

Remote Education: Information for Parents and Carers

This information is intended to help pupils and parents or carers understand what to expect from remote education if pupils are required to remain at home for reasons related to Covid-19.

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 event of any type of school closure due to COVID-19, you should commence the self-isolation pack which was sent home with your child during the school term. Online Learning via our remote learning platform - Microsoft Teams (MST) - will begin the very next day (after any closure is announced).

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 - please see our Remote Learning timetables on the Remote Learning section of our website.

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:

Number of hours	Your child will be set a minimum of 3 hours' 'live' lessons, in addition to this, your child will receive pre-recorded lessons, links to websites linked to the curriculum, as well as a wide range of resources
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	<p>prepared and saved in the files section of your child's 'Team'. Your child's teacher will set weekly assignments to complete, and will issue quizzes to assess your child. Staff will also offer, live story time sessions, and well-being "check-ins". Teachers will give children access to our school subscriptions so that they can also be used to support remote learning.</p> <p><i>All of the above will total approximately 6 hours a day.</i></p>
Breakdown of hours	<p>We have scheduled a full day of learning - please do follow the timetable. Timetables can be found on our website in the 'Remote Learning' section. A copy of your child's timetable can also be found on your child's Teams' page.</p>

Accessing remote education

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

Your child can access our online remote learning offer via our Microsoft Teams platform. Passwords and usernames have been sent out, via Arbor, numerous times this academic year. Please contact the school office should you need assistance with this. Please see the 'Help and Support' section of our 'Remote Learning' tab on the school website for further support. We offer training videos to support you with accessing files, posting work on MST and how to join a scheduled lesson. We have also shared a 'help sheet' for how to log in.

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:

- In September we sent out an 'Access survey' where we asked parents and carers if your children had access to a device to support remote learning should a local/National lockdown occur. We will contact each parent/carer individually to loan a device, where possible. If you need any further information about device loaning from Copperfield Academy, please contact the school office - the person responsible for issuing loan devices is Mrs Root, our Admissions Officer.

- In the same survey we asked if you had access to the internet. Should you require support with Internet connection please contact the school office the person responsible for issuing internet 'dongles' is Mrs Root.
- Each pupil will have a printed work pack which provides 6 weeks of work for you to complete should you require it.
- We wish to review all work and provide weekly feedback. If you are using MST you can share your work via the general feed, by sending it directly to your teacher via the chat function. If easier, you can email it. Teachers will set assignments for children to complete, and host weekly quizzes. If you are completing the work-pack you will receive feedback in one of two ways. Either, over the telephone with a member of the year group team, or by photographing the pages and emailing them to your child's class teacher for feedback.

How will my child be taught remotely?

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

- Live teaching (online lessons), via Microsoft Teams.
- All live lessons are recorded so that children can watch them back, with the ability to pause and resume, if they need to access the lesson or learning at a different pace. Recorded sessions may also be used if a family is device sharing.
- Recorded teaching (this is different to live lessons that are recorded) these are lessons specifically **pre-recorded** to share with pupils. We currently pre-record Art, MFL, an online book club, and Phonics sessions - to accompany our daily phonics teaching.
- Files - we regularly share lesson resources, whiteboard slides, examples of tasks and other supporting materials via the 'Files' section of MST, within each Class' Team.
- Printed work-packs produced by teachers. Your child had already been issued with a 2-week self-isolation pack pitched at the appropriate level for your child. On the 4th January we issued a further 4-week work-pack to use during this second National Lockdown.
- We regularly post links to educational websites and videos to support learning at home.
- Each child has a curriculum grid with several tasks to choose from to complete over a period of a few weeks. These can be found on your child's MST page in the files section. Please use this grid and complete the projects.

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?

- Each pupil who is listed as having access to a device whether that be personal or loaned is expected to join our remote learning offer. If your child is not joining our Live lessons we do expect that they will watch the recordings and complete the same tasks as their peers. We will share daily engagement posters to celebrate and encourage engagement.
- We require parents and carers to establish and set clear routines with remote learning, using our timetables; we also require you to read, and agree to our online learning commitment. We also really value and appreciate feedback so request that parents and carers do communicate with us should they need to ask any questions. We are more than happy to help.

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

- We review children's engagement daily. We have rigorous systems to ensure that we keep in regular contact with both children and parents/carers. You will have access to daily contact with your child's teacher/s - this will be in the form of online using MST, via telephone, or socially distanced home visits, where needed to maintain our support for you as families.
- Should we have significant concerns about a child's engagement, we will contact parents and carers via telephone or a socially distanced home visit.

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:

- Every time your child shares their outcomes with a member of staff the adult will respond using our feedback procedure of 'Capture the Learning, Post a Question'. Your child will be asked a question to challenge them further, challenge any misconceptions or simply encourage a next step.
- Assignment submissions and quizzes will be digitally marked and automatically issued to your child.
- Feedback will be provided daily throughout each week.

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:

- All pupils on the SEND register were invited to attend school.
- All pupils on the SEND register, who are not in school, will receive bespoke contact by an Inclusion Teacher twice a week.
- The Specialist, Teaching and Learning Service will continue their outreach support for pupils already working with them.
- All pupils on the SEND register who have remained at home will have received a differentiated work pack, and your child will be invited to join remote sessions that are suited to their need and learning preference.
- Differentiated 'Workboxes' have been sent/delivered to all pupils with an EHCP plan.
- Some children who are working at home will be invited to receive their regular learning support interventions online with the adult/s this typically would happen with when your child is at school.
- In order to support our Nursery and Reception children to access remote learning we have adapted our offer to ensure that there are lots of play-based tasks with resources that are readily available in the home. We will share lots of pre-recorded videos for you to enjoy with your child. All activities are well considered and planned for to ensure that younger children can engage with our remote learning offer.

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?

When considering a single case of self-isolation, please see our self-isolation timetable issued in September 2020. Your child would use their individual work pack, as well as logging into MST daily. Resources from in-class that day will be uploaded each morning by your child's class teacher so that you can engage with the lessons your child will be missing that day. If your child is well enough you may also wish to book a 1:1 session with your child's class teacher to discuss the learning you are doing at home and receive feedback. When your child returns to school they should bring any work completed to share with the teaching team in the year group. Your child will then be issued with a new isolation pack to keep at home.

Further Information

Please refer to our website section for all of the relevant documents and information about our remote learning offer. Don't forget to check the school website/social media pages each day or your child's Teams' page where you will find our engagement posters and our remote learning weekly triumphs!

If you require any further support do not hesitate to contact any member of staff via the chat function on MST or via email and we will endeavor to help and support you in whatever way we are able to.