Alder Grange School

Remote Education: Information for Parents and Carers

Rationale:
As a school we prioritise the well-being of all members of our school community. This helps to create an ethos and climate which leads to happy, contented, and resilient pupils/students who are then in a much stronger position to succeed with their learning.

This document outlines how we support our pupils and students in the current challenging circumstances caused by the COVID-19 pandemic.

We have embraced Google Classroom as a tool to use for when pupils and students are required to work from home. Over the last few months, we have found this resource to be an asset to supporting our pupils and students with their learning needs.

In the event that your daughter or son is required to learn from home, either due to self-isolation or as a result of a complete or partial school closure, they will receive as broad a curriculum as possible.

Your child should expect to complete the work set for each of their classes across a typical school day, following their usual timetable. Your child will have a copy of their timetable with them and you can contact school for these details should need to do so.

As parents/carers we have little understanding as to how Google Classroom works. What can we do?

Firstly, you are not on your own as many of us have had to adapt to learning new skills very quickly regarding the use of Google Classroom. We know that very often our children are 'light years' ahead of us in terms of their own understanding of IT and this can sometimes be off-putting.

Therefore, to offer you support we have created our own https://sites.google.com/aldergrange.com/aldergrange-support-portal/ . This provides useful films and Frequently Asked Questions about all areas of Google.

However, if you have looked through the ParentHub and the Frequently Asked Questions and are still unsure then please do not hesitate to get into contact with us at school: we are always here to help you.

If at any time your child is struggling to log into the Google Classroom or if you have an enquiry of your own then please use the IT Helpdesk:
itstudenthelpdesk@aldergrange.com

Where can I find wellbeing support for my child?

For several months now, our pupils/students and yourselves as Parents and Carers have had to cope with a series of challenges surrounding the COVID-19 pandemic. We understand that these are unfortunate circumstances which can potentially impact on your child's opportunity to attend school in a normal way and that potentially this can affect your child's emotional health and wellbeing.

Many young people have struggled with wellbeing and mental health during the pandemic at different times. As a school we provide a range of support for coping with this. This support is still available during lockdown. If you are worried about your child and would welcome some support from school please contact with us and we will endeavour to support your child in whatever way we can.

In addition, we would also like to signpost you to our school website where you can find useful information which supports emotional health and wellbeing.

As a further means of support in school, your child will be able to use our **School Well-being Hub** in Google Classroom. This will also provide opportunities for your child to talk with members of staff, if appropriate about any issues that may be worrying them. Pupils have been provided with a link to this area by the Form Tutors via Google Classroom.

To contact school directly you can **e-mail reception@aldergrange.com or telephone us on: 01706 223171** for matters of a more confidential nature that you need us to know about please **send an email to Mr Birtles: dbirtles@aldergrange.com**

Is there any way that my child can still engage with their Form Tutor?

When pupils and students are required to work from home, we want to enable them to keep in contact with their Form Tutor and Achievement Leader. We recognise the important role that they play in the growth and development of our pupils/students.

Form Group Google Classrooms provide an opportunity for your child to speak with their friends in form and to share their day-to-day experiences. In addition, your child's Form Tutor and their Achievement Leader will hold Google Meet tutorial sessions and assemblies to communicate with your child.

The remote curriculum: what is taught to pupils/students at home?

The 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 after being sent home?

For each lesson across the day your child should log into Google Classroom, to access work set or to see messages from class teachers. There may not be work in all lessons initially, and some tasks may be set later in the day as we get systems in place.

If you need to do so, please visit our https://sites.google.com/aldergrange.com/aldergrange-support-portal/ for useful advice and support regarding the use of Google Classroom.

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?

Yes. All pupils and students will follow the same curriculum remotely as they would have done had they been studying in school.

For some subjects (mainly practical lessons) we may need to make adjustments to our curriculum. Your child will be kept fully informed about any changes in Google classroom.

Remote teaching and study time each day

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

The table below is an 'approximate guide' to the number of hours that pupils and students should be studying each day. The activities provided may not always take the full length of a lesson to complete.

If your child does finish the tasks early, then they should use the remaining time to recap previous learning. Also, they could do some research to find out more about the topic being studied.

Key Stage	Year Groups	Approximate number of hours of study each day
3	7, 8, 9	5 hours
4	10 and 11	5 hours-with additional time for pupils working towards certification in year 11
5	12 and 13	8 hours of study per subject per **week** of which 5 hours will be for independent learning for students working towards certification in year 13

At the current time we are awaiting guidance as to how the process for the awarding of Centre Assessed Grades for GCSE and A-levels will be carried out for the 2021 cohorts. For pupils and students in years 11 and 13 we recommend that the pupils and students keep up with their studies, working with their teachers, following advice, and completing all assignments and tasks.

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

For each lesson across the day, your child should log into Google Classroom.

A: Google Classroom

Your child will be familiar with Google Classroom. There are 3-main sections to be aware of:

1. **Assignments: <u>Classwork and Homework</u>**

   - All of the activities which your child will need to carry-out will be found in the **Assignments area** of Google Classroom.

