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?

Students are allocated google passwords and email addresses for the purpose of completing homework and for remote learning at the beginning of each academic year. Students are provided with a user ID on a sticker which is placed in their planner. Year 7 students are trained in how to use google classroom in their IT lessons at the beginning of year 7. Other year groups are more familiar with the use of google classroom after using it for some time.

Staff in school regularly set homework on google classroom and other online systems such as GCSE Pod and Heggarty maths. Passwords for these are provided in class by classroom teachers. Many resources are available through google classroom to support revision in year 10, 11 and 13.

When a period of isolation is required for a whole year group or class of students, or when a national lockdown is called, students are able to transfer immediately to remote learning through Google Classroom. Teachers set appropriate work for their classes via the Classroom following the same curriculum that would normally be followed by them whilst in school.

There will be a variety of means to do this. Most lessons will be live streamed. During a full lockdown teachers will continue to teach their classes online by live streaming lessons to their classes. Students will follow their normal timetabled lessons and teachers will put a google meeting code into the lesson banner or lesson text for students to join the lesson. Additional resources will also be provided to allow students to complete tasks to support their learning. This may include videos, worksheets, quizzes, polls, or other activities. Students are asked to log on to each lesson at the normal lesson time. Some lessons (where a teacher is required in school to work with critical worker and vulnerable students) teachers may set google classroom activities to work on online or their class may join with another teacher's class to learn with another specialist subject teacher. Students can expect that they will receive feedback from their teacher either verbally or online during and after lessons.

Where there is a period of isolation for a number of students, possibly part of a year group bubble or class, teaching will be via live streaming, with some students online and some students in the classroom wherever possible. However there may be some occasions where it is more appropriate to create an alternative timetable for students. This will allow subject specialists to teach students online without interruption as teachers also work with peers in their classroom. The timetable would be displayed for students on their google classroom with links to follow to access their classes online. In this situation there will also be subject specialists teaching

students the same curriculum they would normally be following, however the teacher may not be your child's normal teacher for that subject. All students online will continue to follow the normal scheme of work. Some classes in school may be amalgamated also to ensure all students make excellent progress.

Students who do not have access to technology can often loan a laptop/Chromebook from the school and have support to provide internet access. In some cases, it may be appropriate for paper copies of resources to be sent home for students to complete. Please contact the academy on 01302 831385 or complete the Outwood Academy Danum contact form at enquiries@danum.outwood.com if this is appropriate. You will receive a timely response to this request.

SEND students will receive a call from the academy SENDCO, Inclusion Coordinator or Learning Manager to offer support in line with each student's needs. Hearing impaired students will receive support from ARC staff who will contact parents to ensure that signing of lessons is available as they take place.

If your situation at home changes please inform the school so that our records regarding students' access to technology and WIFI access can be kept up to date.

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

Students should log into their google classroom and follow the instructions provided. Students will either follow their normal timetable to live streamed lessons or will follow an alternative timetable which will be available in google classroom.

On some occasions it may be necessary on day 1 of isolation for students to work on google classroom work set, allowing time for an alternative timetable to be produced and appropriately staffed. On all occasions students will follow the same curriculum as their peers in the academy and will receive feedback from teachers.

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.

The learning opportunities in subjects such as: art, PE and Design & Technology that rely on access to specific resources and equipment that students do not have access to at home may have been modified. In these cases, alternative work will be set that is linked as closely as possible to what the students would be learning if they were in school. The art team have provided students with paints and other equipment to use at home should they be necessary and will provide further resources upon request. Our license for software required for Photography GCSE and A level, allows students to download this onto devices at home and information can be provided about this upon request at enquiries@danum.outwood.com.

Design and technology lessons may include instruction on baking and cooking. Students will be required to seek an adult's authorisation to cook or bake at home at the same time as their teacher in school!

It is important that students continue to make progress in all their subjects, this is why we have carefully mapped the content for each subject to ensure that we can switch seamlessly to a remote learning approach should the need arise.

