

# Remote education provision:

## Information for parents

This information is intended to provide clarity and transparency to pupils 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.

### 1. 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.

#### A) WHAT SHOULD MY CHILD EXPECT FROM IMMEDIATE REMOTE EDUCATION IN THE FIRST DAY OR TWO OF PUPILS BEING SENT HOME?

Once pupils have been sent home for self-isolation as part of a national / local lockdown or full bubble closure:

- Remote education will be available from the next working day following the closure via live lessons on Microsoft Teams delivered by the class teacher. See below for more information on how live lessons can be accessed.
- Students should complete an online register by 9am from the next working day available through Microsoft Teams (via their year group team).
- On the day of school closure (for example if a year group bubble closes at 10am), Essa Live can be accessed from home immediately to allow students access to their lessons for the remainder of that day until live lessons commence the next working day. See below for information about how to access Essa Live.
- The curriculum will seamlessly continue at home from 8.30am the next working day, with teachers delivering content live for approximately fifteen minutes of each lesson, followed by a period of independent study and a live plenary (lesson conclusion). See below for where the curriculum may be adapted.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

#### B) 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 teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects, for example, subjects which require specialist equipment or software to complete (GCSE PE, Food, Science, Graphics, Computing, Creative iMedia, Art, Music, Drama and Photography).

In the subjects where this is necessary, teachers will ensure that the curriculum is adapted in a way which still provides the best learning experience possible from home. For example, units may be moved around to cover theory content at home which is more accessible, ensuring the practical elements are then prioritised once students are back in the Academy building. However, teachers are constantly developing new ways to deliver practical lessons at home when needed:

- Some Science practical lessons may be streamed live online for students to watch from home.
- PE workouts may still be taught live online with a teacher delivering a virtual, practical PE lesson via Teams.
- Practical lessons in The Arts may still take place with creative use of materials and resources which students have access to.
- Teachers are finding alternative online resources which can be accessed for free, which provide a similar experience to software used in school (for example, pixlr.com as an alternative to Adobe Photoshop).


## 2. REMOTE TEACHING AND STUDY TIME EACH DAY

### A) 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 to five hours of remote education per day.

Students will follow their normal school timetable which can be accessed via their school planner, their calendar via Outlook or School Gateway.

The structure of the school day for remote learning is as follows:



**New timings of the day for Remote Learning at Home**

Active from 7<sup>th</sup> Jan 2021

Online Registration and Reading / Lexia 8.30am – 8.55am	
<b>Period 1</b>	9.00am – 9.55am
<b>Period 2</b>	10.00am – 10.55am
Break 10.55am - 11.10am	
<b>Period 3</b>	11.15am – 12.10pm
<b>Period 4</b>	12.15pm – 1.10pm
Lunch / 30 minutes of Daily Exercise / Reading 1.10pm – 2.00pm	
<b>Period 5</b>	2.05pm – 3.00pm

School day begins at **8.30am**


School day ends at **3.00pm**

All lessons are **55 minutes long** with a five-minute break between each to allow students and teachers to prepare for their next lesson.

If you have any issues accessing remote learning please remember to contact your Head of Year. We are all here to help.

All students should follow their **normal school timetable every day**. We have changed the timings of the day slightly to make it easier to follow and build in time for a morning break and lunch.

Students should make time for at least **30 minutes of reading** and **30 minutes of exercise** every day alongside their work.



