



## Remote Education Provision: Information for Parents

This information is intended to provide clarity and transparency to students and parents/carers 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 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 them being sent home?

Where possible students should follow their normal timetable. Student work will be set through Microsoft Teams and resources provided through Teams. All students need to have access to the internet and a working device. If you need support with access to technology then please do contact us for support [covid19@ringwood.hants.sch.uk](mailto:covid19@ringwood.hants.sch.uk)

### 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?

Students are taught the same curriculum as in school and they follow their usual school timetable.

Mid-Term Plans ensure a well-sequenced curriculum building knowledge and skills.

### 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 be in line with the school day and take children broadly the following number of hours each day:

<b>Key Stage 3</b>	Tutor Registration 8:40-9:00  6 lessons per day of 50 mins in length.
<b>Key Stage 4 and 5</b>	Tutor Registration 8:40-9:00  6 lessons per day of 50 mins in length.  Some additional home learning may be set

## Accessing remote education

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

Students will be accessing Microsoft Teams using their school login details (username and password). This platform can be accessed through the school website where there is a link at the top of the page. <https://www.ringwood.hants.sch.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 pupils to access remote education:

- As previously stated, you can contact the school through the [covid19@ringwood.hants.sch.uk](mailto:covid19@ringwood.hants.sch.uk) to request a device if needed. We can then organise collection of the devices on site. In extreme cases, we are able to deliver devices to a household. We are also able to provide a limited number of Wi-Fi dongles and the school is working to ensure the additional data allowances provided by mobile providers is made available.
- Students can complete their work on paper and they can take photos of work and submit these in to their teachers via Teams Assignments.
- During a period of School Closure students who cannot access online learning may be classed as vulnerable and therefore maybe eligible for a place in Emergency School provision.

### How will my child be taught remotely?

Through Microsoft Teams via a combination of live lessons and assignments.

Class teachers schedule live lessons via the Teams Calendar and set Assignments. Both of these post automatically into the Post Channel of each Class Team

Based on evidence, a variety of synchronous (live lessons) and asynchronous (Assignments and recorded videos) learning is most effective; this is the method we use.

Teachers will also use a variety of methods and resources within different subjects to support remote learning

- narrated PowerPoints produced by the teacher and uploaded to Teams for children to use as a resource
- scanned textbooks and links to reading resources through Teams.
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences (e.g. Seneca, Quizlet, TheEverlearner)
- Oak National Academy and BBC Bitesize resources to support curriculum content delivery

- Forms and quizzes to assess learning and understanding of new knowledge
- Breakout Rooms in Microsoft Teams to enable teachers to work with smaller groups to assess understanding and differentiate content.
- Curriculum Maps at KS3

## 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?

Parents should actively encourage their child to stick to a routine and their normal timetable. Parents can check their child's timetable using the SIMS Parent app or the student diary to guide them. Live lessons will also be added to the calendar in Teams so that students can easily see which lessons they need to join.

The remote learning page on the school website provides further support:

<https://www.ringwood.hants.sch.uk/academic-curriculum/student-remote-learning/>

This includes a 'Remote Ready Checklist' to help students manage their learning:

<https://www.ringwood.hants.sch.uk/wp-content/uploads/2021/01/Remote-Ready-Checklist-Jan-2021.pdf>

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

Students are encouraged to take the initiative and communicate with their teachers via Teams or email if they have any questions about the work set.

Teachers check engagement in tutor registration, live lessons and assignments on a daily basis using the Teams attendance function or their own registers.

