Template for schools: share information about your remote education

This optional template is designed to help school leaders share relevant information with pupils and parents or carers about how they will provide remote education. The information should be published on school websites by 25 January 2021 to support understanding of what pupils, parents and carers should expect during periods of school closure or pupil isolation relating to coronavirus (COVID-19).

This is intended as an example template and school leaders can choose to use the most appropriate format for their setting. We recognise that not all questions will be relevant to your particular school and there may be additional information you wish to include. For example, special schools may want to include additional questions around access to wider support services that children and young people would normally receive in school, such as therapy sessions.

Schools can find further help and support on how to meet the expectations for remote education via the remote education good practice guide and school-led webinars.

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 if local restrictions require entire cohorts (or bubbles) to remain at home.

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

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.

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 be delivering the same curriculum remotely as we would as if your child were in school. They will follow their normal school timetable and teachers will set work each day according to this timetable.

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 following number of hours each day:

Secondary school-aged pupils not working towards formal qualifications this year	As above, students will be following their normal timetable. This will mean they should be receiving between 4-5 hours of learning each day.
Secondary school-aged pupils working towards formal qualifications this year	As above, students will be following their normal timetable. This will mean they should be receiving between 4-5 hours of learning each day. We strongly feel that setting more work than this each day will place

	additional stress on our students as we know how difficult many of our students find it to work from home. Year 11 all have access to additional revision materials via Microsoft Teams meaning that they can do additional work to what has been set if they wish to.

Accessing remote education

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

All work will be set on Show My Homework. This will outline which tasks have been set in each subject. Some of the resources will be posted on Show My Homework, others will be posted on other platforms – students will be directed to where the resources can be found.

A lot of the work will be accessed via Microsoft Teams. This platform allows students to communicate easily with their teachers, upload work to be marked and to receive live feedback on their work from their teachers.

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 take the following approaches to support those pupils to access remote education:

- If your child does not have access to a computer, you can contact the school and ask for a laptop.

- Students that don't have access to a computer or internet, can collect weekly work packs from school. These work packs will contain the same work that is being completed online by other students.

- Any work completed in the work packs can be returned to school in order to be marked by their teachers.

How will my child be taught remotely?

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

- Teachers will be posting a video or audio presentation for each class which outlines the key concepts to be taught in the lesson. These will not be delivered live as we realise that not all students will have full access to a computer at regular times, therefore they can access these lessons whenever they wish to.

- These presentations will be accompanied by a variety of different tasks to support the students with their learning and to check their understanding of what is being taught.

- Students will be expected upload some of thhis work to Microsoft Teams for the teacher to review.

- Students will be set a formative piece of work every two or three weeks, just as they are when in school, to check their understanding of the work covered so far. These pieces of work will be marked by their teachers and feedback will be given to the students, via Teams.

- Learning surgeries will be offered each week, in every subject. The purpose of the learning surgeries is to offer students a chance to speak to their teacher live and ask any questions they may have. The teachers may also use these surgeries to explain a particularly difficult concept from the week.

- Students that don't have access to a computer will be able to complete this work using work packs provided by the school. These work packs will contain exactly the same work as is being provided online.

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?

- Students will be following their normal, school timetable and parents will be able to see what work they should be completing by looking at Show My Homework.

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

In this section, please set out briefly:

- how, and how often, you will check pupils' engagement with remote education
- what action you take where engagement is a concern, including how you will inform parents and carers

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:

In this section, please set out briefly:

- the methods you will use to assess and feed back on pupils' work
- how often pupils will receive feedback on their work

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 those pupils in the following ways:

In this section, please set out briefly:

- how you work with families to deliver remote education for pupils with SEND
- if you teach primary school-aged pupils, how you work with families to deliver remote education for younger pupils, for example those in reception and year 1

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.

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

In this section, please set out briefly the main differences between the approaches you have described in the rest of this template and those you will take to ensure individual pupils self-isolating are taught a planned and well-sequenced curriculum with meaningful and ambitious work each day in a number of different subjects, including providing feedback.