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 where national or 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?

- Work will be set on Class Charts daily. Students should log in to Class Charts each day and work through the activities that have been set for that specific day.

- Where possible, live lessons via Microsoft Teams will be arranged, and students will receive an invite to their email address. These will appear on student's email calendar, so this needs to be checked daily.

- A weekly assembly will be planned via Teams.

- Students can contact teachers through their school email if they have any questions.

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 will teach the same curriculum remotely as we do in school wherever possible and appropriate. Some of the context and examples may differ, but the coverage of the curriculum will be consistent with that delivered in school.

- At times we make some adaptations in subjects to the sequencing of topics to ensure students have an optimum learning experience. For example, some topics are significantly enhanced through the use of practical equipment that is in school, therefore we have moved these topics so they are covered when we return to school.

- If you have any questions regarding the sequencing of learning, please contact the relevant class teacher.

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:

- Students should spend at least 5-6 hours; this reflects the school day with additional time for revision and homework.

Accessing remote education

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

- Students access the work set through Class Charts. Please email admin@todhigh.co.uk if you have any issues logging in. Class Charts can be accessed through a browser (https://www.classcharts.com/) or the Class Charts app.

- Students will receive invitations to live lessons through their Office 365 email account. If a student has any issues with their login details they should contact m.anderton@todhigh.co.uk. School email can be accessed through a browser (https://outlook.office.com/) or through the Outlook app.

- Live lessons will take place through Microsoft Teams and this is best accessed through the Teams app. The app can be downloaded to computers, tablets or phones.

- If students do not have access to Word, Power Point or Excel, these can be accessed through their Office 365 account. They can either use the online version or download a copy.

- If you are having ICT issues, please contact m.anderton@todhigh.co.uk.

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:

- If you are struggling for a laptop or device to access the remote learning, please contact m.anderton@todhigh.co.uk and/or your child's Learning Manager.

- If you are struggling with internet connection at home, please contact m.anderton@todhigh.co.uk and/or your child's Learning Manager.

- If you cannot make contact by email, please call the school on (01706) 813558 and leave details of your requirements so we can get back to you.

- If printed resources or further support are required, these should be requested via the Learning Manager for that student. We will do everything in our power to fully support all our students during this challenging time.

- All completed work will need to be kept and brought back into school when the period of self-isolation or closure has been completed. This will then be stuck into their books.

How will my child be taught remotely?

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

- Work uploaded to Class Charts. This might be a PDF, Power Point, or Word document.

- Teaching live lessons through Teams (online lessons). These are also recorded for students who are unable to access at the time. These recordings are available for two weeks following the lessons.

- Pre-recorded teaching videos by the teachers in school.

- Commercially available websites supporting the teaching of specific subjects or areas, such as SENECA, Sparks, Oak National or Padlet.

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?

- Work will be set on ClassCharts on a daily basis. Students should logon to ClassCharts daily and work through the activities that have been set for that specific day.

- Please check your child's Class Charts at the end of the day and discuss the points that have been awarded.

- All students are expected to attend their live lessons and complete the work set. If a student is unwell, parents should contact school by phone call or by emailing attendance@todhigh.co.uk

- We understand that parents are often still working and we are aware that this may cause challenges. Where possible, we ask you to ensure students are up, dressed and fed in time for an 8:45am start to allow them to access their learning.

- If you find that the work is taking your child a lot longer than expected to complete, then please try not to worry. Encourage your child to find a sensible place to stop after spending approximately an hour and a half on any piece of work and let their teacher know it is taking a long time to complete. Not every student will complete every single element of each task.

- Students will be provided with feedback on the work they complete through Assignments on Teams and through their live Teams lessons.

- Use the student and parent help guide on the website to help troubleshoot any issues.

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

- When students complete their work and attend their live lessons, they are rewarded with Class Charts points.

- Student engagement will be initially be monitored through their use of ClassCharts, a report will be run at 12pm daily. A notification will be provided via ClassCharts for those students who haven't logged on.

- If a student misses a live lesson on Teams, or does not submit a required piece of work, then teachers will record this on our school system. Learning Managers will contact parents, initially this will be via a note on Class Charts and with a follow up phone call to support where necessary.

- As a school, we monitor every student's engagement with Class Charts and their school email and parents and carers will be contacted via phone if a student is not engaging.

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:

Assessment varies between subjects. The following are examples of what we currently use:

- Feedback during live Teams lessons;

- Emailing specific pieces of work or photos of work;

- Completing quizzes/surveys on Microsoft Forms;

- Using the Class Notebook on Teams;

- Using the Assignment tool on Teams;

- Online quizzes such as Kahoot;

- Self and peer assessment;

- Self-marking websites such as Sparks and SENECA;

- Collaborative learning tools such as Padlet.

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:

- The SEND team have reviewed the current capacity of all students with SEND to access remote education. Support has been put in as required for students, including adapted work, additional support sessions and personalised work where appropriate.

- If students are struggling with any aspect of their learning or finding the work too easy, they should email their teacher in the first instance.

- Please contact our SENCO Mrs Pitchforth on j.pitchforth@todhigh.co.uk if you have any further questions.

Remote education for self-isolating students

Where individual students 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 students 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 will have a phone call on the first day of absence to ensure they have accessed the work and that they are ok. On subsequent days students will have an email or a phone call that they will need to respond to.

- Work will be set via email, students must logon to their school email on a daily basis to check and download their work. This will be set at a minimum frequency of once per week.

- Students should follow their usual school timetable, completing the work in hour blocks.

- Where appropriate, teachers may 'live stream' their lessons for students at home to join and participate, this is most likely to occur in KS4. Students will receive invites via Teams when this is planned, students are expected to attend these sessions.

- Evidence of all completed work should be emailed to their classroom teacher at least weekly.