

Hartismere School



Remote education provision: information for pupils,
parents and carers

January 2023

The information in this document sets out how the school provides remote education and what pupils, parents and carers should expect during periods of school closures, or where school access for pupils is restricted.

Remote education is a last resort when the alternative would be no education, and only after it has been established that the pupil is, or will be, authorised absent from school. In such cases, remote education can have the benefit of allowing absent pupils to keep on track with their education and stay connected to their teachers and peers.

The remote curriculum: what is taught to pupils at home

We will teach the same curriculum remotely as we do in school wherever possible and appropriate. We will make adaptations in some subjects, particularly those with a large practical element. For example, in Core PE lessons, pupils are able to access pre-recorded tasks and work which can be adapted for different settings.

How will my child be taught remotely?

Pupils can be taught through a combination of live lessons, online learning and tasks using Google Classroom and other online platforms used by individual departments (**a list of these can be found at the end of this document**).

When the teaching of live lessons is appropriate, for example, during the restrictions of the COVID-19 pandemic, it is expected that all children will attend live, online lessons. Here are the key details:

- Pupils should follow their normal lesson timetable.
- Live lessons will take place for all year groups.
- As almost all lessons will be taught live, it will not necessarily be possible to access lessons afterwards. Attendance needs to be live.
- Absence from live lessons will be viewed in the same way as absence from in school lessons. Staff will contact parents where children are missing from lessons to understand and support with issues which may arise.

Timings of the school day:

Tutor time/assembly*	8.55 - 9.10
Lesson 1	9.10 - 10.05
Lesson 2	10.05 - 10.55
Break**	10.55 - 11.15
Lesson 3	11.15 - 12.05
Lesson 4	12.05 - 12.55
Lunch**	12.55 - 2.00
Lesson 5	2.00 - 2.50
Lesson 6	2.50 - 3.40

* days vary according to year group and are scheduled by tutors and heads of year

** we recommend students spend breaks and lunchtimes away from screens

Most lessons are 100 minutes long. Some are 50 minutes long. The pupils should follow their timetables. The lessons may start and finish early to allow pupils, and teachers, time to prepare for their next lesson.

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

Pupils are able to access learning materials, activities and more in case they are unable to come into school. They can find the @home website here:

apps.hartismere.com/@home

Your child should follow the steps below:

1. Click on the relevant year group, for example, 'Year 8'
2. If not already logged in, your child will be promoted to log on to the school website. This will require their usual school log-in and password.
3. They should check their timetable to see what lessons they have that day
4. If appropriate pupils may be invited to their live lesson via a Google Meet link. They may be directed to other work on their individual Google Classroom or to work in the @home section.
5. Activities and instructions will be displayed for that particular year and subject. These are updated each week to reflect the work being completed in class. To see activities for other weeks, select the 'View @home activities for all weeks' option underneath the subject title. The current week's activities will be displayed as default.

Remote education time each day: including teaching and study time

Working online is different to being in the classroom. It can be challenging but can also be fun and rewarding. It is important for pupils to take regular breaks and time away from their computer screen.

How long can I expect work set by the school to take my child each day?

Pupils are advised to spend no more than 100 minutes on each subject (the length of most lessons at school). This includes all aspects of remote education including remote teaching and independent work. Pupils should follow their timetable where possible each day.

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 a list of pupils without easy access to the internet or to suitable devices and can make arrangements to provide work on paper for those pupils where their absence is on an authorised basis. It may be possible to provide laptops and other equipment for pupils who do not have access to IT equipment and encourage families to contact us and let us know if their situation regarding access to technology changes.

Interim arrangements for submission of work may be made by individual teachers or departments after discussion with the student.

Engagement and feedback: pupils and parents

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

In circumstances where pupils are required to work remotely and are sufficiently well enough to work, pupils are expected to:

- complete work to the deadline set by teachers
- seek help if they need it
- alert staff if they are not able to complete work

Parents can provide support in a number of ways. For example, finding an appropriate place to work, establishing a work routine, encouraging good levels of concentration and supporting work to the best of their abilities. Parents/carers should make the school aware in the normal way if their child is sick or otherwise cannot complete work. Should accessing work be an issue, parents should contact the school promptly. Alternative solutions can be discussed on an individual basis.

Keeping safe online and behaviour

Children sign a 'Home School Agreement' about the use of school computer equipment and the use of the Internet whilst in school. It includes e-safety rules. An additional 'Acceptable Use Loan Agreement' is signed by parents when computer equipment is loaned by the school to a student.

