



Cardinal Allen Catholic High School
Remote Education
(September 2021)

The purpose of document is to provide an explanation as to what students, parents and carers should expect during periods of school closure or student isolation relating to coronavirus (COVID-19).

What should my child expect from immediate remote education in the first day being sent home?

From the first day of absence, pupils are to access lesson resources via Class Charts through the homework or announcements tabs. In most subjects, this will match the intended in-school curriculum with the only exceptions in practical subjects.

Lesson resources sent to pupils will likely include:

- Copies of lesson material such as lesson PowerPoint documents and/or pupil activity worksheets.
- Recorded teaching (e.g. Oak National Academy lessons)

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 if learning is taking place within the school building. This is the case wherever possible and appropriate. We have however had to make some adaptations in practical subjects; for example, Music and Technology. Students will have a live lesson or teacher directed study, just as they would for any other subject area, the content will be adjusted to allow completion of work whilst at home. These subject areas may change the order of their curriculum to concentrate on topics that can be delivered remotely more effectively.

If there are local restrictions in place, where by **all** students in-school are asked to continue their education from home, a home-learning schedule which follows the in-school timetable will be published on Classcharts.

Class teachers will post a live lesson link in accordance with the home learning school timetable to Classcharts via the announcements function or through the class homework section. By clicking on the link, the pupil will be then prompted to join the class meeting.

Pupils will be able to download all the required lesson resources and then upload all completed work to Classcharts in the same way they would normally submit their homework.

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

We expect that remote education (including live lessons and teacher directed study) will take students broadly the same number of hours each day as if they were in school. All pupils learning at home should follow their in-school timetable. A minimum of 14 lessons from 25 will be live, the rest are two hours of teacher directed study. Each lesson lasts for one hour. Years 7 and 8 have two live lessons in core subjects,

and one live lesson in every other subject except technology. Year 9 have two live lessons in core subjects, and one live lesson in every other subject. Years 10 and 11 have two live lessons in every subject. Games is not taught live to any year group but directed study activities are provided in line with the school timetable.

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

Our remote learning platform is Microsoft Teams. Pupils will access online learning via their Classcharts login which will direct them to live lesson links, lesson materials and teacher directed study activities. Both online platforms can be accessed from: <https://www.cardinalallen.co.uk/launchpad/>

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 have a dedicated team standing by to support students and parents with ICT issues. This team can be contacted by emailing support@cardinalallen.co.uk. Any smart device (for example, a phone or kindle) will be able to access our remote learning provision. For the majority of subject areas, classwork can be handwritten in students exercise books, as would be the case if student learning was taking place in the school building

We have issued laptops to students eligible for Pupil Premium funding in the first instance. Laptops are lent to students assessed to have the greatest need, for example, those students who are working towards formal qualifications this year. We are working towards providing laptops, on a short-term basis, for other students in need, who are not working towards formal qualifications this year.

We do provide dongles with some laptops, however most of our students do have suitable internet access. If you, as parents, have concerns regarding internet provision at home please contact the school.

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely. Remote learning will primarily be delivered through Microsoft Teams. These lessons are scheduled according to the home learning timetable – they will be calendared within teams and a link will be sent via Classcharts to pupils.

Microsoft Team lessons will be recorded and used subsequently with students who missed the initial session. (This content is not to be shared outside of the school community)

At Cardinal Allen we will use a range of remote teaching approaches including:

- live teaching (online lessons) via Microsoft Teams;
- copies of lesson materials sent to pupils via Classcharts;
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers using Microsoft Streams);
- printed paper packs produced by teachers (e.g. workbooks, worksheets);
- textbooks and reading books pupils have at home;
- commercially available websites such as Kerboodle or GCSE Pod which support the teaching of specific subjects.

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

- Please identify a suitable location for your child to use for the video lesson for example a living room or dining area. Bedrooms should be avoided wherever possible.
- Parents should ensure that as far as possible distractions are removed and there is quiet.
- Parents should make every effort to support lessons delivered in this way by ensuring their child is suitably prepared and ready to learn.
- Parents should familiarise themselves with the expectations on pupils set down in this guidance and ensure their child adheres to them.
- Remember, lessons delivered online are still lessons and pupils are expected to behave appropriately. High standards of behaviour are expected for online learning sessions just as they are in the classroom.
- Online lessons are for pupils only and so parents/carers are not permitted to take part in the session.
- The unauthorised recording of staff or students involved in the sessions and/or sharing via social media is not permitted and doing so constitutes a safeguarding issue and the appropriate authorities will be informed.
- Parents are expected to ensure that students are taking a break, away from the screen, when they would usually have a break-time or between lessons.

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

Staff take a register during each remote lesson, overall lesson attendance is then collated by the pastoral team who make weekly 'Keeping In Touch' (KIT) calls to parents and carers.

Engagement with remote learning is monitored by classroom teachers who mark submissions on Classcharts as completed or incomplete. Parents or Carers can monitor their son or daughter's classwork submissions via their own Classcharts accounts.

Pupil account access to Classcharts is monitored daily by the Senior Leadership Team and contact is made via Classcharts to parents/carers of pupils who have not accessed their accounts.

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:

- All pupils will submit completed work via Classcharts and teacher feedback will be provided to pupils according to the whole-school marking and feedback policy.
- Whole-class feedback or quizzes marked automatically via digital platforms are valid and effective methods the methods to assess and feedback on students' work.
- Whole class quizzes, written tasks that students submit, responses in lessons through questioning, are all approaches that teachers might use. Teachers use the work students complete, to shape the next lessons. Feedback may be provided to the whole class, where teachers will unpick misconceptions during their lessons.
- Students' understanding will be checked throughout lessons through questioning, as they would be in the classroom.

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 students, for example some students 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. Our SEND department make regular calls to our parents/carers where appropriate, to support them to access and submit their work. Students who cannot engage with online learning, even after staff are informed of difficulties and have adapted work, may be offered support in school. EHCP students and their families are supported by the SEND as needed.

Remote education for self-isolating pupils

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

Pupils are to access lesson resources via Class Charts through the homework or announcements tabs. In most subjects, this will match the intended in-school curriculum with the only exceptions in practical subjects.

Lesson resources sent to pupils will likely include:

- Copies of lesson material such as lesson PowerPoint documents and/or pupil activity worksheets.
- Recorded teaching (e.g. Oak National Academy lessons)

When students are isolating and most students are in school, they will follow their in-school timetable completing the work set by their teachers set on Classcharts, this **could** involve being invited into live lessons.

It is acknowledged that this is a lot of time for students to be working independently, so students are encouraged to inform their teachers if they need more support.

If my child's teacher is not in school because they are self-isolating, how will their in-school education differ?

Where a teacher is absent due to self-isolation, and is well enough to do so, they will deliver their lessons using Microsoft Teams to the pupils in school with the support of a supply teacher or cover supervisor.

Where the teacher is unwell, appropriate work will be set by the teacher, if they are able to do so, or by the subject Curriculum Leader.