### 3. ACCESSING REMOTE EDUCATION

#### A) WHICH PLATFORMS DO ESSA ACADEMY USE TO PROVIDE REMOTE LEARNING?

At Essa Academy we use Microsoft Teams to:

- Communicate with students
- Deliver live lessons and live form time sessions to students
- Post links to lesson resources and content
- Post assignments for students to complete

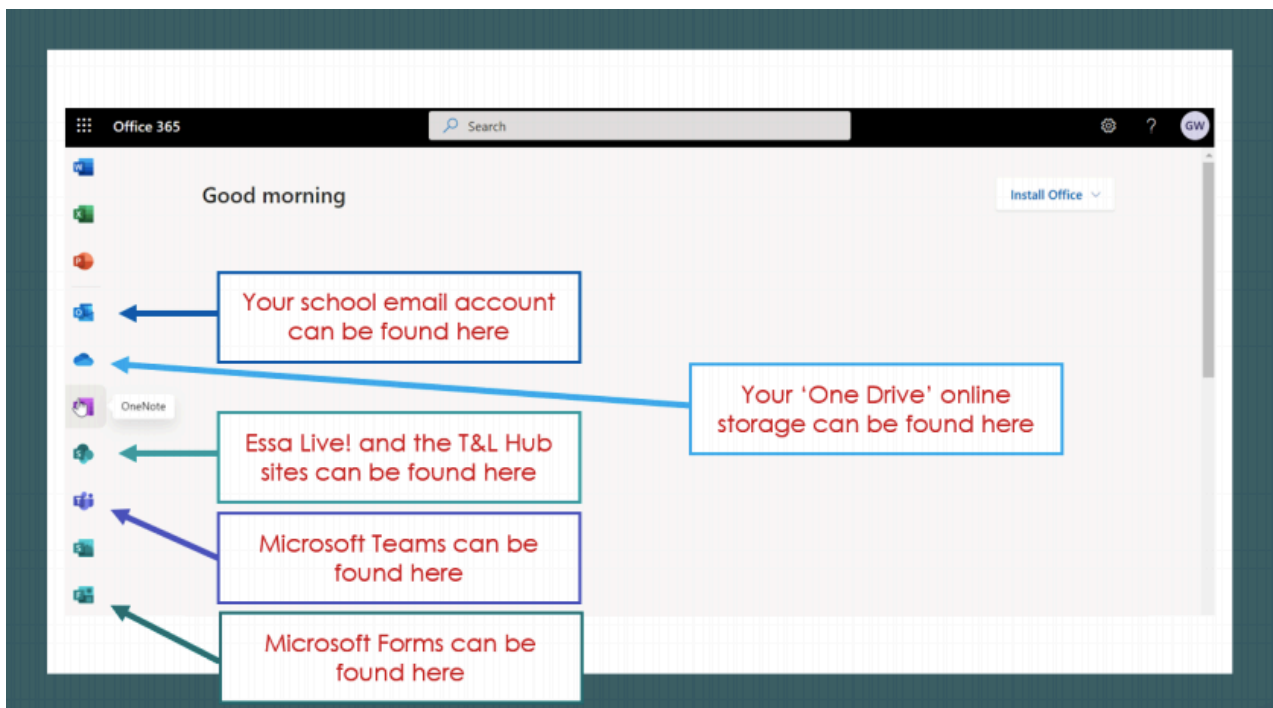
We also use our online learning platform Essa Live:

- We share our curriculum resources with students on Essa Live which can be accessed from anywhere in the world on any device
- Links to Essa Live lessons are shared with students via Microsoft Teams in each live lesson to signpost them to the correct resources, but students can also browse Essa Live independently at any time.

#### B) HOW WILL MY CHILD ACCESS ANY ONLINE REMOTE EDUCATION YOU ARE PROVIDING?

If using a laptop:

Visit **www.office.com** and click on 'Sign in'. Students use their school email address and password to access the Microsoft Dashboard. An overview of the Microsoft Dashboard can be seen below:



Students can also access Essa Live via the school website.

### **If using a mobile device:**

The vast majority of our students now have access to a laptop or computer at home. If a student needs to access their learning via a mobile device please see below.

- Go to the App Store or equivalent
- Download the app 'Microsoft Teams'
- Log in with student's email address and password

Students can access Essa Live on a mobile device via the school website or via School Gateway.

