The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust Remote Education Information for Parents/Carers

Mission Statement

All policies are written in line with our Trust Mission statement:

With Jesus Christ at the centre of the life of the Trust, we seek to provide learning communities offering the highest possible standards of education. We are committed to working in partnership and trust for the common good. We strive to encourage and empower children and young people to recognise and realise their God-given potential and to discern their vocation in life. As learning communities inspired by faith, we celebrate achievement, offering each other challenge and support, as together we follow Christ in self-giving love and service.

Trust Remote Education Information for Parents/Carers

Aims of this information document:

This document shares relevant information with pupils and parents/carers about how our Trust will provide remote education during periods of school closure or pupil isolation relating to coronavirus (COVID-19).

Remote Education Provision: Information for Parents

This information is intended to provide clarity and transparency to pupils and parents/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).

In June 2020, the Department for Education stated that where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, schools are to have the capacity to offer immediate remote education.

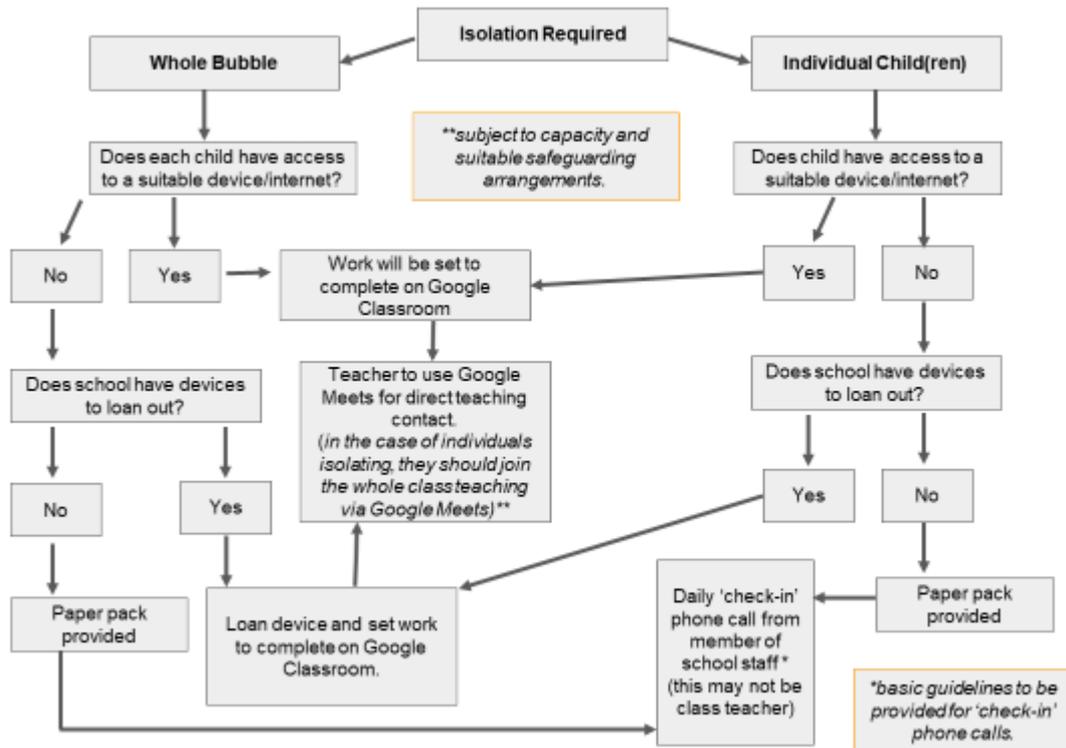On the 1st October 2020, the following legislation was applied to all schools:

Schools' duty to provide remote education

Where a pupil, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, DfE expects schools to be able to immediately offer them access to remote education. Schools should ensure remote education, where needed, is high-quality and aligns as closely as possible with in-school provision.

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 line with the flowchart above, schools should provide remote learning to pupils who are unable to attend school because of a school closure, bubble closure, or because they have been forced to self-isolate. On day one, pupils will be given the school's timetable for remote learning with login details. Remote learning via Google Classroom or the school's virtual platform will be made available immediately.

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 could differ from the approach for whole bubbles. This is due to the capacity available to the school at that time and 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 these circumstances, we provide tasks and resources that all students can complete on Google Classroom, in the same way as if the whole cohort or school were studying at home. Many of the resources will be teacher led recorded lessons or directing students to video lessons provided by Oak National Academy, that match the curriculum we are teaching in school. Where possible we may also be able to add the student to the lesson in school, through Google Meet - although please understand that this will not always be possible or appropriate.

As with the closure of complete bubbles, work from children self-isolating can be submitted electronically on Google Classroom, there is a feedback function built into the platform, where teachers can mark or comment on student work.