   - Your child will receive an email notification, through their Alder Grange school email account when there is a new assignment created for them.

   - There will be a due date (as you have in the traditional planner).

   - This is where feedback on any assignment/homework tasks will be given. The topic of feedback will be discussed later in this document.

If your child has been asked to complete either classwork or homework tasks using a different online provider such as SENECA Learning or MathsWatch then their teacher will inform them of this.

2. **Material**

   - This is where any resources for the lesson will be located. For example, this could be websites in which there is information to read or maybe Youtube films to watch as a part of completing the tasks.

3. **Stream**

   - Your child will be able to communicate with their teacher through the Google Classroom stream.

B: Google Meet

   - Staff may choose to use this tool to enable your child to take part in 'live lessons'. For example, a google Meet may be used to introduce a new topic at the start of a sequence of lessons.

- It could be that the live part of the lesson does not last for the full 50 minutes and may not take place every lesson. Your child's teacher will know when it is the most effective way to engage with the class.

If at any time your child is struggling to log into the Google Classroom, then please use the IT Helpdesk: itstudenthelpdesk@aldergrange.com

If my child does not have available digital or online access at home, how will you support them to obtain access to remote education?

If your child is eligible through the Department for Education (DFE) laptop scheme, then they will have been contacted by school to establish if a laptop is required for them. As a result, all those pupils whose parents/carers have told us that they require a laptop for their child have been issued with one.

Parents have made us aware of additional pupils who require a laptop but who do not fall within the DFE eligibility criteria. We are in regular contact with their parents/carers and our aim is, with the remaining resources available, to supply as many of these pupils with an appropriate device as possible.

We have SIM cards in school that provide free data to pupils who have no access, and several mobile phone providers are providing free data. Please contact us in school if you need help with this.

When the school is fully operational and not in a lockdown situation, we monitor our attendance register to identify those eligible pupils/students who have the 'X code: isolation due to COVID-19'. If needed, these pupils/students are then provided with a laptop. If a pupil is not on the eligibility list, then again, we aim to try and provide an appropriate device.

If you have no available internet or an appropriate device, then please get into contact with us so that we can work with you to try and resolve the issue.

For all enquiries regarding either laptop or internet availability, please **contact school on: 01706 223171** and ask to speak with **Mrs Andrew or send an email: nandrew@aldergrange.com**

How will my child be taught remotely?

For each lesson across the day, your child should log into Google Classroom. See above.

1- Situations where we have a full lockdown or extended periods of remote learning.

- Resources and tasks that will be used in a lesson will be added to Google Classroom either for use in the lesson or maybe provided for pupils to use after the lesson.

- At the scheduled lesson times each of your child's teachers will be logged into Google Classroom and will be available to offer additional guidance and support, wherever possible.
- When your child's teacher is also supervising vulnerable/key work children in school then there could be a delay in answering any questions asked. However, we will endeavour to get back to them within 48 hours.

2- Situations where your child is self-isolating and most of the year group are studying in school.

- As above, resources that will be used in a lesson will be added to Google Classroom either for use in the lesson or maybe provided for pupils to use after the lesson. However, it is more likely that this will be later in the day.
- At the scheduled lesson times each of your child's teachers will be working with the pupils and students in school and as such there could be a delay in answering any questions asked. However, we will endeavour to get back to them within 48 hours.

For situations 1 and 2 above.

If your child is struggling to access their learning or has any difficulties at all, please encourage them to contact their relevant teacher via the Google Classroom. The member of staff can send and receive personal messages for your child without the rest of the class being able to view this.

If at any time your child is struggling to log into the Google Classroom then please use the IT Helpdesk: itstudenthelpdesk@aldergrange.com

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?

In the event that your daughter or son is required to learn from home, either due to self-isolation or as a result of complete or partial school closure, they will receive as broad a curriculum as possible.

Your daughter or son should expect to complete all the work set for each of their classes for a typical school day and follow their usual timetable.

To best support your child, it would be helpful to them if you could:

- Make yourself aware of their timetable and re-affirm expectations of engagement by ensuring that they log into Google Classroom for each of their classes on a typical school day.
- Regularly check-in with your child to ensure that they can get into the tasks set by their teachers in the Assignments section of Google Classroom.
- Remain involved by asking when your child has been learning through Google Classroom whilst at home.

- For pupils in years 7 to 11, please contact your child's Achievement Leader. For students in years 12 and 13 please contact the Head of Sixth Form, with any issues. Please see their contact details below

Year	Contact Details
7	Mrs Huddart: rhuddart@aldergrange.com
8	Mrs Strachan: cstrachan@aldergrange.com
9	Mr Milligan: smilligan@aldergrange.com
10	Mrs Hesketh: rhesketh@aldergrange.com
11	Mr Carassale: ecarassale@aldergrange.com
12 and 13	Miss Luszczak: dluszczak@aldergrange.com

Alternatively, please **contact school on: 01706 223171** and when speaking with reception staff ask for your message to be relayed to the appropriate contact above.