### **C) IF MY CHILD DOES NOT HAVE DIGITAL OR ONLINE ACCESS AT HOME, HOW WILL YOU SUPPORT THEM TO ACCESS REMOTE EDUCATION?**

Whilst the majority of our students now have access to remote education via a laptop or desktop computer, we recognise that some pupils may still not have suitable online access at home. We take the following approaches to support those pupils in accessing remote education:

If a student does not have access to a laptop or suitable device at home the parent should contact the student's Head of Year in the first instance, who serves as the gatekeeper for remote learning access:

<b>Year 7</b>	matthew.wood@efatrust.org	<b>Year 8</b>	emma.collier@efatrust.org
<b>Year 9</b>	reyanne.anderson@efatrust.org	<b>Year 10</b>	gemma.blackburn@efatrust.org
<b>Year 11</b>	imran.bhikha@efatrust.org		

The Head of Year will then do their best to meet the needs of the student and family wherever possible. Please note that the majority of laptops issued by the Government have now all been allocated, however if your circumstances have changed or you have yet to contact us regarding access to a device, please contact your Head of Year.

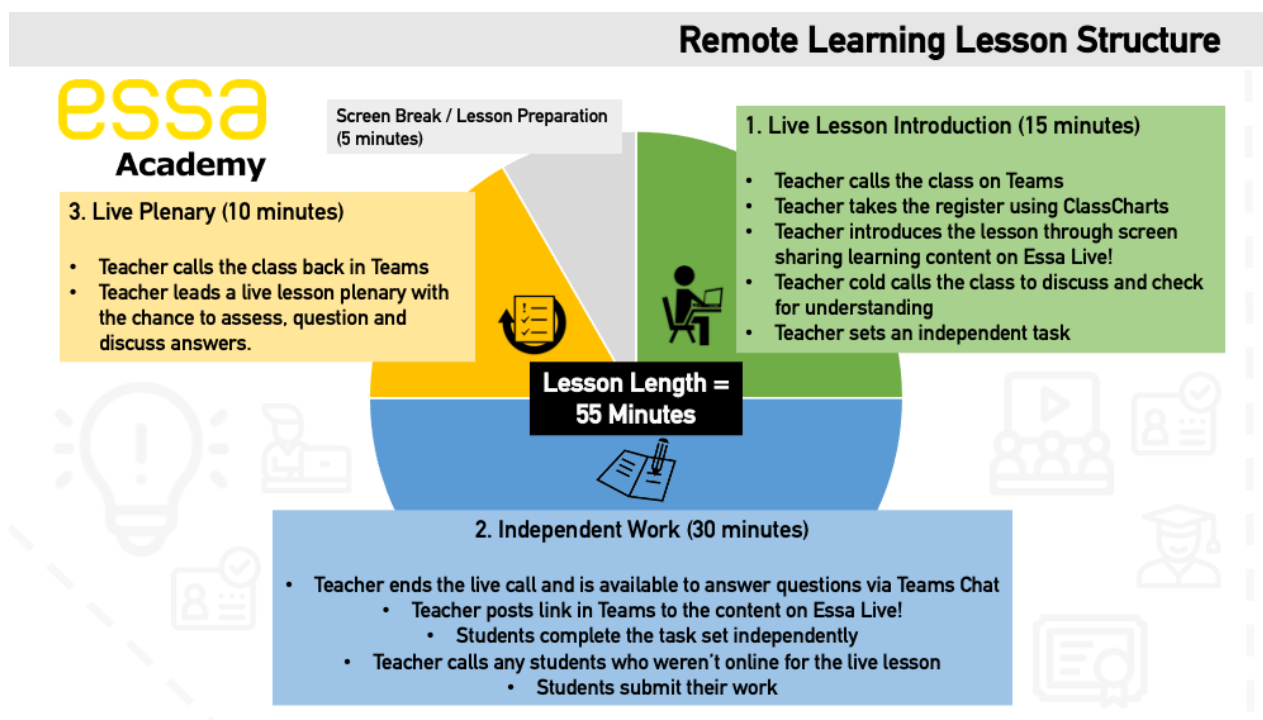
We have been able to provide (and continue to provide where possible) students with laptops, dongles and free internet access. Once a device has been allocated to you, you will be invited into the Academy to collect your child's device and receive a short training session on how to use the device. The parent / carer must sign to confirm receipt of the device.

