

Remote education provision: information for parents

This information is intended to provide clarity and transparency to students 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 students are self-isolating, please see the final section of this document.

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The remote curriculum: what is taught to students 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 students being sent home?

Students will be expected to log into Google Classroom. A letter will be sent detailing to parents the timetable students should follow, but will include all their subjects that they would normally have in school. If they don't have access to suitable technology at home, please contact the school through j.whittaker@carltonbolling.co.uk

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?

Yes, we teach the same curriculum remotely as we do in school.

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 students broadly the following number of hours each day:

Year 7 and 8	5 hours
Year 9, 10 and 11	5 hours

Accessing remote education

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

Remote education is provided through the Google Suite platform. All students have a Google Classroom account. Students received information on how access Google Classrooms, and their username/ password were shared with them at the beginning of the academic year. Further guidance videos on how to use Google classrooms can be found on the school website [here](#). Students may be directed to use other platforms such as Hegarty Math's or Seneca. The classroom teacher will always leave instructions and resources for each lesson in their Google Classroom.

If my child does not have digital or online access at home, how will you support them to access remote education?

If your child does not have digital or online access at home we have a number of devices available for loan (subject to availability). If you would like to enquire about accessing a device for the time your child is not in school, please email j.whittaker@carltonbolling.co.uk. As the parent/carer, you will collect a device from reception after agreeing to our terms and conditions. Your child will need to return the device when they are back in school.

If you do not have a device or internet and cannot collect one from school, please contact your child's Head of Year who will establish the best support for your child.

How will my child be taught remotely?

All learning is continuing to follow the planned sequence of learning where possible. Lessons will be provided for all subjects and students will be set 5 hours of work per day via Google Classrooms

Year 9,10 and 11

- All lessons delivered live via Google Classrooms following their normal scheduled timetable.
- Assignments will be set for every lesson and students are expected to hand them in digitally by the end of the day.
- Feedback will be given by the class teacher during each session and on each assigned piece of work.

Year 7 and 8

- Students have been provided with a timetable which includes daily Maths / English / PE challenge and 2 further hours of other subjects.
- All lessons have a 10-minute guidance video from their class teacher, explaining key content and how to complete the tasks.

- Assignments will be set for every lesson and students are expected to hand them in digitally by the end of the day.
- Feedback will be given by the class teacher before the next lesson for every assigned piece of work.

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?

Live lessons (online lessons)

Your child is expected to log into all their lessons from home. Even though your child is at home attending live lessons, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite and remember their manners. Position your computer/webcam in an open environment where you can monitor their activity, preferably not in a bedroom. Try to keep the background neutral with good quality lighting and sound.

The expectations of behaviour which have been shared with students are as follows:

1. Attend the live lesson on time and fully equipped for learning (laptop/IT device, pen, note book/paper, white board/pen). A class register will be taken and student absence will be followed up by Head of Year who will contact parents / guardians.
2. Situate yourself in a quiet area of your house, where you can concentrate and not be interrupted by others in your house and where no personal information can be seen in the background via your camera
3. Dress appropriately in case video access is requested (you do not need to wear uniform)
4. Turn off camera and microphone, and only turn on if requested by the teacher.
5. Interact with the teacher via the live chat function, unless the teacher directs you to turn on your microphone/camera. Your teacher will monitor the live chat function for any questions/clarification you need
6. Complete all the work as directed by the teacher. Undertake any homework which is set
7. If you break the normal expectations for classroom behaviour (interrupting the lesson by turning on microphone/video) you will be removed from the lesson by the class teacher and your parents / guardian will be contacted by your Head of Year
8. Do not record or screen-shot any elements of the lesson.

Pre-recorded lessons

Your child will be expected to complete their school work remotely from home through Google Classrooms. A video on how to do this and student expectations is available on our school website (Click on 'Parents', 'Remote Learning'. Your child will be expected to go to their class on Google Classroom for the subjects mentioned in their letter, watch the pre-recorded video and complete work as directed by their teacher. We understand that

your child maybe sharing their device with others at home. Work can be completed at any time during that day. Failure to complete work will mean they have missed that day's learning.

