Remote Education Parent and Carer Support Guide

At Oakmoor School, our entire staff team are passionate about and work hard to ensure that every student has the very best education possible. We believe that by continuing to work in close partnership with our students, parents and carers, we have a remote education plan that will continue to provide opportunities for all of our students to excel in their education.

Remote education provision: information for parents and carers

Each school in The University of Chichester Academy Trust follows a Remote Learning Policy which you can find on our website. This is a summary of that policy for parents.

We aim to provide high-quality remote education for children both in and out of school.

- Children's learning involves electronic and online media as well as face-to-face teaching. It can take place in and/or out of school

- Instructional content can be delivered online from another place. This could be a teacher in another class or who is at home self-isolating

- Learning can be carried out without physical attendance by the pupil and/or teacher using technology

This document focuses on provision your child may have to access because they are:

- Self-isolating following close-contact with an infected individual

- Self-isolating because they have symptoms of COVID-19 and/or have tested positive but are well enough to undertake school work

- Not able to attend school because of an unplanned closure (snow, technical issues, staff illness)

- School closure due to a national lockdown

What should my child expect from immediate remote education in the first day or two?

- Students are expected to follow their normal daily timetable
- Lesson detail will be uploaded on Satchel One – SMHW, so that students are aware of what they are expected to do for each lesson. This can include the different forms of learning (live lessons on Teams, Independent work set on Satchel One – SMHW, Staff created YouTube videos to support learning)

What curriculum will my child be following?

- All subjects will provide online learning to support delivery of their curriculum. This will be in a variety of forms according to the nature of the subject or the content being covered. Details will be posted on Satchel One – SMHW

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 5 hours each day:

Accessing remote education

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

You should be familiar with the platform we use to provide our remote curriculum. If you aren't, do make sure you get the details of how to access it before you may need it. If you need support with this, please contact our school office or your child's Mentor:

Satchel One – SMHW

Microsoft Teams

YouTube – Our Oakmoor YouTube Channel

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

Wherever possible, we will endeavour to supply IT equipment including internet connection for families where their lack of access is a barrier to learning. If more appropriate, printed materials will be provided. This is a decision for school leaders in line with national guidance.

We know lots of families do not have access to suitable devices or broadband. If this applies to you and we haven't helped you yet, do get in touch as we may be able to offer you support in the following ways:

Loan of Laptop.

Loan of a USB keyboard to use with PlayStation or Xbox.

When there is an internet failure, printed versions of the material can be provided for your child.

How will my child be taught remotely?

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

- Work and resources will be uploaded to Satchel One – SMHW

- Spellings tests and quizzes set through Satchel One – SMHW

- Live teaching (online lessons through Teams)

- Recorded lessons from our teachers uploaded to our YouTube Channel

- Materials on the internet for your child to access independently, for example videos, quizzes, articles or games.

- Printed material (where necessary)

- Revision guides, textbooks and reading books

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?

- Please read the letters that we send home. They will provide valuable information on Home Learning. All letters can be found on our website

- Set up your parent account for SMHW so that you are able to monitor the work set for your child

- Lessons will involve a mixture of work set on Satchel One - SMHW and Teams

- When your child has a live lesson on Teams, ensure that your child engages with their teacher and the learning taking place, as well as following the safeguarding procedure set out in our 'Remote Learning Guide'

- Stay in contact with us to ensure that we are able to work together to ensure the very best outcomes for your child. You should contact your child's mentor or the school office if you require any support

- If your child is too unwell to participate in online lessons, please ring the school absence line, otherwise they are expected to attend lessons and continue to complete the work set

- If your child is not able to access online lessons, in the first instance please contact us by phone. If your issue is related to technology you can email us on itservices@oakmoor.hants.sch.uk and someone will get back to you as soon as possible

- For live lessons, students' cameras must be switched off and microphones muted at the start of a lesson. Staff may ask for microphones to be unmuted to allow conversation with an individual

- Subscribe to our YouTube Channel to keep up to date with any videos that we post. These include support videos as well as videos that link to lessons

- If a problem occurs with your internet or devices, contact us so that we can support and inform staff that you have an issue. This will allow staff to know whether they should avoid chasing your child for their work

- Arrange a space in your home which gives your child the best possible chance of remaining attentive during learning activities

- Check the instructions for each day in advance, so your child is prepared for the activities

- Engage with the learning yourself if you are able, particularly taking time to read every day with your child

- Support your child's day to ensure they have regular breaks, fresh air, exercise and healthy snacks

- Keep an eye on your child's online activity so you can be assured they are safe and happy

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

- You are able to use Satchel One – SMHW to monitor how your child is engaging with their work through your parent account

- When a task is set that requires a student to submit a task/work, teaching staff will keep a register of all students' work submitted on Satchel One – SMHW. The teacher will first contact your child through SMHW to remind them. If the work is still not submitted then the teacher will inform your child's Mentor, who will be in contact with you

- Teaching staff will take a register of all students attending live Teams lessons. The teacher will inform your child's Mentor if they do not attend the lesson

- Your child's Mentor will be the point of contact for you whilst your child is working at home. They will contact with you to keep you informed of any concerns that teaching staff raise. We will then work together to support your child and ensure that we do all that we can to get them to engage with their learning

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:

- You will be kept informed on tasks that require work to be submitted on Satchel One – SMHW as staff will update their register to state whether work has been submitted or not. You can access this through your parent account

- Although it is not compulsory, teaching staff have an option of assessing work and grading it in line with our 'Attitude to Learning' assessment system. This will be in the form of a 1, 2, 3 or 4 grade linked to a piece of work and provides an indicator as to the effort that your child has put in to a task. Teachers can also add a comment to a piece of work

- Quizzes and spellings tests will provide an automatic % grade

- Staff will assess work at the appropriate points within their scheme of work. This may vary between departments

- In live lessons on Teams, teachers will use questions and answer sessions to assess student understanding. Students will be encourage to speak by unmuting their computer at these points, or by using the chat function

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 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:

- All teaching staff are aware of the differing needs of the children within their classes. Teachers carefully plan lessons and include differentiated tasks that they scaffold to support student understanding and progress

- We have positive and close working relationships with our parents and carers and this has never been more important that at this time. It is crucial that we continue to work closely to ensure that every child has every opportunity to progress whether they are at home or in school

- We carefully monitor student engagement and offer support to our most vulnerable students. During lockdown and where needed, some students have been invited to come in to school to be part of our on site provision

- Some TAs are linked to individual students who require additional 1 to 1 support. They will be in regular contact with students in their care to ensure that they are able to access the online learning and will support where it is required