

Bournville School

Remote and Blended Learning January 2021

This document is to share relevant information with pupils and parents or carers about how we will provide remote education, to support understanding of what pupils, parents and carers should expect during periods of school closure or pupil isolation relating to coronavirus (COVID-19).

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. A letter to was sent to all homes in the week beginning January 11th (see Appendix 1).

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?

A pupil's first day or two of being educated remotely, teachers will upload their lesson resources to Show My Homework (the using Satchel One website or app), for students to access and paper copies can be provided if necessary. There will be a narrated explanation as part of these PowerPoints and they may link to Oak National Academy Resources <https://www.thenational.academy/>. For primary children, they might also link to White Rose Maths. If individual pupils are isolating, and well enough to work, this is also the expectation.

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.
- We teach the curriculum using Teams (see separate information sent in a letter APPENDIX 1). In the primary phase, the main delivery system will be Show My Homework. However, this will include the use of Teams, as lockdown continues.
- We teach the same curriculum remotely as we do in school wherever possible and appropriate; it is aligned and sequenced in the same way. However, we have made some adaptations. For example, a single teacher will teach a whole year group on the Teams lesson; this will allow them to monitor attendance and quality of work more effectively. This system also-allows us to continue to work on our school priorities from Autumn 1, these are to develop deliberate practice and quality of feedback. This way we ensure that students are getting opportunities to practise what they know every day and receive regular feedback from the same teacher to help them to move forward; time is built in for students to act on that feedback. This also allows for the teacher to plan sequences of learning to act on next steps from the feedback.
- In KS3 the group 2 subjects (such as Art and PE) set an extended project to complete, in addition, students are also set work using links to Oak National academy.
- In primary, a teacher and a TA will deliver the curriculum to each phase. Phase 1 consists of children from Reception Class to Class 2. Phase 2 consists of children from Class 3 to Class 5.

Timetable January 2021

	7	8	9	10	11
09:00	English	Science	Maths	Private study/Extra Feedback and targeted intervention groups.	Science Higher Foundation
10:00	Maths	English	Science	Options Rotation 1 Monday, 2 Tuesday, 3 Wednesday	Maths Higher Foundation
11:30	Science	Maths	English	English	Options Rotation 1 Monday, 2 Tuesday, 3 Wednesday, 4 Thursday
12:30	Group 1 Rotation	Group 1 Rotation	Group 1 Rotation	Maths	English
14:00	Group 2 Rotation	Group 2 Rotation	Group 2 Rotation	Science	Private study/Extra Feedback and targeted intervention groups.

Group 1: History, Geography, Spanish, PSHE

Group 2: Art, Dramas, Music, PE

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:

Key Stage 1	3
Key Stage 2	4
Key Stage 3 and 4	5 to 6 (6 for exam groups with additional study)

Accessing Remote Education

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

All students on arriving at the Academy were given their school email addresses and log in details. They will need this to access their remote learning. The preferred method of accessing lessons is by using remote access and dialling into lessons using an app called TEAMS. This is an app within office 365 all students at the academy have access to it at school and from home. It can be downloaded onto mobile devices, tablets and laptops.

Students can create and edit work in programmes such as power point, word or excel and save work securely in the cloud using One Drive. Placing work in One Drive will allow your child to access their work easily between home and school and work on it live. They will even begin to learn how to share work with their teachers for feedback and editing in the future. Staff will invite their classes to live remote lessons as and when needed. Some staff may email the work they are setting for their lessons. Teachers will place work in the relevant class groups and there will be an expectation that your son/daughter attends their lessons when scheduled and completes all work that is set and on time including homework. High levels of good behaviour and engagement will be expected in remote lessons using Teams as it would be in the classroom at school.

Office 365 offers many free apps to use and access to produce and access work. Teams, Outlook and OneDrive are the 3 main apps recommended to use for accessing work. Teachers may also use Show My Homework to share resources with students.

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 have arranged the loan of laptops to pupils who are most in need and families can contact the reception of the school for guidance on how to access more help if there are issues with accessing resources or submitting work. All resources can be printed and sent to students where there are issues and returned to the school via reception for feedback.

How will my child be taught remotely?

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

For secondary pupils, in the main your child will be taught remotely by a live TEAMS lesson which follows a normal teaching model, there is a Do Now, an explanation by the teacher and the students are expected to complete Deliberate Practice (extended writing to demonstrate their knowledge) and send this to the teacher for regular feedback, this is normally done via email.

Pupils can also request printed materials and many in year 11 have been provided with appropriate revision guides, SENECA, Massolit lectures, Digital Theatre and My Maths are also encouraged to support learning as is BBC Bitesize and, where the curriculum aligns staff may direct students to Oaks National academy lessons to supplement their learning.

As staff become more skilled at using the technology they are experimenting with mini tablets and visualisers to provide live feedback. Although primary pupils will move over to using Teams more frequently, they will continue to use Show My Homework for the majority of their learning. Work will be uploaded daily, for the children to complete. Children are expected to upload their completed work to enable the teacher to give feedback. The primary phase is also introducing the use of Padlet for the children to share their work with the class. Information on how to use Padlet will be sent prior to its introduction.

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?

The expectation is that pupils will log into all lessons and complete the work set, as a parent we recommend setting a regular routine for your child including a regular time to get up, breakfast and regular screen breaks. You can also expect weekly contact from a member of the Pastoral team, a virtual 'tutor' time for your child and/or phone call to check on their well being and ability to access their remote learning.

