Remote Education Provision at
The Sacred Heart Language College

This information is intended to provide clarity and transparency to pupils and parents about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

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.

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

Pupils are already familiar with accessing Show My Homework and their Microsoft Teams classroom, following the steps given in the training videos that they followed in the 2020 autumn term. The Headteacher writes to parents at the beginning of a period of remote learning. In this letter, parents are given a clear outline of our remote learning provision and our expectations of pupils.

A full audit to identify remote learning needs has been undertaken and updated since the first school closure. Pupils who may have difficulties accessing online learning have been identified, with measures put in place to ensure they can continue to work independently from home wherever possible.

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?

As far as possible, we teach the same curriculum remotely as we do in school. Our remote learning provision mirrors our normal timetable, including Pastoral Curriculum Time (PCT), assemblies, three lessons each day and homework.

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 same amount of time as the duration of each lesson:

- PCT: 30 minutes
- Normal lessons: 90 minutes

Homework will be set as normal, according to the published homework timetables, and will follow the established guidelines regarding the length of time each piece should take.

Accessing remote education

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

At The Sacred Heart Language College, the following online tools / digital platforms are used for the delivery and assessment of online remote learning:

- Microsoft Office 365 (Outlook email, Microsoft Forms, etc.);
- Microsoft Teams;
- The school's internal SharePoint site which serves as our Managed Learning Environment;
- Show My Homework.

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 pupils may not have suitable online access at home. We have taken the following approaches to support those pupils to access remote education:

- A full audit to identify remote learning needs has been undertaken and updated since the first school closure. Pupils who may have difficulties accessing online learning have been identified and, where possible, have been provided with laptops and devices to enable internet connection.
- Regular monitoring of pupils' engagement with online remote learning is being used to keep up to date in identifying any needs that arise subsequently.

How will my child be taught remotely?

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

- Live teaching via Microsoft Teams;
- Recorded teaching, including recordings produced by members of our staff, as well as other providers, e.g. Oak Academy;

- Learning materials, uploaded by the teacher into Teams / Show My Homework, for pupils to work on independently;
- Departmental resources curated and uploaded for the pupils on our internal SharePoint site;
- Printed paper packs produced by teachers for pupils who are not able to access the online learning provision or print resources.
- Access to ICT within the school building if required in discussion with the Director of Studies for your daughter's year group.

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?

Pupils should adhere to a daily routine and the normal length of their school day. We maintain high expectations regarding behaviours for learning:

- Switching on the camera in live lessons if possible so that the teacher can see them to check understanding.
- Microphone on mute to block out feedback and background noises unless needed as part of class discussion.
- Dressing appropriately for all lessons although this does not have to be school uniform.
- Completing and submitting all work as requested.

As parents you can support your daughter by:

- Ensuring that they have a quiet place to learn.
- Checking that they are on task at regular intervals.
- Ensuring that they take regular breaks, in line with the school timetable, to move around and have a break from screen time.
- Contacting your daughter's Director of Studies if you have any concern about their access or well-being.
- Monitoring and discussing with your daughter her daily work.

All live lessons are recorded by the teacher as part of our safeguarding protocols.

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

Pupil engagement with online learning will be monitored in a variety of ways, with parents being informed when concerns arise, for example:

- Teachers will take a register at the beginning of every live lesson, just as they would in school; the 'Participant List' generated by Teams will be used to confirm pupils' attendance;
- Using the 'Insights' tools within both Microsoft Teams and Show My Homework to monitor when pupils access specific learning materials;
- The completion and submission of classwork and homework will also provide evidence of a pupil's level of engagement;
- Teachers will undertake a quick check report on pupil engagement with remote learning, as a means of informing parents whether or not pupils are engaging as expected;
- Form tutors will maintain regular contact with their tutor groups through the PCT programme;
- Director of Studies will have an overview of their year group and will be in regular contact with specific pupils to check on their wellbeing and level of engagement.

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. We aim to continue to provide feedback to the pupils according to our school policy. While working remotely this may include:

- Verbal feedback in live lessons;
- Written feedback on work submitted electronically via Teams Assignments, the Class Notebook within Teams or Show My Homework.

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 have a variety of approaches to ensure these pupils are supported while learning from home.

- The "Inclusion Classroom" model has been extended so that it operates within Microsoft Teams. This enables members of the Inclusion Department to act as point of contact for specific pupils and have a responsibility for supporting their engagement with online learning.
- Weekly phone calls home are made to check on the pupils' learning and welfare.
- The Inclusion Department work closely with subject teachers to support planning and producing learning resources for SEND pupils.

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?

There should be little difference between the provision for individuals or small groups needing to self-isolate and what has already been outlined above. All of our classrooms are equipped with cameras and microphones to facilitate the live broadcast of in-school lessons. These will be scheduled and delivered within Microsoft Teams.

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