

## **Smith's Wood Academy Remote Learning Offer**

We want to support your child with their remote learning during their absence from school in order to ensure they can continue to access the curriculum whilst at home. This plan is dependent on your child being well enough to complete this work and we recognise that individual home circumstances vary. Please do keep us informed of any issues with completing work by contacting your child's Excellence Leader via their email address, as below:

Year 11	w.rose@smithswood.fmat.co.uk
Year 10	c.barber@smithswood.fmat.co.uk
Year 9	o.oconnor@smithswood.fmat.co.uk
Year 8	m.collins@smithswood.fmat.co.uk
Year 7	j.butcher@smithswood.fmat.co.uk

The information has been separated into three sections: 'Remote learning in the event of a national lockdown', 'Information for parents/carers of students who are self-isolating but the majority of their class are still in school' and 'Information for parents/carers of students who are self-isolating because their whole class or year group bubble has been told to isolate'.

### **Remote learning in the event of a national lockdown**

#### **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 intend to teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we may need to make some adaptations in some subjects such as Art and PE. This is due to students not always having full access to the equipment and materials they would have access to in school.

All students are to access their normal timetabled lessons using Teams and their Office 365 account.

As soon as we are informed of a national lockdown a letter from the Head of Academy outlining full details of our remote offer will be communicated to all stakeholders. This will include procedures and processes that students should follow to access their remote education in full. Their teachers will send all students invites to their normal timetabled lessons and schedule future lessons using Microsoft TEAMS. Lessons will commence remotely the day after the government announcement.

### **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:

Secondary school-aged students not working towards formal qualifications this year	5hrs each day. Each Teams lesson follow a normal timetable and will contain direct
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	<p>instruction from the class teacher, followed by opportunity for your child to work independently as directed by their teacher.</p> <p>Students may ask questions during the lesson using the 'hands up' function or 'chat' function.</p> <p>No lessons are permitted to be recorded by either the students or teacher. All 'chat' is recorded and monitored by the academy.</p> <p>For those students who cannot access remote education, they must contact <a href="mailto:office@smithswood.fmat.co.uk">office@smithswood.fmat.co.uk</a>, call <b>0121 788 4100</b> or email their child's Excellence Leader immediately.</p>
<p>Secondary school-aged pupils working towards formal qualifications this year</p>	<p>5hrs lessons <b>plus</b> 1- 2 hrs independent study after the school day has concluded.</p> <p>Each Teams lesson follow a normal timetable and will contain direct instruction from the class teacher, followed by opportunity for your child to work independently as directed by their teacher.</p> <p>Students may ask questions during the lesson using the 'hands up' function or 'chat' function.</p> <p>No lessons are permitted to be recorded by either the students or teacher. All 'chat' is recorded and monitored by the academy.</p> <p>For those students who cannot access remote education, they must contact <a href="mailto:office@smithswood.fmat.co.uk">office@smithswood.fmat.co.uk</a>, call <b>0121 788 4100</b> or email their child's Excellence Leader immediately.</p>

## Accessing remote education

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

At Smith's Wood Academy we use Microsoft Office 365 to deliver our remote education.

All students at the academy have an office 365 account and email address which will be used to invite them to their remote lessons. Your child will receive this invite via their school email address and the lesson invite will also appear in their Teams calendar. Your child needs to accept the invite and then 5 minutes before the lesson is due to begin they need to 'join' the meeting.

### How will my child be taught remotely?

Lessons will take place on TEAMS. Present in the lesson will be their subject teacher and their class group for that subject. Staff will use a range of high-quality resources to teach the lesson, including but not limited to: power points, videos, links to websites and prerecorded material. Questioning will take place in a variety of ways including use of the 'chat' function, hands up icon or by asking students to speak directly within the lesson to check their understanding and progress.

We continue to follow our mastery approach whilst teaching remotely. This includes teachers providing the class with a clear explanation of new content, modelling and asking our students to produce a piece of work each lesson for deliberate practice. All resources for remote lessons will be uploaded to the 'files' area of your child's class within TEAMS. Directions by the class teacher will be given regarding sending this work to them for monitoring and to inform further feedback to support progress over time for individuals and the class group.