If, after discussion with the school, it is agreed that a pupil should access remote learning via a paper copy, this will be made available by school contacting a parent/carer and arranging a suitable collection time from school.

Trust Remote Education Information for Parents/Carers

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?

Schools will teach the same curriculum remotely as they do in school wherever possible and appropriate. However, some adaptations in some subjects have been necessary. For example, for some subjects such as PE and Music, schools are making use of high quality pre-recorded videos to support learning. These still broadly follow the school's curriculum where possible.

Accessing Remote Education

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

Our Trust uses the digital education platform G Suite for Education (Google Classroom) within all our schools to provide online, remote learning. Some schools also use aspects of Office 365 Education (Microsoft Teams).

A digital education platform is a place where teachers, pupils and students can continue learning through online virtual classrooms.

The platforms are purpose-built for remote learning in a way that a school or college website is not.

Teachers can:

- communicate with pupils and students and deliver lessons via video calls
- record virtual lessons
- set tasks
- let pupils and students work together through supervised group calls
- give personalised feedback via video or within shared documents
- continue with formal assessment for learning
- set up separate classrooms for smaller groups of students
- develop structured file and folder storage for different users
- use tools to support staff planning

Using a digital education platform allows teachers, pupils and students to continue education if a school or college closes.

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:

- Any child within our Trust will be provided with a device or online support, if a family is experiencing barriers to accessing online remote learning.
- These devices, which includes support for internet access e.g. through the use of routers and/or wifi dongles, can be obtained by contacting your child's school.

- A device will be provided and an agreement, including acceptable use information, will be issued and signed by both parents/carers and then school.

- In individual circumstances, which may relate to a specific BKCAT school and/or family/child, printed materials, included paper packs, may be provided to identified children, as required. As a Trust we encourage and prefer our remote learning offer to be accessed via our digital platform and would not provide a paper pack because a child does not have online access; our Trust is equipped with the resources to provide **all** our families with the necessary devices and support to ensure all our children can access online, remote learning. It is our belief and mission that an equal offer is provided to **all our children** and that no child is disadvantaged in their remote education offer.

- If a parent/carer needs to loan a device in order to access remote learning, they should contact school via telephone on 01977 701493 or email admin@sjp.bkcat.co.uk

- If a parent/carer has a device but needs help to access an internet connection, they should contact school via telephone on 01977 701493 or email admin@sjp.bkcat.co.uk

- If, after discussion with the school, it is agreed that a pupil should access remote learning via a paper copy, this will be made available by school contacting a parent/carer and arranging a suitable collection time from school.

- If a pupil is accessing remote learning via a paper pack, they should submit their work by uploading a photograph to Google Classroom or Tapestry in EYFS.

Remote Teaching and Study Time each day

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

We use a combination of the following approaches to teach pupils remotely, which is equivalent in length to the core teaching pupils would receive in school. We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day. Methods **may** include:

Early Years	Foundation Stage *Up to 3 hours a day on average*	· live teaching (online lessons) · recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers) · printed paper packs produced by teachers (e.g. workbooks, worksheets)

			· reading books pupils have at home · commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences · long-term project work
Primary	Key Stage 1 *3 hours a day on average across the cohort*		· live teaching (online lessons) · recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers) · printed paper packs produced by teachers (e.g. workbooks, worksheets) · textbooks and reading books pupils have at home · commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences · long-term project work and/or internet research activities
	Key Stage 2 *4 hours a day on average across the cohort*		· live teaching (online lessons) · recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers) · printed paper packs produced by teachers (e.g. workbooks, worksheets) · textbooks and reading books pupils have at home · commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

		· long-term project work and/or internet research activities.

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?

- Live lessons and meetings will be via Google Meet.
- These sessions should be accessed using an bkcat.co.uk email account or through another means approved by the school.
- Live lessons and meetings can be accessed via the Stream in Google Classroom by clicking the Meet link:
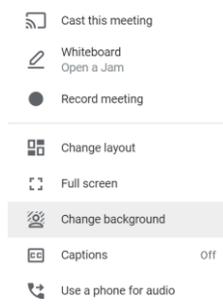
Meet link https://meet.google.com/lookup/dyoj46nvf7

Or by clicking the Meet camera icon on the Classwork page:

Meet   Google Calendar   Class Drive folder

- All lessons and meetings **will** be recorded. Recordings will be saved and stored by the school.
- Children must join a Meeting or Live lesson at the exact start time, as specified by the Class Teacher.
- All children and adults must be dressed appropriately. Pyjamas/nightwear are **not** appropriate for learning.
- Children should participate from a communal space with minimal distractions wherever possible.
- Parents must ensure the background is appropriate, ideally as plain as possible. If this is not possible, then **the background can be blurred by clicking the 3 vertical dots in the bottom right of the screen:**

