



King Edward VI Balaam Wood Academy

Remote Education Provision: Information for Parents/Carers

January 2021

Remote education provision: information for parents/carers

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 document.

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?

When your child is working from home they will receive immediate provision of the curriculum through Class Charts for Years 7-10 and Year 11 Teams. Lessons will be delivered remotely. All support documents for remote learning can be found on our website at the following link:

<https://bwa.kevibham.org/remote-learning/>

Remote Model Summary	Where there is a local lockdown requiring pupils to remain at home.	The teacher delivers their lessons remotely within Class Charts or Teams following the timetable for all year groups. All lessons will have a recorded video which clearly explains what your child is expected to do. Teachers will be live online via chat functions for Years 10 and 11 to answer questions in real time.
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FAQ - 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?

- Remote Learning is of a high quality and aligns as closely as possible with the in-school provision. The class teachers will set work across all areas of the curriculum.
- All remote learning will follow the curriculum sequence where possible and be of high-quality to support pupils to gain the knowledge, understanding and skills required.
- Remote online platforms, such as GCSE Bitesize, Oaks National Academy, Lexia, Seneca, and Sparx may be used to supplement remote learning on Class Charts or Teams.

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: 5 X 1-hour lessons in line with the school curriculum. Pupils are expected to log on at the start time of each lesson and ensure their work is submitted/uploaded at the end of each lesson.

Pupils in years 7-11	All year groups will follow their normal timetable of learning with full access to all of the curriculum. This will also include access to recorded assemblies for Years 7-10 and live assemblies for Year 11 pupils
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Accessing remote education

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

All pupils have full access to Office 365, via the school website, platforms including online word, excel, power point and our remote education will be delivered through Class Charts Years 7-10 and Microsoft Teams for year 11. Supplementary online learning platforms are also available:

Learning Platform	Year Groups	Website Link
Seneca Learning	10 and 11	https://app.senecalearning.com/login
Sparx	7/8/9	https://www.sparxmaths.uk/student
BBC Bitesize	All Years	https://www.bbc.co.uk/bitesize/terms-topics
Oaks National Academy	All Years	https://www.thenational.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:

Two surveys were issued to families to assess the level of need for pupils who require ICT support to access their online learning.

Families who requested a device have been loaned a laptop by the school. The school has loaned

over 220 devices to families who have requested support. Year 11 and pupils were prioritised and an additional order for laptops has been placed.

If your child is still awaiting a device the following options are available to support families with online access

- Paper packs are available from the school reception. Where the collection is not possible due to self-isolation, where possible this will be sent in the post. If required the printed material will be delivered to their homes by a member of the pastoral or leadership team.
- Stationery-based resources are available in packs for pupils, parents/carers to collect by appointment. A request can be made via school reception for these resources to be posted or delivered to the pupil's home.
- Maths and Art books have been made available to all pupils to support with the completion of their remote learning.
- Families can request provision in school should they not have a device

What do I do if my child still requires a device and I haven't completed the questionnaire?

Parents/carers can contact the school reception to request ICT support which is managed by the Assistant Head or email Corona-IT-Support@bwa.kevibham.org.

Regular lines of communication have been set up for parents/carers and pupils to make requests for devices, such as:

- ICT surveys completed in all year groups to assess the level of need and followed up.
- During welfare phone call checks, form tutors are asking about the student's ICT facilities at home and making referrals to the IT support team to resolve.
- Text messages have been sent out with contact details on to make requests for ICT assistance if required. This could be relating to further data, internet issues or the need for to loan a laptop.
- Parents/carers will receive a phone call when a Laptop has been made available and can arrange to collect the item from reception. An appointment must be made to reduce the number of pupils/parents/carers entering the school site.
- Where the collection is not possible due to family restrictions, a member of the pastoral or leadership team will deliver the item.

How can I gain extra mobile data and connectivity to the internet?

