

Holy Cross Catholic High School
Remote Education Provision Booklet



Covid 19: Guidance for parents

January 2021

We have prepared this booklet for you and your children should their class or year group be forced to study from home. We will always be guided by local and national health advice so in the event that pupils should be directed to work from home, we want pupils, parents and teachers to be fully aware of how this will work.

In line with the DfE's expectations, the school will:

- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject so that pupils can progress through the school's curriculum.
- Use a digital platform for remote education provision that will be used consistently across the school in order to allow interaction, assessment and feedback.
- Work to overcome barriers to digital access by:
Distributing school-owned laptops accompanied by a user agreement or contract.
Providing printed resources, e.g. textbooks, to structure learning.
Ensure staff are adequately trained and confident in its use.
- Check whether pupils are engaging with their work daily, and work with families to identify effective solutions where engagement is a concern.
- Ensure that there is a senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectation for remote education.
- Publish information for pupils, parents and carers about remote education provision on their website.

Our remote learning model is a mixture of live lessons (synchronous education), recorded content using Microsoft Teams and independent work (asynchronous education) using Show My Homework. There will be a full curriculum on offer for a year or class group should they return to remote learning. We will keep all teachers with their classes, as this helps to ensure that the curriculum is covered and the relationship between class teacher and your child continues.

Your child has been using Show My Homework since Year 7. They have their passwords and are adept at using this platform. Key stage 3 pupils have been supported with the new platform of Microsoft Office. They have all received a lesson on how to access their new e-mail address and an introduction to Microsoft Teams during their Computer Science or Technology lessons. All pupils have been reminded of passwords.

If a lockdown is likely, parents will be contacted immediately. Pupils will then be taught at home following the plan detailed in this letter. We will aim to minimise any disruption to learning via the means explained in this booklet. Please know that school can offer support if there are any difficulties with remote learning. For technical support, please use 365support@holycross.lancs.sch.uk and for other enquiries admin@holycross.lancs.sch.uk

To ensure pupils continue to receive a high-quality education outside of school, the school will monitor pupils' attendance and their engagement with remote learning. If a pupil is unable to engage in remote learning then parents should contact the school office as soon as possible.

It is imperative that pupils' behaviour remains in line with our school expectations if they are required to study from home. Should any pupils behave in an inappropriate or offensive manner online, we will follow the school's behaviour policy. Any unauthorised recording or misuse of learning materials will be dealt with accordingly and pupils may lose their online privileges.

You will be able to access our remote learning policy on the school website along with a number of pupil and parental support sites and guides for Microsoft Teams. We really appreciate your help and support during this time. I can assure you that we have invested heavily in training time, equipment and resources in order that we can be well prepared for a return to home learning. I hope this booklet reflects this and allows for a smooth transition to home learning should it be required at any point.

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.

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.

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

If the school is required to shut to most pupils at short notice, we will provide work over Show My Homework for the first day or two whilst we make the necessary arrangements for remote learning. Our school will continue to provide the same curriculum at home, as we do on the school site. Due to the nature of some activities in some subjects, we have made amendments to some subject activities, e.g. ceasing science practical lessons.

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, in Computer Science lessons, there will be changes when teaching remotely given that pupils do not have the same access to computer software as they would in school. In practical subjects, where equipment may be needed for example in PE, music and technology, some alterations have been made; however the curriculum continues to be broad and balanced. You will find an updated departmental overview of how your child will be taught on our website.

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:

Pupils will follow their normal timetable of 5 hours a day; this is in line with the government expectations. Pupils should log onto Teams by 8.50 to check their calendar for live lessons for the day and check Show My Homework/Teams for any independent work set and be ready to start lesson one at 09.15. Break times and lunchtimes will stay the same. The school day will end as normal at 3.05pm.

