# Our Remote Education Provision
# A Guide for Families

# Contents

# A message from our Deputy Headteacher

Dear Parent / Carer,

**Our Remote Education provision**

Since March 2020, we have worked hard as a school community to ensure continuity of learning for our students – whether that be over lockdown, or upon schools reopening in September 2020. The education and well-being of our students is paramount and we believe that a strong and structured Remote Education provision is key to looking after our young people when they cannot be in school.

To ensure that you have all of the information you need in one central location we have put together a Remote Education webpage which you can access here: https://www.beckfoot.org/students-learning/teaching-and-learning/remote-education/

We have also summarised the information in this guide. It has been written to ensure you all have the clarity you require so we can minimise any disruption to our students' learning and provide bespoke support to them and you, their families, as and when needed. It is regularly updated as our provision develops.

Our aim is for all students to be able to access provision that is of the same time duration as that which they would receive in school. We also want to ensure, as far as possible, that students are studying the same curriculum. This is why, as a school, we have invested so heavily into our My Learning Resources platform. In the event of bubble or school closures, we have also built provision which maximises opportunities for instruction from our staff and contact with teachers via live lessons using Microsoft Teams.

On both our Remote Education webpage, and within this guide, you will also find advice regarding how we can look after our young people's mental health and well-being. We recognise that these times can be full of change and uncertainty and want to ensure we are supporting our students and their families and also sign-posting the additional services available to them.

I hope you find our webpage / this Guide useful. Please do not hesitate to get in touch should you have any questions or feedback.

We thank you for your ongoing support.
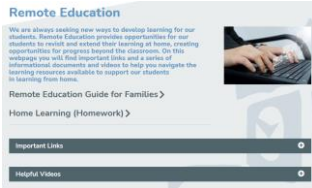

Warm regards,

Nikki Sullivan

Deputy Headteacher

# A Summary of our Remote Education provision

| Scenario | Provision (KS3: Year 7, 8 & 9; KS4: Year 10 & 11; KS5: Year 12 & 13) |
|---|---|
| 1. **Short-term absences**<br>Where a student:<br>• Has symptoms and is self-isolating awaiting a test/results. | Lesson resources are available via our 'My Learning Resources' webpage. |
| 2. **Long-term absences**<br>Where a student is:<br>• In quarantine following a holiday.<br>• At home self-isolating following a positive test.<br>• At home as a result of medical condition. | Lesson resources are available via our 'My Learning Resources' webpage. |
| 3. **Bubble closure / Partial lockdown**<br>Where a class or year group has been advised to self-isolate. | Access live lessons via Microsoft Teams which will be dual-streamed from school.<br>Lesson resources are also available via our 'My Learning Resources' webpage. |
| 4. **Full lockdown**<br>Where a school is temporarily closed due to either a local or national lockdown. | We would intend to deliver a full timetable of live lessons over Microsoft Teams. Lessons may be shortened from 1 hour to 50 minutes in order to enable students a break between lessons. 5 hours' worth of learning will still be provided through students' 5 lessons a day, tutor time and the usual setting of Home Learning (homework) Assignments. Where deemed appropriate, we may remove tutor time sessions on a Tuesday and a Thursday in order to support our staff and students in having time away from their screens.<br>Were this not to be possible, a bespoke timetable would be delivered to simplify the lesson structure for students, particularly at KS3. Provision would still match 5 hours' worth of learning a day plus tutor time for KS3 and KS4. Similarly, KS5 learners can expect learning provision in line with their usual number of lesson hours. This provision would combine live lessons over Microsoft Teams with Teams Assignments to ensure students could benefit from both teacher exposition and the opportunity for practice.<br>Lesson resources are also available via our 'My Learning Resources' webpage. |
| Should a teacher be absent from school and unable to deliver a live lesson from home then, in most cases, the cover teacher will not deliver a live lesson / dual-stream. Work will be set either via the 'My Learning Resources' webpage or via a Teams Assignment. In the case of a full lockdown, all cover work will be set via a Teams Assignment for all year groups. ||