Parents/carers have been sent a survey to complete to provide the school with any requests for additional mobile data. We are following the following steps to assist families in gaining increased internet access:

- The school will input the parental information received on the GOV.UK web portal for parents/carers to potentially receive extra mobile data from companies that have signed up to the service.
- Where pupils have identified that they are having internet issues, the school has provided a 4G dongle or SIM card if they are available. Further requests are available.
- Any pupils that have not logged on to any lessons are phoned by the pastoral team promptly to address the reason. If their issue relates to ICT, these are addressed by the IT support team.

How can my child submit work to their teachers for feedback if we do not have online access?

Pupils can submit their work in any format that they are personally able to do so. This can be via Class Charts (Years 7-10) Microsoft Teams, OneDrive or email if a digital copy. Where this is not possible the following option is available:

- Pupils can photograph physical work and email via any method available to them at an agreed point. Please refer to the 'How to Guide' available on the school website. <https://bwa.kevibham.org/remote-learning/>
- Pupils are also able to complete and submit physical work. If pre-agreed, pupils/parents/carers can drop work at the school reception if the pupils require feedback on the work that they have submitted this will be communicated via email, Class Charts or Teams.

How to upload a photo of your work

1) Take a photograph of your work you need to upload using your mobile device.

If you can access Class Charts on your phone complete the steps below to upload an image of your work.

2) Using your mobile phone log in to class charts and open the lesson you need to upload the photo to. This should be in your phone 'gallery'.

3) Click on the image and then click on upload on class charts.

4) Remember to click to say you have completed the work.

If you are using Class Charts on your computer or laptop you will need to follow the steps below to upload an image of your classwork.

2) Connect your mobile phone to your computer using the charging cable.

3) Open class charts on your computer and open the lesson you need to upload the photo to.

4) Click on upload and find the phone icon on your computer in 'This PC' - 'phone icon' - click on the folder that contains the photos- this can be called 'DCIM'.

5) Click on the photo then click on UPLOAD on class charts. Make sure you click to say you have done the work.

If either of the above steps don't work you may need to download your photo onto your laptop/computer first and then upload it. If you need to do this then follow the steps below.

2) Turn on your phone and your laptop. Unlock both devices, if they are password protected.

3) Connect the small end of the USB cable to your phone.

4) Connect the standard end of the USB cable to your laptop's USB port (the port could be on the side or back of your laptop.) Windows will automatically detect your phone.

5) Download the picture of your work onto your computer and save in pictures

6) Open class charts on your computer and open the lesson you need to upload the photo to.

4) Click on upload and find the phone icon on your computer in 'This PC' - 'phone icon' - click on the folder that contains the photos- this can be called 'DCIM'.

5) Click on the photo then click on UPLOAD on class charts. Make sure you click to say you have done the work.

My attachments

2 MB - Classroom digital games - Task 3 (Game design) - Easy version 11 - Game Design Thinking - Version 1 (15/10/2020)

Upload attachment

You can upload a maximum of 5 attachments, each up to 20MB in size.

Supported file formats: doc, docx, xls, xlsx, pptx, pdf, docm, pptm, png, jpg, gif, mp3, mp4, odt, ods, xlsb, ppt, pptx, xps

You will then see your work in the MY ATTACHMENTS section. You can delete this if you have uploaded the wrong thing, but you can also upload more than one attachment.

How will my child be taught remotely?

All pupils will have access to high-quality education when remote working. The school will use a range of teaching methods to cater for all different learning styles, this includes:

Years 7-10

- Pre-recorded video or audio lessons using either PowerPoint or loom. Pupils will need to fully open the PowerPoint to gain access to the video/audio instructions. Loom videos should open when clicked on however, pupils may need to copy the link and paste into the google chrome browser.
- Current online learning portals, e.g. Oak National Academy
- Educational websites
- Comprehension activities
- Quizzes
- Work booklets
- Reading tasks

PowerPoint Support

The screenshot shows a PowerPoint slide with the following content:

- Slide number: 1
- Date: 6th January 2021
- Section: **Transactional Writing: Theme Parks**
- Task 1: Write a bullet point list of at least **3 benefits** of having a new theme park built in your area.
- Task 2: Write a second bullet point list of at least **3 disadvantages** of a theme park being built.
- Instructions:
 - Arrive on time, ready to learn!
 - Please take out your equipment and put your box on the floor.
 - Please get your equipment out and leave it on the desk.
- Footer: Complete in Silence Please

Annotations on the slide:

- A blue arrow points to the 'Slide Show' tab in the ribbon, with the text 'Click here to start the presentation' written inside the arrow.
- A blue arrow points to the slide thumbnail in the left-hand pane, with the text 'Click here to see the next slide' written inside the arrow.
- A blue arrow points to a speaker icon in the bottom right corner of the slide, with the text 'Finally click here to hear the audio or see the video' written inside the arrow.