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:

Full school closure: all year groups

The school day is as follows:

- Lesson 1 & 2: 8.40am to 10.40am
- Break: 10.40am to 11.00am
- Lesson 3 & 4: 11.00am to 1.00pm
- Lunch: 1.00pm to 1.30pm
- Lesson 5: 1.30pm to 2.30pm

Year 7 during partial bubble/ class closure

- Lesson 1 & 2: 8.40am to 10.40am
- Break: 10.40am to 11.00am
- Lesson 3 & 4: 11.00am to 1.00pm
- Lunch: 1.00pm to 1.30pm
- Lesson 5: 1.30pm to 2.30pm

Year 8 during partial bubble/ class closure

- Lesson 1: 8.45am to 9.45am
- Break: 9.45am to 10.00am
- Lesson 2: 10.00am to 11.00am
- Lesson 3: 11.00am to 12.00pm
- Lunch: 12.00pm to 12.30pm
- Lesson 4: 12.30pm to 1.30pm
- Lesson 5: 1.30pm to 2.30pm

Year 9 during partial bubble/ class closure

- Lesson 1 & 2: 9.45am to 10.45am
- Break: 10.45am to 11.00am
- Lesson 3 & 4: 11.00am to 1.00pm
- Lunch: 1.00pm to 1.30pm
- Lesson 5: 1.30pm to 2.30pm

Year 10 during partial bubble/ class closure

- Lesson 1: 8.45am to 9.45am
- Break: 9.45am to 10.00am
- Lesson 2: 10.00am to 11.00am
- Lesson 3: 11.00am to 12.00pm
- Lunch: 12.00pm to 12.30pm
- Lesson 4: 12.30pm to 1.30pm
- Lesson 5: 1.30pm to 2.30pm

Year 11 during partial bubble/ class closure

- Lesson 1 & 2: 9.45am to 10.45am
- Break: 10.45am to 11.00am
- Lesson 3 & 4: 11.00am to 1.00pm
- Lunch: 1.00pm to 1.30pm
- Lesson 5: 1.30pm to 2.30pm

Post 16 at any time

- Normal lesson times

Accessing remote education

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

Logging in

- Open Google Chrome
- Go to the 3 dots in the top left and choose Incognito Tab
- Go to Google.co.uk
- Look for the 'Sign in' button (top right)
- Enter the login details provided by the academy:
- Your username should look like s99999@student.outwood.com but obviously each student has a personalised username. This should be in your planner.
- Your password should be personal to you.

If you require any assistance with usernames or passwords please email google@danum.outwood.com

If these do not allow you access or you have forgotten your details email the following email address for support google@danum.outwood.com

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 you have already informed us that your child needs access to a device to access online learning a laptop/Chromebook will be issued for the duration of the absence. We do understand that circumstances may change and should this happen then please contact us via enquiries@danum.outwood.com . We will then contact you to address any issues and to resolve any barriers to online learning, including WIFI access if at all possible.

For those families who have requested printed materials; packs of work will be either posted home or delivered home, or possibly available to collect from reception.

Individualised work packs will be collated for students without access to the internet. These will be distributed each Monday to be returned and marked accordingly. Feedback will then be given and more work distributed the following Monday.

Stationery is available from the main reception for collection to assist with home learning.

If you have any queries about your child's online learning, please contact the following learning managers for assistance:

- Year 7 – Ms. N. Stanton – n.stanton@danum.outwood.com
- Year 8 – Ms S. McCardle – s.mccardle@danum.outwood.com
- Year 9 – Ms J. Southgate – j.southgate@danum.outwood.com
- Year 10 – Ms N. Moore – n.moore@danum.outwood.com
- Year 11 – Ms S. King – s.king@danum.outwood.com
- Post 16 – Ms S. Corkan – s.corkan@danum.outwood.com

How will my child be taught remotely?

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

Google Classroom is the 'go to' place for all students to access their online learning. All students have been taught how to use this platform and additional support if required is available via the 'Online Learning' section of the school website (parents/carers will find video clips which explain for example, how to log onto Google Classroom, re-setting passwords, accessing and submitting work etc.)

- Live teaching will be used wherever this is possible to do so. Students will either follow their normal timetable of lessons or a bespoke timetable will be produced for the time they are absent
- Recorded lessons where the teacher has pre-recorded the lesson for their class and posted this in their Google Classroom, this could include direction to national sites e.g. Oak or subject specific YouTube clips that are embedded in the content
- Additional work is set by the teacher via Google Classroom which may include revision and quizzes to consolidate learning
- In some cases where access to technology is a barrier then work will be printed for students and posted or delivered home for students to complete

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?