Each week, the class teacher will record the engagement of students in live lessons and with the work set for each subject/topic delivered. The student will either be recorded as having '**fully**' engaged in the learning (they contribute to the lesson and submit all work), or '**partially**' engaged (they may attend the lesson but not contribute, or not consistently submit work). If a student does not engage at all, the teacher will follow a 3-step process for following up:

1. Send the **student** an **email** – this is a gentle prompt to check everything is ok and that the student has everything they need to be able to engage
2. Send the **parent/carer** an **email** – this step is reached if the student does not respond to the email sent to them and/or continues not to engage in that subject; the email will ask for the parent's/carer's support in helping the student engage
3. Make a **referral** to our pastoral **Guidance and Achievement (G&A) Team** – the Head of Year will check the engagement tracking sheet weekly and follow up on any G&A

referrals; this will usually involve an initial phone call to the parent/carer to discuss the situation and offer support. Support may include regular phone calls, TA support, emotional support or IT support; the support offered is dynamic and responsive to needs. This step is reached if the parent/carer does not respond to the email from the teacher.

**Our Remote Learning Support Tutor** supports students with general issues relating to Microsoft Teams and remote learning, liaising with students, parents and teachers, and can be contacted via email: [remotelearningsupport@ringwood.hants.sch.uk](mailto:remotelearningsupport@ringwood.hants.sch.uk)

## **How will you assess my child's work and progress?**

As when in school, a variety of methods are used to assess learning and progress:

- Students continue to be assessed through live lessons using various Formative Assessment strategies to check progress and identify gaps in learning. For example, the use of varied questioning, digital whiteboards, polls, verbal responses, written responses to questions via the Teams Chat, whole-class feedback, monitoring of the breakout rooms and the Teams Posts.
- Submitted work completed independently by students is assessed in line with departmental policy and students receive feedback in various ways such as independent feedback marked in Teams Assignments, forms and quizzes marked automatically via Microsoft Teams Forms and the sharing of common errors via whole class feedback.
- Students work can also be viewed via Student Files in Teams and the Teams Class Notebook.
- Where there are formal assessment weeks in the school calendar (Year 12 Exam Week for example) these formal assessments may proceed remotely, depending upon the circumstances. Special arrangements will be put in place for students undertaking supervised assessments, such as exams, remotely.

## **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 these students in the following ways:

- Differentiated work from the class teacher during live lessons
- TA support via scheduled Microsoft Teams meetings for students with an EHCP and some students who would ordinarily access SEND support in school
- Emotional support from our pastoral team via scheduled Microsoft Teams meeting

- Access to onsite Emergency School for students with EHCPs or students with SEND identified as needing face-to-face support

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

There will be very little difference.

Students are taught the same curriculum as in school and they continue to follow their usual school timetable. They will be taught through Microsoft Teams via a combination of live lessons and Assignments.

### **Live lessons**

- These will be streamed directly from the classroom at their usual lesson time
- The teacher will either calendar the lesson in Teams for a student to join at the usual lesson time or they will call directly during the lesson for the student to answer

### **Teams Assignments**

- This will be work set in Teams Assignments to be completed in their usual lesson time
- Teachers will communicate with students about the work set on a daily basis via Microsoft Teams posts

## **Advice and Guidance**

Remote learning page: <https://www.ringwood.hants.sch.uk/academic-curriculum/student-remote-learning/>

For help using Microsoft Teams: <https://www.ringwood.hants.sch.uk/academic-curriculum/student-remote-learning/>

Information for isolating students and live lesson protocols:  
<https://www.ringwood.hants.sch.uk/wp-content/uploads/2020/11/Remote-Learning-Info-for-Isolating-Students-Oct-2020.pdf>

Online Learning Etiquette:  
<https://www.ringwood.hants.sch.uk/wp-content/uploads/2020/04/Online-Learning-Etiquette.pdf>

## **Taking care of yourself**

Please remember that health and wellbeing is vital in being successful at online learning. Please support your child to:

- Sleep well and stick to a routine
- Take regular breaks and encourage exercise.
- Try to ensure that screen time is limited, especially on the run up to bed time
- Eat healthily and drink lots of water

Wellbeing tips for students : <https://www.ringwood.hants.sch.uk/wp-content/uploads/2021/01/Wellbeing-Tips-for-Students.pdf>

## **Contact Details**

Assistant Headteacher responsible for Remote Learning is Louise Wornell  
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