there are concerns about the quality of tasks submitted and thus progress concerns, the class teacher will contact students via email to offer support, ascertain what issues are, what the student is struggling with. If there is no response or there are still concerns a '**Remote Progress Concerns**' in Class Charts will be issued to notify parents/carers
4. Year Managers will review these overall ClassCharts notifications and will discuss as part of their fortnightly phone calls home.
5. If there are continued concerns, the class teacher will speak to their Subject Leader regarding progress/engagement concerns. Subject Leaders will then liaise with Year Managers if concerns persist.

As outlined previously, your child's attendance at live lessons is monitored and held centrally. Year Managers will follow up on any lessons missed during their fortnightly phone calls. If your child cannot attend a live session due to unavoidable circumstances, they have been told to email office@laurencejackson.org.

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:

- Teachers are responsible for providing constructive feedback to your child in a timely manner during the remote learning period.
- Subject Leaders are responsible for overseeing the type and regularity of feedback, and will liaise with SLT to ensure consistency.
- During live lessons, the chat function will be used as a communication channel between teachers and students. The assigned live lesson supporting teacher can provide ongoing feedback and support to students during the lesson
- Whole class feedback will be used to support the process of remote feedback to students to highlight common misconceptions with the subsequent use of starter tasks as modelled answers narrated by the teacher.
- Your child should continue to use the green pen policy to improve work at home based on feedback.
- Low stakes assessments and quizzes will be used to continually revisit core knowledge. The functionality in Microsoft Forms allows Multiple Choice Questions (MCQ) to be created with immediate feedback to your child.

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:

- Upon a period of school closure, the AHT (SENDCO) communicates with all EHCP students/parents to encourage attendance at school and outline SEND arrangements to support a student's remote learning.
- EHCP and some SEND K student are assigned LSAs to support them with remote learning during school closure periods where appropriate.
- LSAs are assigned to attend all live lessons with daily virtual drop ins then available to students with accessing live lesson content and follow up work.
- LSAs are provided with lesson resources and are copied in to all emails sent to students so they can support your child at home.
- EHCP/Nurture face to face sessions are provided twice weekly to support students.
- A bespoke Nurture Programme for remote learning is offered to specific students led by their teachers and supported by assigned LSAs.

Remote education for self-isolating pupils.

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

LJS will revert to the blended learning model as outlined on page 12 of the school's Remote Learning Policy.