### 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:

- We will issue/lend government provided laptops if we have them available. To request a device please email [swadVICEREQUEST@fmat.co.uk](mailto:swadVICEREQUEST@fmat.co.uk)  
Please provide your child's full name and mentor group in the email.
- You will be contacted by your child's pastoral team in response to your email request to assess your requirements and arrange collection from reception by appointment only.
- If you do not have a device and require access to printed work, please contact your child's Excellence Leader on the first day your child is sent home to isolate. Arrangements will be made for you to collect work from reception by appointment only.
- If your child does not have access to a device to send work back to their teacher whilst working at home, place work in an envelope or small wallet and drop it back to the school reception. Please make sure work has your son/daughters name on each piece and clearly label which teacher it should be returned to.

## 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 students are expected to attend all their timetabled lessons each day. Students will be invited to lessons on Teams and they must accept the invitation. This includes a mentor period lesson. A register will be taken.
- It is important that as parents and carers you insist that your child keeps up with normal school routines. They must follow their timetabled lessons and have equipment ready and set up in advance of the lesson beginning. They must be in their lessons for the full time with their teacher and class unless directed otherwise.
- Basic equipment needed: Paper (plain and lined), pens inc. green pen, ruler, rubber, pencil, pencil sharpener and colouring crayons if you have them.

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

- Registers are taken by every teacher every lesson. These are immediately passed to Excellence Leaders and Deputy Excellence Leaders during the lesson. They will contact home the same day and challenge why your child is not accessing their remote learning if no prior reason is known. Students will be asked to answer the register by unmuting themselves and/or briefly turning on their camera.

## How will you assess my child's work and progress?

### **Year 7 to Year 10**

The vast majority of subjects will be setting work for your child using Assignments. Assignments can be found within the TEAMS app and further support, for students and parents, can be found on our website. This will allow us to monitor our student's completion and quality of work during this time.

*Please note:*

- *In Maths students will be set work, monitored and fed back to using either My Maths or Dr Frost.*
- *Languages work for assessment will be set using Active Learn. This programme allows staff to monitor listening, reading, writing and vocabulary skills. Assessments take place at the end of each unit on Active Learn.*

### **What will feedback in Assignments look like?**

When teaching remotely staff will use Assignments as their preferred way to set assessed classwork and / or study to years 7 - 10. Students will need to check this daily to see what work has been set and due dates. Staff will also clarify this work in lessons. Parents will receive an email each Sunday outlining their child's engagement with the work set in Assignments.

Feedback to years 7 – 9 will use a numerical key:

3 = work submitted meets all the criteria as set by the teacher,

2 = work submitted meets most of the criteria,

1 = work submitted only meets some of the criteria.

No mark – work was not submitted.

If your child receives a '1' their teacher will also support this with a comment in assignments. Students can find this at the bottom the screen when they go back into their submitted assignment.

Feedback to Year 10 & 11 will also be numerical when given using Assignments.

However, staff may also choose when setting exam questions to increase the value of an Assignment to match GCSE criteria for their course eg. out of 10 if a 10 mark question was set.

As Year 11 are already proficient in several ways of submitting and receiving work with their teachers, staff will continue to use these for the remainder of the academic year.

During lessons, staff will provide live feedback. This 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. For example:

- Emails directly to students.
- Feedback and showcasing work using the chat function.
- Forms on Teams.

## **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:

- At Smith's Wood Academy we work closely with families to support the remote education of students with SEND.
- Those with the greatest need (including those with EHCPs) are encouraged and supported to attend school in person where it is safe to do so.
- Devices such as laptops, and other technology if available can be provided to enable students to access learning remotely where necessary.
- Teachers adapt their planning and assessment to meet needs of students with SEND when teaching remotely, for example by providing alternative texts, additional structure or scaffolding, and modifying their questioning. Immersive reader is also available through office 365.
- SEND pathways teaching is also maintained remotely, so that students who receive specialised input in small timetabled groups can continue with this work.
- Teaching Assistants are deployed to maintain close contact (at least weekly conversations during periods of remote learning) with students with SEND to monitor their learning. This is achieved by targeting support for a pupils' difficulties, and where necessary organising alternative learning materials.
- We are committed to the principle that no child should be left behind, and we make every possible effort to ensure that remote learning does not adversely impact the learning of students with SEND.