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

School staff will be monitoring the attendance and engagement of pupils in lessons and we will be in touch if we have concerns about lack or quality of work completed, bearing in mind the limitations that remote learning places on us all.

There is a facility in Google Classroom for parents to receive regular reports of outstanding or missing work, which has been emailed to you. All parents can register for this.

If there are serious concerns from teaching staff we will inform you either by Parentmail, telephone or email so that together we can work towards resolving these matters to best support your child's learning.

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

There is no prescribed format for the way in which feedback is set out and or used. 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 particularly towards assessing retention and recall of factual details.

Staff will often be available during scheduled lessons to offer support, advice in the form of verbal feedback to pupils and students.

We will aim to tailor our feedback towards the misconceptions that arise when pupils are engaged in carrying out assignments and tasks where they are applying new

skills. In addition, feedback can be used to encourage pupils to use key vocabulary in answers to questions.

Below are just a few examples of the range of approaches that could be used:

- Whole class feedback on an activity that was listed in the assignments section of Google Classroom.
- Teachers can send and receive messages directed to individual pupil/students regarding a particular task.
- Annotating pupil/student work then returning via a scanned image.
- Follow-up tasks geared towards misconceptions based on a teacher's assessment of the classes understanding of some work.
- Providing exemplar 'model answers'.
- Providing mark schemes and then follow-up on these in a future lesson to address corrections.
- Use of Google Meet to run through misconceptions and model for pupils/students the correct answer.
- Teachers will routinely assess work to see if it is in line with expectation of what a pupil could reasonably be expected to produce and can therefore look at the progress a pupil/student is making.

Support for pupils with additional 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 and students, for example those with additional needs, 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 our pupils and students.

Those pupils who have SEND and other issues will continue to receive additional support during periods of lockdown and partial school closures. As the needs of all our pupils are different and constantly changing so the support that we offer is flexible and adaptive to individual needs.

Some pupils will be used to working with an additional adult Teaching Assistant in class. This support is available during the lockdown. Our teaching assistants are trained in using the Google Classroom and Meets software and can help pupils remotely by offering 1-1 explanations or recaps over the phone, email or Google.

Teaching Assistants can provide differentiated resources; proof-reading written work with pupils; explain key subject vocabulary and assistance with navigating the Google software. They may also chase up any missing work so that pupils do not fall behind.

Because most of our face-to-face interventions cannot take place at present time, we have set up on-line versions of social skills groups, International Dyslexia Learning (IDL) and other interventions so that pupils continue to make progress in their curriculum and wider learning.

Those pupils for whom classroom attendance is difficult for various reasons, continue to have access to remote 1-1 sessions regardless of the lockdown; these cover the catch-up work for pupils unable to attend school and for those with bespoke timetables.

Most pupils on our SEND register also receive weekly contact to check on their welfare and progress. This is an opportunity for pupils, parents, and carers to raise any concerns about schoolwork, wider school issues or other concerns. If it is not a school matter or something that we are able to help with, we may be able to signpost families to other sources of support.

Although it is not possible for all of our work with outside agencies to continue during the lockdown, it is possible for us to keep some of this work going and to move processes forward in many instances. Where this is the case, we are continuing to work with these support streams and ensure that pupils get the support that they need, now and in the future.

If you think that the SEND department can support your child, either during self-isolation or in a full school lockdown, please **contact school on: 01706 223171** and ask to speak with **Ms Taylor, SENDCo or Ms Wells. Alternatively, send an email:**

ktaylor@aldergrange.com
lwells@aldergrange.com

Remote Education for Self-isolating Pupils

Please see above for full details of how this provision differs from full lockdown.

Where individual pupils need to self-isolate, but the majority of their peer group remains in school, how we provide remote education will likely differ from the approach for whole cohorts of pupils as in the case of a complete shutdown. This is due to the challenges presented to us in terms of teaching our classes when these are distributed between in school and remote provision.

In the event that your daughter or son is required to learn from home due to self-isolation they will receive as broad a curriculum as possible and should expect to complete the work set for each of their classes for a typical school day, following their usual timetable.

Other Online Resources

There are useful online resources that can also be used, either independently or as directed by staff in their lessons. We will not generally use these materials as a 'complete lesson' but rather a key part of the learning process. Our staff seek to ensure that online resources used are appropriate and relevant for the aim of the lesson.

Some good examples of online resources are:

- BBC Bite-size 'Learning at Home' programme.
- The Oak National Academy.
- SENECA Learning

  For SENECA Learning your child will need to set-up a free account. They may have done this already.
- MathsWatch https://vle.mathswatch.co.uk/vle/
- Corbettmaths https://corbettmaths.com
- Mathsgenie https://www.mathsgenie.co.uk
- Malmsbury Science-useful for learning about the required practical tasks for both Combined and Separate sciences

If at any time your child is struggling to log into the Google Classroom then please use the IT Helpdesk: itstudenthelpdesk@aldergrange.com

If you need to discuss these details, please do not hesitate to get into contact with us at school. For all enquiries, please contact school and ask to speak with **Mr Varley, Deputy Headteacher on: 01706 223171 or send an email: svarley@aldergrange.com**