### **Paper Packs**

Whilst our aim is to remove barriers to ensure all students can access their education online, we know that in a handful of incidences paper packs may be necessary. If you require a paper pack for remote education, please contact your Head of Year (information above) who will request and collate work to be sent home in paper form. Please only do this if absolutely necessary, as this option removes the integral 'live lesson' element to online learning and may not always follow the curriculum exactly.

## D) HOW WILL MY CHILD BE TAUGHT REMOTELY?

A typical lesson cycle for students to follow whilst working from home is as follows:



## 4. ENGAGEMENT AND FEEDBACK

### A) WHAT ARE YOUR EXPECTATIONS FOR MY CHILD'S ENGAGEMENT AND THE SUPPORT THAT WE AS PARENTS AND CARERS SHOULD PROVIDE AT HOME?

#### Expectations of students:

It is expected that students should:

- Log into Microsoft Teams by 8.30am every morning and complete their online register.
- Attend their morning form time session.
- Complete five live lessons every day following their school timetable.
- Submit work requested by their teacher on time.
- Communicate any issues with attending live lessons, submitting work or general concerns to their teachers and / or Head of Year (or member of the Wellbeing team) when necessary. We know that issues may arise when learning from home, so students should keep us informed of any issues so we can resolve them as soon as possible. Students can do this via the Chat area within Microsoft Teams.
- Take screen breaks regularly.
- Exercise and read regularly where possible.

### **Expectations of parents / carers:**

- Set routines to ensure students are able to complete their live lessons at the correct times throughout the day.
- Provide students with a quiet, suitable environment and device, where possible, to study.
- Contact the Academy if your child has any issues accessing remote learning.
- Contact the Academy if your child is ill following the usual protocol.
- Encourage students to take regular screen breaks, exercise and read wherever possible.

We do not expect parents and carers to support students with completing independent work set by the teachers. If you do wish to offer your support that is absolutely fine, however please ensure students complete the tasks independently so we are able to best monitor their understanding and progress.

### **B) HOW WILL YOU CHECK WHETHER MY CHILD IS ENGAGING WITH THEIR WORK AND HOW WILL I BE INFORMED IF THERE ARE CONCERNS?**

Attendance and engagement are monitored in the following ways:

- A register is to be completed each morning by every student to let us know that they are in attendance. Attendance from this register is monitored daily and parents / carers will receive a phone call home if students do not complete it. The register can be found every morning on Teams (via the Year Group Teams page).
- For each live lesson every day a teacher will also complete a register using ClassCharts to state whether the student has been present (live lesson attended) or absent (live lesson not attended). Parents can check this using the ClassCharts website or app (which can be accessed via School Gateway).
- If a student is absent from a live lesson, all teachers are expected to make phone calls to parents using their work mobile phones. If a student regularly misses live lessons a parent / carer is likely to receive multiple phone calls per day, which may eventually be elevated to a phone call from the Head of Year or member of the Wellbeing team.
- Once a week every teacher will record on ClassCharts whether independent work set has been submitted by the student. This is logged as 'home learning submitted' or 'home learning not submitted'. This can also be checked by parents / carers using the ClassCharts app or website.

If you have any concerns regarding your child accessing remote learning please get in touch with the Academy.

### **C) 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 such as Microsoft Forms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

- Whole Class Feedback is given regularly by teachers. This is usually provided as part of the live lesson (either in the introduction or plenary) and can sometimes be shared in written form with a link to this signposted in Teams.