### **Information for parents/carers of students who are self-isolating but the majority of their class are still in school**

#### **1. How will work be set during your child's absence from school?**

Your child's teacher will be informed that your child is self-isolating at the end of the day that their absence was reported. If your child was due to have a lesson that day, the teacher will contact them via their school email or class 'Team' to provide them with the work from the lesson. Teachers may also invite your child to dial into the lesson using Microsoft Teams from home. This will allow them to hear the lesson taking place live in the classroom. Your child will receive this invite via their school email address and the lesson invite will also appear in their Teams calendar. Your child needs to accept the invite and then 5 minutes before the lesson is due to begin they need to 'join' the meeting.

#### **2. How can my child ask the teacher questions if they need support with the work?**

Your child can send a message to their teacher through their school email address. To do this they must be logged into their Microsoft Outlook email account and not a personal or parent account. During a live lesson they can do this using the 'chat' function or by raising their hand.

### **3. Can my child submit their work to the teacher?**

Yes they can, and they should be submitting work for feedback while they are absent. When a student sends a message to their teacher there is an option to attach a file to the email. Students should use this function to send their work. If they have handwritten their work, they can take a photo of it on their phone and then attach the photo so that their teacher can provide feedback on their work. Work can also be submitted via their class team in a similar way, save or photograph it and then attach it to the chat or assignment function in Microsoft Teams. Students will be directed on how best to do this by their class teachers.

### **4. What type of work will be set?**

Students will be set the work that other students have covered in class. Normally this will be in the form of the lesson Powerpoint with some instructions to explain the task.

### **5. What should I do if my child doesn't know their password to log into their Office 365 account?**

If you, or your child, needs a password for this then please email: [swastudentremotesupport@smithswood.fmat.co.uk](mailto:swastudentremotesupport@smithswood.fmat.co.uk)

### **6. What should I do if I want more work for my child?**

Your child can request more work by emailing their teachers directly. You are also welcome to email [office@smithswood.fmat.co.uk](mailto:office@smithswood.fmat.co.uk) to request more work. We would also recommend that your child makes use of the online lessons that are available on the Oak National Academy website <https://www.thenational.academy/>. These online lessons have been made freely available specifically for students who are self-isolating across the country.

All students at the academy from Years 7 – 11 have GCSE pod accounts and can access this resource free at any time <https://www.gcsepod.com/>

### **7. What should my child do when they return to school?**

We would encourage your child to be proactive and to do the following:

- Show their teachers work completed during remote learning period (if they haven't submitted to them already via their school email account or Teams).
- Ask for any resources they have missed during this time.
- Asks their teacher for advice if they are experiencing any difficulties with the content of lessons on their return to school.

### **8. What if my child's teacher is self-isolating?**

Teachers who are self-isolating will continue to set work if they are well enough to do so. This work will normally be in the form of a narrated PowerPoint that will be used in school with their class who would be being supervised by another teacher. These narrated PowerPoints will also be available to any student within the class who is self-isolating. Teachers may also provide a range of materials to support the lessons including handouts.

### **9. Will you be live streaming lessons from the classroom?**

It is our intention to develop the capability to live stream some lessons, particularly for examination groups. Following significant investment in ICT at Fairfax over the summer, we have had some 'teething issues' with our new network. Our ICT contract manager is working hard to resolve this issue. Several of our staff have already successfully trialled this and staff are embracing this new innovative technology to support learning in and out of the classroom. EEF research states that students should have a range of provision offered for home learning and so we will not expect our students to sit in front of Teams for five hours a day. A variety of home learning strategies will be used in order to support our students' learning in the event of isolation periods. A letter explaining your child's Microsoft Office 365 has already been sent to you and copies can be found to support you further on our school website.