# Important Links

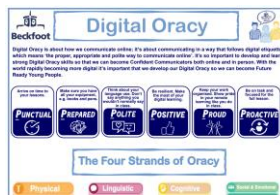| | |
|---|---|
|  To go to our webpage which summarises our Remote Education provision, click the picture above or this link: https://www.beckfoot.org/students-learning/teaching-and-learning/remote-education/ |  To access Microsoft Teams, click the picture above or this link: https://teams.microsoft.com/_#/school//?ctx=teamsGrid |
|  To access 'My Learning Resources', click the picture above or this link: https://becbd.sharepoint.com/sites/beckfootlearners2020 |  To access our page detailing how our KS4 students can utilise GCSE Pod, click the picture above or this link: https://www.beckfoot.org/students-learning/teaching-and-learning/gcsepod/ |
|  To access Oak National Academy for a range of online lessons, click the picture above or this link: https://www.thenational.academy/ |  To access a resource about how we can support student well-being whilst learning at home, click the picture above or this link and select 'Top Tips & Your Wellbeing' from the drop-down menu: https://www.beckfoot.org/students-learning/teaching-and-learning/remote-education/ |
|  To access our Digital Oracy poster, click the picture above or this link and select 'Digital Oracy' from the drop-down menu: https://www.beckfoot.org/students-learning/teaching-and-learning/remote-education/ |  For more information on Home Learning (Homework), click the picture above or this link: https://www.beckfoot.org/students-learning/teaching-and-learning/home-learning/ |
|  To watch our video which summarises how to access live lessons, click the picture above or this link: https://youtu.be/c3y7okDJ3-w |  To watch our video which summarises how to utilise 'My Learning Resources', click the picture above or this link: https://www.youtube.com/watch?v=dS_y6_OaxSg |

# Frequently Asked Questions

**"In the event of a bubble closure or partial / full school closure, what should my child expect from immediate Remote Education on the first day of being sent home?"**

If your child is sent home from school due to a bubble closure or partial / full school closure, they will receive the following learning for this first day:

KS3: Live lessons will begin as soon as possible and no later than the next school day. A Teams Assignment for each missed lesson will be provided for students where needed on this first day.

KS4 and KS5: Students can join dual-streamed live lessons as soon as they get home.

**"Following the first day of Remote Education, will my child be taught broadly the same curriculum as they would if they were in school?"**

Whether your child is accessing live lessons, or utilising our 'My Learning Resources' webpage, the curriculum matches that which is taught in school.

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

We expect that Remote Education will take students the same amount of time as if they were in school.

For KS3 and KS4 students, this will be 5 hours of learning a day, plus additional time for their usual Home Learning (homework).

For KS5 students, the number of hours learning per day will depend on their timetable but would normally include, on an average day, 3 hours of lessons and 3 hours of additional Home Learning and independent study.

**"How will my child access any online Remote Education you are providing?"**

Live lessons and Home Learning (homework) are shared via Microsoft Teams. Our 'My Learning Resources' page can be accessed via the school website. Please use the links in the table on the previous page for more information.

**"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. Where a child is unable to attend school, we can provide a laptop for them to use should they not have access at home. This laptop will need to returned once your child returns to school. We can also arrange for a Wi-Fi dongle to be issued where needed. For both of these items, a loan agreement would need to be signed. Should your child still have issues with accessing their Remote Education using computers / laptops / tablets etc., please get in touch with school in order that we can look to provide appropriate paper copy learning resources for your child to use.

**"What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?"**

Staff can expect students learning remotely to:

- Utilise the My Learning Resources site to complete work at home.
- Attend live lessons, demonstrating the 6 Ps as they would do in school.
- For live lessons, keep their cameras off at all times and use the microphone and chat appropriately – in nearly all cases, only when specifically instructed to do so by their teacher.
- Complete Remote Education work and meet any deadlines set.
- Seek help if they need it, from their subject teacher, Pastoral Team or Nikki Sullivan.

Staff can expect parents / carers with children learning remotely to:

- Communicate with school should their child become sick or otherwise cannot complete work.
- Seek help if they need it, from their child's subject teacher, Pastoral Team or Nikki Sullivan.
- Raise any concerns or give feedback in a respectful manner.

**"How will you check whether my child is engaging with their work and how will I be informed if there are concerns?" and "How will you assess my child's work and progress?"**

When a student is absent from school, they would be expected to bring back in the work that they have completed from home and, where necessary / possible, merge it in with their work completed in school.

As with when students are in school, it is not effective for teachers to mark / feedback on every piece of work. As per usual school policy, Progress Points will be used to diagnose learning and provide feedback, mostly using whole class feedback sheets and subsequent re-teaching. Teachers will ensure that these are submitted at the point of assessment from absent students either via email or a Microsoft Teams assignment. Usual timelines for feedback are expected and therefore feedback from a Progress Point will usually take place the week after the assessment has taken place.

In addition, Home Learning Assignments set via Microsoft Teams are still expected to be completed by absent students. This provides an additional opportunity to check upon the engagement of students and their learning. 'P' codes cannot be issued for absent students so any concerns around completion will be reported via the SIMS register – see details below. In addition, the teacher can contact home directly should they wish to do so.

Where there is a bubble closure or partial lockdown and live lessons are being delivered or lessons are being dual-streamed, the teacher will add a comment regarding a students' participation in order that this information can be collated and reviewed by the Support and Challenge Team.

These three codes are:

1) No concerns over attendance or participation

2) The student attended the live lesson (where relevant) but there are concerns around submission of work, e.g. did not complete the Home Learning assignment or submit a Progress Point.

3) The student did not attend the live lesson.