We fully understand that most parents are not teachers and may therefore find supporting their son/ daughter with learning from home difficult. We ask that parents provide a quiet area for students to take part in lessons away from distractions, wherever possible. We ask that parents ensure that students are up and ready and on time for lessons at the start of each day and attend all sessions set. Please ensure that your son/ daughter has 'accepted' their classes and ensure that they do not remove themselves from the classroom- which a few students have found is possible. Please ask your child if they have logged onto their classroom and have not followed a link shared with them by a friend. We play a short 'online etiquette' video at the start of every lesson and we ask that you discuss this with your son/ daughter and remind them of expectations. We do not normally ask students to use their webcam, but where we do, for example, in practical subjects such as drama or performing arts, it may be that a student is happy to demonstrate what they are doing. If this is the case we ask that students are appropriately dressed and have a plain background behind them. We ask that students mute their microphones at all times and use group chat, polls or jam board to provide answers to teacher questions.

It is important to point out that all students are expected to engage with remote learning. This is important to ensure that on return to school students do not feel anxious or ill prepared for lessons due to missing content covered in the curriculum by their peers.

We take absences from online learning very seriously. We monitor the work completed by all students who are learning at home and those not engaging are followed up by their teachers and/ or learning manager to identify any barriers and to establish what further support is required. If there is an online attendance issue this will be passed to our attendance team to follow as part of our normal non-attender procedures.

There is support available to help you to ensure your child is attending and completing work online. Parents/carers are able to sign up to Google Guardian which means that they will receive an overview of the work that has been set for their child on Google Classroom.

The following guides have been produced to support remote learning:

- Online resource pack for young people and their families giving lots of other educational links and apps to support learning
- Studying at Home – this document gives help and advice on how to young people on how to study at home
- The Ultimate Guide to Google Classroom – showing students how to get the best out of this resource

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

A register will be taken by the teacher for all live lessons and absentees will be followed up regarding their non-attendance. The register is completed automatically in google classroom

when students access their lessons online and is then recorded on a database. As well as monitoring attendance at google classroom live streamed lessons, teachers will also assess online work completed and record this on the database. This is recorded by teachers and monitored by them and learning managers. Teachers and learning managers will contact parents to make them aware where students are failing to access remote learning opportunities.

Parents will be informed via text or telephone conversation regarding lack of engagement with remote learning. There is an expectation that parents/carers support their child in ensuring that they engage with the work that is set by their teachers.

For students who are accessing printed resources, their progress will be followed up via phone calls by subject teachers.

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:

This will take a variety of formats depending on the way the lesson is delivered:

- Live lessons enable the teacher to obtain feedback from students in the same way they would in the physical classroom. Students will react to questions by putting them in the 'chat', using jam board, google forms, using mini whiteboard software or completing quizzes. Teachers will still use random name generator to select students to answer questions. This will ensure that teachers can continue to assess learning and understanding as they teach.
- Feedback via Google Classroom will be given to students regarding their progress and areas for development will be highlighted. This can take the form of written feedback or through the use of Apps which records the teacher's feedback to the students which is then posted in the Google Classroom for the students to listen to.
- Students will receive feedback via Google Classroom on the work they have submitted. This feedback will be in line with the school policy which means that the student will receive regular feedback from teachers in school.

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:

- The first point of contact for the families of students with SEND students is Mrs Worker the academy SENCO – e.worker@danum.outwood.com
- Students with SEND are allocated a key worker who will provide the link between home and school. Regular dialogue will occur via phone call, text or Google Meet to ensure that SEND students are able to access the work and if appropriate they will be given additional remote support from support staff who they are familiar with. Because work is set by the class teacher there should be no barrier to students being able to access the work set as teachers understand the specific needs of their students and will set work that is appropriate for their ability level.
- Other sources of support for SEND students are:

Mrs D. Godfrey – Vice Principal – d.godfrey@danum.outwood.com

Miss. K. Fisher – Inclusion Manager – k.fisher@danum.outwood.com

Mrs S. Aspinall – SEN Coordinator – s.aspinall@danum.outwood.com

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?

High quality learning will be set via the Google Classroom that is in line with the work that would be being covered in the lessons. Where it is practicable to do so, the lesson being taught in school will be live streamed for your child to access at the same time as they would normally access the lesson should they be in school. There will be some lessons where it is not appropriate to live stream the lesson, in these cases, work will be set that aligns closely with the content of the lesson. Assessment for learning and feedback will still be provided by teachers through google classroom.