### **Information for parents/carers of students who are self-isolating because their whole class or year group bubble has been told to isolate by the Academy**

In the event of a class or year group bubble being asked to self-isolate for 14 days the following principles to any remote learning offer:

- Safeguarding procedures from lockdown will be immediately re-instated to ensure monitoring of student well-being.
- Students with SEND will receive support to ensure they can access the remote learning.
- Students will continue to access the full breadth of their curriculum.
- Students will have access to new learning in order to continue to progress through the curriculum. This new learning will have regular, clear instruction.
- Students will receive feedback in line with the Academy's feedback or marking policy.
- Students' 'log-ons' will be tracked to monitor student engagement with electronic content.
- Students without online access will receive appropriate printed resources such as text books
- Students will have frequent contact with teachers through electronic means, and will be able to access learning support school when required.

#### **1. What work will my child be set if their whole class bubble or year group bubble is sent home?**

In the event of a whole year group or class being sent home and told to isolate for two weeks, students will be expected to complete their normal timetabled lessons at home.

#### **2. How will the work be set?**

Work will be set via their school email address or Microsoft Teams via Office 365. Communication from the Academy will take place at the start of the isolation period to provide further details.

#### **3. What type of work will be set?**

The research on home learning suggests that variety is important when setting work. As a result, teachers at Smith's Wood Academy have been asked to follow this approach over three or four lesson when setting work for home learning:

- New Learning introduced using a narrated PowerPoint or Microsoft Teams (usually a 20 minute teacher input followed by students completing the application of their learning. Students will be able to ask questions throughout their lesson)

- A test/quiz within Office 365 will be set to assess student understanding of the previous learning. This would be completed online so that the teacher can see the results.
- An activity that deepens their learning which students will be asked to submit.
- Feedback to allow students to improve their work and extend their learning.

While teachers have the flexibility to move away from this cycle of learning where it will benefit students, you should expect your child to receive at least one narrated PowerPoint or teams input every three lessons and they should have regular opportunities to submit work for feedback.

#### **4. What should my child do if they need to ask a question?**

Your child can send a message to their teacher using their school email account or via the chat function in Teams.

#### **5. What should I do if my child doesn't know their password to log into their Office 365 Outlook or Teams account?**

If you, or your child, needs a password for their Office 365 account, please email [office@smithswood.fmat.co.uk](mailto:office@smithswood.fmat.co.uk)

#### **6. What should I do if I want more work for my child?**

Your child can request more work by emailing their teachers directly. You are also welcome to email [office@smithswood.fmat.co.uk](mailto:office@smithswood.fmat.co.uk) to request more work. We would also recommend that your child makes use of the online lessons that are available on the Oak National Academy website <https://www.thenational.academy/>. These online lessons have been made freely available specifically for students who are self-isolating across the country.

All students at the academy from Years 7 – 11 have GCSE pod accounts and can access this resource free at any time <https://www.gcsepod.com/>

#### **7. Are you planning on delivering any live online lessons?**

It is our intention to deliver some live input via teams for all students. EEF research states that students should have a range of provision offered for home learning and so we will not expect our students to sit in front of Teams for five hours a day. A variety of home learning strategies will be used in order to support our students' learning in the event of isolation periods or further lockdowns. Should your child's bubble be asked to isolate, we will contact you with further information about which lessons will be on teams.

Each Teams contact will be at least 20 minutes of direct instruction from the class teacher, followed by opportunity for your child to work independently as directed by their teacher. You will receive further information and help sheets regarding the use of Teams in the coming weeks.

***Finally, we know that some students will find remote learning a challenge. Whilst we encourage students to do all they can, we do not want students to become overly anxious about falling behind or not managing all of the work set. Equally, there may be issues with access to technology at home that might mean remote learning is a challenge. Please let us know if remote learning is becoming a challenge for your child by informing your child's tutor in the first instance.***

If your child is self-isolating and you have further questions that have not been answered here please email [office@smithswood.fmat.co.uk](mailto:office@smithswood.fmat.co.uk)