Loom link support

Wednesday 20th January 2021

Loom video link: <https://www.loom.com/share/b6ab4fcd0635479abf717edbb3195e5b>

Learning Objective: To **identify** the features of writing to persuade and explain their effect on the reader. To **practise using** persuasive features in your own writing.

To watch the loom video, click on the link.

The screenshot shows the Google search homepage with the following elements:

- Search bar: Search Google or type a URL
- Google logo
- Navigation links: Gmail, Images
- Annotation: A blue circle contains the text 'Or copy the link and paste into a chrome browser.'
- Arrow: A large blue arrow points from the search bar area towards the top left of the page.

Year 11 and Year 10 BTEC PE

All of the above approaches can be used in addition to:

- Assignments on Teams set during lessons to gain feedback from pupils working remotely and for independent study.
- Use of teacher recorded lessons to enable teachers to illustrate and model teaching points
- Links to supplementary online learning platforms with tailored tasks for specific pupils.
- Printed resources can be collected by families if a pupil is finding accessing remote learning difficult.

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?

- Documents that guide parents/carers on how to support their child with home learning are available on our website <https://bwa.kevibham.org/remote-learning/>
- Regular contact with parents/carers via email, Class Charts messages and texts home with updates on our remote learning plans are sent regularly
- Regular welfare calls home by the pastoral team to check on access to remote education are factored into our remote learning plan

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

- Subject teachers ensure that learning material is uploaded to the assignment section on Teams for Year 11 pupils and Year 10 BTEC PE pupils, and Class Charts for Years 7-10. Pupils can then revisit if they are unable to access the lessons at the allocated timetable slot
- Heads of faculty follow up and monitor engagement of lessons in each subject and follow up persistent absences to lessons via direct messages. Form tutors use the whole school engagement tracker in their fortnightly check-ins to ensure any pupils who are not completing work are supported
- A plan is in place to introduce morning registration moving forward.

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:

- Pupils will receive some form of feedback, at least once a week, from their subject teachers
- Feedback to pupils will be given alongside the tasks/assignments which can be: Comments on tasks, low stake quizzes, comments sent to them personally in a chat, voice recorded feedback, rubrics and marks within the work that they have submitted.
- Teachers, as routine, will adjust the pace or difficulty of what is being taught in response to individualised feedback to pupils
- Lesson feedback to be gauged through various strategies – chat function, oral discussions, forms quizzes, polls etc.
- Feedback on pupils' work will rely on the teacher's professional judgement to determine how any feedback, including marking, is given

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 will contact SEND pupils weekly to ensure that they are safe and well.
- Teaching assistants will speak to pupils over the phone to ensure that they understand the work they have to complete and how to access it.
- The most vulnerable pupils with SEND have a Teaching Assistant attached who will provide weekly support to ensure guidance is given regarding the work.
- Teachers will continue to scaffold and differentiate student work so that it is tailored to their needs.
- Teachers will monitor the academic progress of all pupils, including those with SEND and discuss additional support or provision with the SENCO as soon as possible.
- The SENCO will monitor SEND pupil engagement in their learning and address any pupils who are not accessing the work, ensuring appropriate provision is in place.

- In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

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?

We will operate a blended model of teaching which means that teachers deliver their lesson physically in school and then post a copy of the lesson with supporting resources on Class Charts or Teams. Pupils who are isolating at home can then access the lesson. Teachers will ensure that there is an introduction recording which gives clear instructions. Pupils who are self-isolating are able to communicate with the teacher directly through the chat function which allows the pupil to be involved fully in learning.