

## **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.

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

Your child has access to MS Teams. They will follow their regular timetable and be expected to log into lessons as though they were in school (8:40-3:15pm Mon, Wed, Fri and 8:40-4:15pm Tue and Thurs).

#### 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?

The exact same curriculum.

### 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:

Primary school-aged pupils	<a href="#">See primary document</a>
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Secondary school-aged pupils not working towards formal qualifications this year	<p>In addition to actual live lessons (times listed above):</p> <ul style="list-style-type: none"> <li>• Years 7 and 8: 45 to 90 minutes per day</li> <li>• Year 9: 1 to 2 hours per day</li> <li>• Years 10: 1.5 to 2.5 hours per day</li> </ul>
Secondary school-aged pupils working towards formal qualifications this year	<p>In addition to actual live lessons (times listed above)</p> <p>Y11: 1.5-2.5 hours per day</p>

## Accessing remote education

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

Through MS Teams (all students have an account) and the school can loan laptops where needed

### 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:

In this section, please provide high-level information (where applicable, and ensuring parents know how to contact the school for further details) about:

- Parents of pupils in Primary and Secondary can email [l.may@seva.coventry.sch.uk](mailto:l.may@seva.coventry.sch.uk) if they do not have digital or online access at home. We can support in lending laptops or tablets to pupils or lending devices that enable an internet connection (for example, routers or dongles)
- In the very small number of cases where the above cannot be arranged we can arrange for paper-based work to be collected and returned on a 5 day basis starting on the next full day a child is sent home. We will email parents/carers of students who may need this individually.

### How will my child be taught remotely?

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

- Live teaching on Teams (all lessons will be recorded so if a child misses a lesson, they can catch up)
- Any textbooks, revision guides or reading books pupils that pupils have been issued from school

(Please note: MS Teams is closed to students on Bank holidays, Teacher Training Days and holidays for their security as the platform will not be monitored by individual teachers during this time)

## **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?**

- All lessons need to be attended, ideally when the live lesson is being delivered
- If a lesson is missed, the expectation is that your child watches the recording of his/her lesson, which will stay on MS Teams for 20 days
- Please let the school know if a teacher does not remote on for any lesson

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

- Students can be communicate with teachers daily using the Chat facility.
- Class teachers and parents can communicate via the school's email addresses, school phone or via a Teams call.

## 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:

- By questioning children (who can answer using a microphone if they have one or they can type in the chat box)
- By MS Forms assessments
- By work uploaded to MS Teams following a lesson
- Via assessments on software such as "Mathswatch"
- Via statistics on GCSE pod

## 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:

- We encourage all students with SEND needs to be in school for face-to-face teaching. Where this is not possible, teachers will set differentiated lessons with live or pre-recorded explanations on offer.
- SENDCo will carry out the reviews.
- Additional adult support will be provided where it is deemed necessary.

## 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?**

They will have access to the same lessons as their peers on Teams (if they are too ill to join these lessons, they can watch the recordings when they feel better).