



Manor Academy

Aspire Achieve Excel

Remote Learning Provision

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

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?

In the first instance, your child can expect learning materials ready to complete via Microsoft Teams for each subject area. This mirrors their usual timetabled lessons and may be in the form of presentations and/or worksheets.

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?

Broadly, your child will be taught the same curriculum as they would receive if they were at school.

The timetable has been designed to include 5 hours every day of online lessons, with access to all subject areas in one week.

Practical subjects such as PE and drama offer theory classes and a PSHE lesson is provided once per week as an opportunity to be in regular contact with tutors.

When your child has no online lesson to attend, they can complete learning resources made available via their Year Team channel.

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 5 hours a day.

Accessing remote education

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

Microsoft Teams is the platform we have decided to use for delivery of all online lessons and access to learning resources.

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 your child has no access to an electronic device or the Internet, please contact your child's form tutor or Head of Year and let them know.

Disadvantaged students have priority in the allocation of a laptop or a dongle but please still let us know even if your child is not eligible for Pupil Premium funding.

If your child requires paper copies of the work set, please contact your child's tutor or Head of Year and these will be sent directly to your home.

If your child has no online access for submitting work, please bring the completed paper copies to Main Reception for the class teacher to collect and mark.

How will my child be taught remotely?

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

- live teaching (online lessons)
- online materials provided by Oak National Academy and Educake
- printed paper packs produced by teachers (e.g. workbooks, worksheets, copied textbooks)
- revision guides and revision workbooks
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences from BBC Bitesize, Oak National Academy etc.
- project work which supports coursework or theory elements of learning i.e. in vocational/BTEC subjects or practical-based subjects.

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?

Your child should keep to our school routine as much as possible.

We expect students to log on to their Microsoft Teams account on a daily basis from 8.45am until 3.30pm Monday and Tuesday, 8.45am to 2.15pm Wednesday and Thursday and 8.45am until 1.30pm Friday.

The support we expect from home (parents and carers) is:

- Help to get routines in place to support your child's education.
- Ensure your child is dressed and ready for online lessons
- Ensure that your child joins the live lessons every day follow the focused timetable which they have been provided with during periods of remote learning
- Remind your child to behave sensibly, following the remote learning expectations when engaging in live lessons.
- Check that your child is submitting work when they are expected to do so.

Parents should also encourage their child to keep active during the day as part of planned breaks from learning and make it clear when the school day is over to separate home and school life.

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

- We will check student engagement with remote education twice daily (during the live lessons) by taking a register.
- Each class teacher will be tracking the progress of their students daily during online lessons and via the completion of post-lesson work on a weekly basis.
- If your child does not keep to deadlines for completion of work, your child will be contacted initially by the class teacher. If the completion of work continues to be a problem then you will be informed by your child's Head of Year or the Head of Faculty for that subject.

In addition, your child's tutor will make weekly contact with your child to check in with them via PSHE lessons and/or phone calls home.

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:

Feedback on work will be given both verbally and via whole-class power-point slides on a weekly or fortnightly basis (depending on the regularity of online lessons for each subject).

Where digital learning platforms are used for setting of work such as Educake or ActiveLearn, automatic feedback will be given to students individually.

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 Academy will send out clear guidance on how to use Teams to all parents.

Parents of children with SEND will be contacted daily by their child's SEND mentor to support and answer any questions. The child's SEND mentor will be the point of contact in school for support.

If appropriate, children with SEND will have individual Teams support from their SEND mentors.

Lessons will be differentiated to meet the needs of the class to ensure that learning is accessible for all children.

For children who are unable to work remotely or who struggle with electronic learning, paper-based resources are available on request and will be sent out weekly.

SEND students in the SEND bubble may still attend school if deemed appropriate.

If a parent feels that their child is vulnerable, unsafe or cannot cope at home due to SEND needs, they should discuss this with their child's Head of Year as a place in school may be appropriate.

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?

In order to keep your child's learning in line with their peers, the class teacher will upload the resources needed for each lesson on a weekly basis via their Teams channel.

Your child will complete the work for each week and submit this to their class teacher either electronically via Teams or as a scan or photo of their work.

For families who request paper copies, these will be sent home with your child either as they self-isolate from school or via the post.

At Post-16 in smaller classes, staff will invite your child to their in-school lesson so they can access the learning directly and have the opportunity to ask their class teacher questions.