- Teachers use self-marking options for quizzes so that a student receives instant feedback wherever possible.
- Where appropriate, teachers use the Matrix option within Assignments on Teams to grade students' work which has been submitted via Assignments.
- Teachers can provide individual feedback either via oral feedback (as part of a Teams call or voice note) or in written form. Individual feedback is given as and when appropriate and not after every piece of work submitted.

See our Academy's Feedback Policy available on the website for more information around Feedback at Essa Academy.

## **5. ADDITIONAL SUPPORT FOR PUPILS WITH PARTICULAR NEEDS**

### **A) 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:

- Many students with special educational needs and disabilities have been invited to attend school every day as part of our 'key student' group. These students have been identified through a carefully thought-out process involving The Bridge and our Wellbeing team. Students in school have access to online learning support from our Learning Support Assistants who are working in the Academy every day, additional reading support via thirty minutes of Lexia every morning and access to a full computer suite every day to access their online lessons.
- If a student with SEND is still learning from home, our team in The Bridge have put together support packages for these students including:
  - Learning Support Assistants attending online live lessons with students to provide further support.
  - Paper based packs for students to access from home.
  - Additional One-to-one or small group lessons led by our Learning Support Assistants.
  - The availability of Learning Support Assistants to chat to students at home who are struggling via the Chat function in Microsoft Teams.

If your child has special educational needs or disabilities and is struggling to access their online learning please contact The Bridge - [klaudia.giermaniuk@efatrust.org](mailto:klaudia.giermaniuk@efatrust.org).

## **6. REMOTE EDUCATION FOR SELF-ISOLATING PUPILS**

Where individual pupils 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 pupils both at home and in school.

## **A) IF MY CHILD IS NOT IN SCHOOL BECAUSE THEY ARE SELF-ISOLATING, HOW WILL THEIR REMOTE EDUCATION DIFFER FROM THE APPROACHES DESCRIBED ABOVE?**

If your child is self-isolating whilst the rest of the year group remains in school the process for remote learning is:

- Students should aim to follow their normal timetable using Teams and Essa Live to access their lesson content and attend live lessons where they are available\*
- \*Where appropriate, a teacher will call a student live at home so the student can join in with the teacher input being delivered in school. This is possible for the majority of subjects but may not be possible in some practical subjects. Therefore, students should follow their timetable and complete live lessons when they are available. When they are not available, students should access the learning independently via Essa Live.
- Students at home will have 24 / 7 access to our remote learning platform Essa Live which contains resources for all lessons which students can view and complete anytime.
- Students should submit work completed at home to their teacher via the Chat function in Teams (unless the teacher has stated otherwise).
- As these circumstances are extremely challenging for students and teachers, students may find it difficult to work from home without the consistent teacher support. If a student is struggling to work from home they should:
  - Contact their Head of Year to see if further support can be arranged
  - Use any gained time to read or complete Lexia Power Up online - contact [jen.partington@efatrust.org](mailto:jen.partington@efatrust.org) for information
  - Exercise daily within the home if possible
- If a child is self-isolating and are finding things difficult mentally, our Wellbeing team are available for students to talk to at any time. Your child can contact a member of the Wellbeing team on Teams Chat.

## **7. FURTHER SUPPORT**

In addition to the information presented above, Essa Academy also offer the following support services for parents and students when remote learning as part of a national or local lockdown:

- A daily bulletin for students, parents and carers where students can be nominated to receive shout outs for their outstanding work. Any students nominated and mentioned on the daily bulletin will be part of a raffle to win a £10 Amazon voucher each day. This bulletin is shared via School Gateway and Teams.
- Stationery Drop Offs across Bolton led by our Wellbeing team to provide Essa Academy students with opportunities to collect stationery and food supplies. Students and parents will be notified about these drop offs via School Gateway and Microsoft Teams.
- Virtual wellbeing drop-in sessions every day on Teams between 1pm and 2pm for students.