Expectations

- We expect all students to log into Google classrooms and check their work for the subjects mentioned in the letter.
- Complete work as directed by their teacher
- Click 'hand in' on the assignment once they have completed the work

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

Live lessons (online lessons)

Teachers will inform the relevant Head of Year if a student has not logged into the live lesson. Students who engage with their work will receive an achievement point for engagement. Students who have not logged into the lesson will be recorded as 'non-engagement' and parents will receive a phone call on the same day to establish why they couldn't log on and offer support.

Pre-recorded lessons

Teachers will check have handed in their work and leave feedback in the assignment before the next lesson. Students who engage with their work will receive an achievement point for engagement. Students who fail to complete work will be recorded as 'non-engagement' and parents will receive a phone call to establish why the work was not completed and offer support.

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:

Live online lessons- Students will be assessed by the teacher and given feedback within the lesson itself.

Pre-recorded lessons- Teachers will check handed in work and leave feedback in the assignment before the next lesson.

Assessments- Students will have assessments as they would normally have in school. The format of the assessments will be communicated to students and parents in advance.

Additional support for students 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 students, for example some students 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 students in the following ways:

- All lessons are personalised to meet the needs of the class and individual students, through the use of activities and resources that are planned in accordance with the ability of each class and student.
- Your child may be offered a place in school as a priority student, if it is established they need further support to access remote education.
- Students with Educational Health Care Plans have all been offered a place in school as a priority student. We strongly advise you to allow your child to attend school.
- Where it is established that printed resources are essential to the learning needs of our students, they will be made available for parents to collect from reception
- Parents and Carers are encouraged to plan regular breaks from learning.
- Parents and Carers are encouraged to create structure and routine to improve the home learning experience.
- You are welcome to contact school for any additional advice and guidance you need to help you support your child. A message will be passed on to the SENDCo and/or Heads of Year.

Safeguarding and student mental health and wellbeing

How can I keep my child safe online?

Keeping students safe during remote education is essential. It is especially important for parents and carers to be aware of what their children are being asked to do, including:

- sites they will be asked to use
- school staff their child will interact with

We encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on. We recommend you visit the links below to keep your child safe online:

- [support for parents and carers to keep children safe online](#), which outlines resources to help keep children safe from different risks online and where to go to find support and advice

- guidance on [staying safe online](#) which includes information on security and privacy settings
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

I am concerned about my child's mental health and wellbeing. What should I do?

Remember, the school is still here for you and there is a huge range of support to help you with any issue with your child's wellbeing. If you have any non-emergency concerns regarding your child's wellbeing or safety please contact Mrs Byrne by email t.byrne@carltonbolling.co.uk or telephone 01274 648629. If you have a concern about another child's welfare or wellbeing, call Children's Social Care initially on 01274 435600 (office hours 8:30am to 5pm Monday to Thursday, 8:30am- 4:30pm on Friday). At all other times call the Social Services Emergency Duty Team on 01274 431010 if you have an emergency or if you have reason to believe that a child is at immediate risk of harm, please contact emergency services on 999.

- Childline- www.childline.co.uk - 0800 1111- get help and advice on any issue
- Kooth- www.kooth.com - free, safe, anonymous online support
- Young Minds- www.youngminds.org.uk - advice on mental health issues
- Teen Life check - www.nhs.uk/live-well - confidential, anonymous advice
- Bullying UK – www.bullying.co.uk - info on a range of bullying issues
- NHS 111 – Phone 111 – speak to a fully trained health advisor
- Samaritans – www.samaritans.org - a safe place to talk any time you like

- NSPCC – www.nspcc.org.uk

Remote education for self-isolating students

Where individual students 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 students 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?

Your child will also be expected to join all their classes remotely from home through Google Classrooms whilst they are self-isolating. A video on how to do this and student expectations is available on our school website (Click on 'Parents', then 'Remote Learning').

Consistent routines are important for behaviour and wellbeing, and it is important your child follows their school timetable. However, we do understand that students may be poorly themselves and therefore there will be times when they cannot do this.

In addition, we suggest that your child do some sort of exercise every day. There are many online in-home exercise routines e.g. Joe Wicks free PE classes are available on YouTube.

We can loan you a digital device if your child does not have access to a device such as a laptop, computer or tablet (subject to availability). If you would like to borrow a device for the time your child is not in school, you will need to contact the school by emailing j.whittaker@carltonbolling.co.uk. As the parent/carer you will collect a device from reception after agreeing to our terms and conditions. Your child will need to return the device when they are back in school.