Any concerns regarding a student's behaviour in a live lesson or over ICT communication, e.g. inappropriate language or inappropriate use of chat, would be reported by the teacher to the relevant Head of Year or Pastoral Manager who will contact home and ensure the appropriate sanction is put in place, as per PLS.

Heads of Year and Pastoral Managers will call students who cannot attend school once a week in order to speak to the child and support their well-being, and also to update parents / carers regarding participation as per the above.

## 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 / carers to support those students.

Students who we believe may find Remote Education difficult have had a one-to-one discussion with Mike Barnes (our SENCo) or a member of the SEND team. Where appropriate, students have been provided with a workbook for English, Maths and Science. Mike Barnes or a member of the SEND team will be in touch with students who we feel may find Remote Education a challenge as soon as they are unable to attend school. This contact will support the child and their family by going over the Remote Education options available (live lessons, 'My Learning Resources' or paper-based learning resources) and determining which mode of Remote Education is best for the student and any additional support that may be needed.

## "My KS3 child has to isolate but their class is still in school. What will their provision look like?"

Students who are learning at home when there is not a bubble closure or partial / full school closure can utilise the My Learning Resources site in order to access lesson and learning resources, following their normal timetable.

## "I am worried about my child's well-being. What support is available?"

We have a dedicated webpage that discusses the support available to our school community. You can access that webpage here: https://www.beckfoot.org/students-learning/mental-health-and-wellbeing1/ Should you have any questions, please get in touch with your child's Head of Year or Pastoral Manager.

# Key Contacts

If families have any questions or queries about Remote Education, they should contact the following members of Beckfoot staff:

**"My child is stuck on some work"**
You or your child can email the relevant subject teacher

**"My child does not have access to a computer"**
Please contact Emily Wintersgill, PA to Leadership Team, on becejw@beckfoot.org

**"My child has a question about behaviour in a live lesson" or "My child is struggling with their well-being whilst working from home"**
You or your child can contact the relevant Head of Year or Pastoral Manager

**"My child has additional needs and is struggling to access Remote Education"**
Please contact Mike Barnes, our SENCo, on becmgb@beckfoot.org

**"I have a question about Home Learning (Homework)"**
Please contact Kelly Heaton, Assistant Headteacher, on beckmh@beckfoot.org

**"I have a question about live lessons or 'My Learning Resources' "**
Please contact Nikki Sullivan, Deputy Headteacher, on becnls@beckfoot.org

Simon Wade
Headteacher
becsww@beckfoot.org

Darren Cooley
Deputy Headteacher
becdpc@beckfoot.org

Alex Denham
Deputy Headteacher
becacd@beckfoot.org

Nikki Sullivan
Deputy Headteacher
becnls@beckfoot.org

Frances Wade
Assistant Headteacher
becfrw@beckfoot.org

Thomas Darling
Assistant Headteacher
becttd@beckfoot.org

Kelly Heaton
Assistant Headteacher
beckmh@beckfoot.org

Glenn Wright, Faculty
Leader: Post-16
becgdw@beckfoot.org

**PA to the Headteacher and Leadership Team:**
Emily Wintersgill, becejw@beckfoot.org

**SENCo:**
Mike Barnes, becmgb@beckfoot.org

**Support and Challenge Team:**

| Year | Head of Year | Email | Pastoral Manager | Email |
|------|-------------|-------|-----------------|-------|
| 7 | Laura Keller-Bradbury | beclkb@beckfoot.org | Andrew White | becaew@beckfoot.org |
| 8 | Nicola Dobson | becndd@beckfoot.org | Junaid Khan | becmuc@beckfoot.org |
| 9 | Stuart Heaviside | becsth@beckfoot.org | Manni Mehmood | beccx20@beckfoot.org |
| 10 | Sophie Mallinson-Powell | becsmp@beckfoot.org | Vinnie Verna | tempstaff3@beckfoot.org |
| 11 | Louise Powell | beclcp@beckfoot.org | Monique Harris | becmoh@beckfoot.org |
| 12, 13 | Loretta Marklew | becldm@beckfoot.org | Jackie Smith | becjjs@beckfoot.org |

**Faculty Leaders:**

| Subject | Faculty Leader | Email |
|---------|---------------|-------|
| Creativity | Matthew Stimpson | becmus@beckfoot.org |
| English | Julia Ratahi | becjhr@beckfoot.org |
| Humanities | Aieshah Ickringill | becahh@beckfoot.org |
| Maths | Holly Mclean | bechlm@beckfoot.org |
| MFL | Juliet Simpson | becjus@beckfot.org |
| PE | Suzanne Lancashire | becsll@beckfoot.org |
| Science | Andrew Brown | becaxb@beckfoot.org |

# How we contact you

Whenever we need to contact a parent / carer, we will use the official parent/carer contact we have on our school computer system; therefore it is extremely important you keep this information up-to-date.

We ask that all parents / carers download the MyEd app. This is the method we use to send all letters and correspondence home to families.