Accessing remote education

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

If your child is part of the class or year group bubble that has to work from home and remains well, remote education will be provided through two channels, Microsoft Teams and Show My Homework. There will be

a mixture of synchronous education and asynchronous education (live and independent work prepared by the teacher). Your child will have the opportunity to access live or pre-recorded lessons through Microsoft Teams. Class teachers will schedule a live meeting for the class to meet and to take part in the lesson; the link for this will be on the pupil email as well as on the calendar and post tab on the app. The number of live lessons will be dependent on individual subject areas and the number of weekly lessons. Some lessons during remote learning will be independent lessons whereby pupils will work on a set piece of work at home without teacher input or pupils will be directed to online revision apps and resources such as Quizlet, Kerboodle, Seneca, MathsWatch, and Oak Academy.

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:

- On the parental consent form that you have already completed, you indicated if your child has access to a laptop. For those of you who said you will need a laptop, we will be able to issue a laptop for your child to complete their school work. You will sign an agreement on receipt of the laptop to loan the device.
- For multiple siblings at our school, if we have any spare laptops, we have asked you to let us know and we can provide laptops. Priority will be given to Year 11.
- On the parental consent form that you have already completed, you indicated if your child has access to the internet. For those of you who said you do not have internet access, we will be able to issue you with a router or additional mobile data once allocation is received to support your child with digital access at home.
- Printing will be limited as we are aware that you may not have access to a printer. Teachers when possible will set work on Teams via assignments, which will allow pupils to hand in work electronically to their teacher and for pupils to complete the work online, without the need to print.
- Printed materials can be sent to pupils if they do not have online access.

How will my child be taught remotely?

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

- Live teaching via Microsoft Teams
- Pre-recorded video or audio lessons
- Recorded teaching using Oak National Academy/ BBC Bitesize/ Seneca Learning
- Work booklets
- Worksheets
- Textbooks and reading books that pupils have at home
- Past and mock exam papers
- Educational websites and learning platforms to support the teaching of specific subjects, including video clips (Kerboodle, MathsWatch, Seneca, Educake, Showbie, Soundtrap, BBC Bitesize, Exampro and more)
- Accelerated Reader (for pupils in Year 7-9)
- Bedrock Vocabulary (for pupils in Year 7 and 8)

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?

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

Pupils are expected to fully engage with their learning. They should be up, logged on and ready to learn for 09.15. A register will be taken during each live lesson. If a pupil is unable to attend then parents should inform the school via admin@holycross.lancs.sch.uk. If a pupil fails to regularly attend a lesson, parents will be contacted. Class teachers are regularly monitoring pupils who fail to engage with work and will be contacting home along with reporting to their HOD and SLT line manager. We would ask that you support the school in ensuring your child attends lessons, completes all set work to their best ability and behaves in line with our Home School Agreement and Behaviour Policy. We would also ask that you read the parental guides provided on accessing Microsoft Teams to help your child if they have any difficulties.

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. Our approach to feeding back on pupil work is as follows:

- Feedback will follow our school marking and feedback policy.
- We will provide whole-class feedback or quizzes marked automatically via digital platforms.
- We will provide verbal feedback, whole class feedback and individual feedback on your child's work.
- Pupils will have the opportunity to improve their work and ask any questions if they are unsure.

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:

- Our SENCO will get in touch with you if your child has SEND.
- Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. captions, to support pupils with SEND.
- Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.
- Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.
- Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

We encourage you to get in touch if you believe your child may struggle or is struggling with accessing remote education.

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 the case that your child is required to self-isolate due to having symptoms of coronavirus or through being a close contact of someone with a confirmed case of coronavirus, remote education may differ to what they would receive if the school were to close. These pupils will have the following support put in place for them:

- Pupils will initially be provided with work on Show My Homework until their class teachers have organised remote learning for them.
- Work will be placed on Show My Homework or Teams labelled 'work for self-isolating pupils.'
- Some pupils may be added to the live lesson that will be taking place at school at the discretion of the teacher.