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

The member of staff responsible for that year and lesson will register the group every day and will record if work has been completed. This will be regularly monitored by the pastoral team and form tutors and parents will be kept informed, by phone call and/or letter, if their child is not engaging in learning.

In the primary phase, regular monitoring of SMHW will be completed. Children who do not login to the system will be identified and contact will be made with home. The class teacher will also have a record of who has posted work back to school. For children who do not have access to the online learning, we have setup an email address for each class. It is expected that a photograph of completed work be sent to this address.

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 to give written feedback via email on a regular basis, pupils will receive feedback on all work, this may be verbal and live, in the lesson, written feedback will be at least weekly, but feedback may also include self-testing and quizzing in Show My Homework or on Microsoft Forms. In the primary phase, this will also be through Padlet. There will also be live verbal feedback in lessons as normal.

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 by offering contact with the SENDCO and, if pupils are still not able to work remotely offering them space to work in school as Key Worker/Vulnerable pupil.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, remote education 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. However, as staff and students are becoming more skilled in using the technology, they will have the opportunity to Teams into a lesson being taught in school and take part as they normally would.

If my child is not in school because they are self-isolating, teachers will upload their lesson resources to SMHW for students to access and paper copies can be provided if necessary. There will be a narrated explanation as part of these PowerPoints and they may link to Oak National Academy Resources <https://www.thenational.academy/>. If individual pupils are isolating, and well enough to work, this is also the expectations.

Appendix 1: Letter to Parents

As your child is currently self-isolating, I wanted to write to you and inform you how they can access their lessons from home. All students on arriving at the Academy were given their school email addresses and log in details. They will need this to access their remote learning. The preferred method of accessing lessons is by using remote access and dialling into lessons using an app called TEAMS. This is an app within suite of office 365 and all students at the academy have full access to it at school and from home. It can be downloaded onto mobile devices, tablets and laptops.

They can create and edit work in programmes such as power point, word or excel and save work securely in the cloud using One Drive. Placing work in One Drive will allow your child to access their work easily between home and school and work on it live. They will even begin to learn how to share work with their teachers for feedback and editing in the future.

Microsoft Teams is now our new way to teach our students in the event of a partial or full lockdown or if a student is self-isolating. Staff will invite their classes to live remote lessons as and when needed. Some staff may email the work they are setting for their lessons. Teachers will place work in the relevant class groups and there will be an expectation that your son/daughter attends their lessons when scheduled and completes all work that is set and on time including homework. High levels of good behaviour and engagement will be expected in remote lessons using Teams as it would be in the classroom at school.

Using a mix of face to face teaching and digital teaching is known as blended learning. With the younger generations being more digital ready this move towards blended learning is innovative and forward thinking. Many colleges and universities have been using this method of learning for a long time and we are pleased to also be able to offer this high quality educational experience to our students.

Office 365 offers many free apps to use and access to produce and access work. Teams, Outlook and OneDrive are the 3 main apps recommended to use for accessing work. The Teams app (online lesson access and resources) looks like this:

Use TEAMS to dial into your remote lessons.



The Outlook app (school email account) looks like this:

Use Outlook to check your emails, lesson instructions and if your child has work to do that has been sent as an attachment.



Below I have provided you with a couple of very short videos to further explain some of the details above.

Video links to support this letter:

What is Microsoft 365?

<https://support.microsoft.com/en-gb/office/what-is-microsoft-365-847caf12-2589-452c-8aca-1c009797678b>

Parental Guide to Teams:

<https://support.microsoft.com/en-gb/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>

Accessing TEAMS lessons

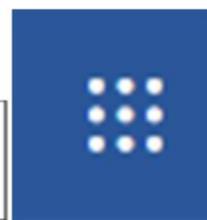
Staff will use TEAMS to invite your child to their timetabled lesson. This invite will automatically go to their school email address and it will also appear in their TEAMS calendar.

When an invite is received your child will need to accept the invite. This can be done easily on the email they receive in outlook. The lesson is then placed on your child TEAMS calendar and will remain there.

Just before the lesson is to begin, your child needs to log on to TEAMS. Once logged in, On the left hand side of the screen they will see the tab entitled 'calendar'. Click this, find the correct day and time and press 'join meeting'.

To move between apps within Office 365

At the top left of the screen when logged into office 365 you will see these 9 dots called a 'waffle'. Click this to swap between your emails and teams quickly.



Behaviour and expectations in remote lessons

- Students join on time and are muted.
- If they have a question there is a 'raise hand' function.
- Only students who should be in the lesson and who have been invited may attend.
- Please blur your background on entry to the lesson. There is a tool bar on the screen when in a lesson, similar to zoom, to do this.
- No recordings by anyone in the meeting is permitted.

We will support your child as much as possible at this time and if you have any questions please contact your child's year leader

Charlotte Cross

Assistant Head of Academy

Some useful links:

These days are unprecedented and as a team we must ensure that we are flexible to the needs of both staff and students, whilst remaining professional at all times. Please remember that as guidance changes from the government, the requirements on us as a school will potentially change. The latest government guidance can be found here:

[Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19)

NHS guidance can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Advice for educational settings:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

Some wellbeing tips for families:

<https://www.harrow.gov.uk/health-leisure/coronavirus?documentId=13113&categoryId=210266>

Coronavirus and your wellbeing, by Mind UK:

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

5 ways to wellbeing, by Mindkit:

<https://www.mindkit.org.uk/5-ways-to-wellbeing/>

How to talk to your child about coronavirus, by Unicef:

<https://www.unicef.org/coronavirus/how-talk-your-child-about-coronavirus-covid-19>