Present now   ⋮

Then clicking CHANGE BACKGROUND in the menu

Cast this meeting
Whiteboard
Open a Jam
Record meeting
Change layout
Full screen
Change background
Captions   Off
Use a phone for audio

and finally click the image for blur background

Blur your background

- **Microphones must be muted** on entering the meeting and should remain muted unless the child is asked to speak by the teacher.
- **Video should be switched on** where available so that your teacher can see you at all times.
- The **CHAT** feature may be used to ask questions of the teacher or to speak if your microphone is not working. All messages are recorded so must be appropriate for school.
- At the end of the meeting, children should end the call promptly by clicking the red button and **MUST NOT** remain on the call longer than necessary.
- Behaviour online is to follow the same expectations as in school, as per our Behaviour Policy; all children are expected to be polite, hard-working and friendly.
- Any child who does not adhere to the code of conduct (below) will be removed from the lesson and may not be invited back to further sessions. School behaviour policy sanctions apply as normal.

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

It is an expectation that your child attends registration each day. Where this is not possible, due to your personal family circumstances, then you should contact your child's school to make them aware.

When a child is working remotely due to self-isolation, a bubble closure or national lockdown, children are expected to attend school, albeit remotely, like normal.

If your child's school has concerns regarding your child's attendance or engagement with online, remote learning, they will make contact with you, via their usual communication means, to discuss this with you and put in place any required support and/or advice.

As school has a duty of care for all children, including those at home school will conduct the following checks:

> *· We will conduct daily checks regarding pupils' engagement with remote education.*

> *· If we fail to receive notification from a parents as to why there child is not in attendance at a daily live session we will contact the parents/carers via telephone. If we do not receive a response we will send a message via group call. If we do not receive a responses again we will conduct a social distanced home visit. If on arrival at the home we do not gain sight of the child/children we will contact the police to rquest*

a welfare home visit be conducted. what action you take where engagement is a concern, including how you will inform parents and carers

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:

- Providing whole class, live feedback sessions
- Providing written, recorded or oral feedback on work submitted
- Using tools such as Google Forms to create mini assessments, which provide your child with instant marked work, which your child's Class Teacher also has access to and can use to inform future lessons and teaching.
- Using online, 3rd party resources like Mathletics and Readiwriter which assess understanding and progress and give feedback to pupils and staff.

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:

- *Delivering remote learning for pupils with SEND and support for their family:*

  Students who receive additional support for EAL or Learning Support, will continue to do so. Each student's provision is student specific - please contact our SEND Co-Ordinator – Mrs M Kaushiva - with any specific enquiries.

Appendix:

Code of Conduct for Remote Learning

Guidelines for Pupils & Parents:

Online Safety
- I will guard my passwords according to e-safety rules;

- I am responsible for my behaviour and actions when online; this includes my appearance, language used and effort;
- I will make sure that all my communication with other children, teachers or others using technology is responsible, sensible and polite; and
- I will not deliberately browse, download, upload or forward material that is or could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher and my parents/carers.

Live Lessons:
- I will only take part in 'live' sessions when my parents/carers are aware;
- Parents will monitor their child's engagement and use of technology during live sessions;
- I will be on time for the live session and registration (9am/1pm - every day);
- Children, staff and parents must be dressed appropriately for learning (e.g. no pyjamas) ;
- I will remain attentive during live sessions;
- I will interact patiently and respectfully with my teachers and peers;
- If I am disruptive during a live lesson, I understand that I may be removed from the lesson and not invited to return;
- I will try to ensure that I join Google Meet sessions in a place that is quiet, safe and free from distractions;
- I will ensure that I use the 'chat' function, as well as the Google Classroom Stream as the only method to contact my Class Teacher. I will use this sensibly, appropriately and show the same respect and manners, as I would, if I was in school.
- I will not record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher - any incidents of inappropriate recording will be dealt with immediately and could have serious consequences;
- I will not record or take photos of my classmates or teachers during a face-to-face session;
- I will not share any school content on any social media platforms;
- I understand that when using Google Classroom and other applications provided by the School that my use is monitored and logged and can be made available to my teachers; and
- If audio/video conferencing is used, I understand that this might be recorded by the teacher and stored for safeguarding purposes.
- Active engagement is encouraged using the 'raise your hand' button to alert the teacher you want to say something.
- Pupils should remain in the lesson until instructed to leave by the teacher

When participating in an audio or video conference on Google Meet, remember that this is just the same as being in the classroom at school and you should conduct yourself in the same way.

Parents must also remember that the Google Classroom Stream can be viewed by all other children and parents so individual, private questions, comments or queries must be communicated with your child's Class Teacher via their school email address or other agreed form of communication.

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