The expectations of pupils in terms of their contributions, effort and behaviour are the same in the virtual classroom as they are in the real one. If a pupil's behaviour falls short of those expectations, parents and carers can expect the school to contact them. Pupils who disrupt online lessons, or behave inappropriately, will be removed from online lessons and dealt with using the school's usual procedures.

The school understands that having a virtual classroom in the home can be challenging. For safeguarding reasons, it is not appropriate for parents to join or intervene in lessons that are live. Any concerns that parents or carers have should be raised with the appropriate head of year or form tutor in the usual way.

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

If there are concerns around the level of engagement of a pupil, the pupil will be contacted in the first instance via either their school email account or Google Classroom. Parents will be contacted by phone or email if there are any further concerns.

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

Feedback takes many different forms. It may sometimes include written comments for individual children, but not always. Whole-class feedback, quizzes marked automatically via digital platforms, chat function discussions and peer interaction are effective ways for pupils to receive

feedback. Teachers will use the tools provided in Google Classroom to provide feedback to individuals, groups and whole classes, as appropriate.

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. Teachers will continue to use the methods that support pupils, and parents and carers may wish to reinforce those at home. The methods that help all pupils, but particularly those who require extra support may include:

- breaking instructions into small chunks which are repeated regularly
- extra time to process instructions
- guidance in completing forms or other online information
- using examples before completing a piece of work independently
- slowing down speech and explanations to allow students to hear, process and understand
- recalling the topic, idea or information from the previous lesson (this stimulates short term memory and focuses attention)
- having complex words or terminology simplified
- different note-taking strategies such as mind-maps, drawings or diagrams or the use of pre-prepared notes for important information

Other interventions for students who need additional support may include:

- Email, phone or Zoom contact with parents
- Email, phone or Zoom contact between mentors and mentees and their families
- Spelling intervention work accessed from home through bespoke Wordshark Programme
- LSAs working in some live lessons with pupils who require a scribe
- Lexia online reading programme
- Altered timetables where appropriate
- Adapted work packs where needed
- Touch Typing programme where appropriate
- Specialised SEND equipment sent home where appropriate

Some free software may be useful for some students.

<https://www.naturalreaders.com> is free text to speech software.

<https://pangobright.com> offers free coloured overlays for screens.

Online platforms used by individual departments

Maths KS3	https://eedi.com/ https://www.mymaths.co.uk/
Maths KS4	https://www.mathsgenie.co.uk/gcse.html
English KS3	https://app.bedrocklearning.org/
English KS4	https://www.tassomai.com/

Science KS3	BBC Bitesize pages and quizzes https://gradegorilla.com/ for quizzes that mark https://senecalearning.com/en-GB/
Science KS4	https://www.tassomai.com/ https://gradegorilla.com/ https://senecalearning.com/en-GB/
Languages KS3	uk.language-gym.com
Languages KS4	uk.language-gym.com
Computer Science KS3	Google Classroom (all lessons can be accessed independently)
Computer Science Year 10	https://senecalearning.com (OCR GCSE content) https://isaacomputerscience.org (OCR GCSE content)
Computer Science Year 11	https://www.smartrevise.online
Psychology GCSE	https://www.youtube.com/@hartismerepsycho4673
Music KS3	Google Classroom: there is a 'work if you are absent' section for each unit / topic / project, including tasks that could be completed online.
KS3 PE	Google classroom: <i>classcode</i> 'Homework / Enrichment Tasks'. For every sport covered students have a 'enrichment task' they can complete.
GCSE PE	Google classroom: 11 AQA GCSE PE / 10 AQA GCSE PE: 'Timetable / Home Learning' identifies the topic being taught with bbc bitesize & seneca links. Each chapter and topic has its own powerpoint & handout in the appropriate folder. 'Misconception videos' can also be watched to summarise the topic area.
WJEC Sports & Coaching Principles	Google classroom: complete assignments/ tasks set
GCSE Drama	https://www.bbc.co.uk/bitesize/examspecs/zkvm2sg Revision. Terminology. Work also available in their drama workbooks/ coursework on Google documents
KS3 Drama	Drama glossary sheets available in their handbooks. If they don't have their

	<p>handbooks, they can access a copy under 'My homework'.</p> <p>https://www.hartismere.com/search/my%20homework</p>
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