

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

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

Remote education at CODA will be available from the next working day after students have been sent home. When classes or year groups are sent home, or when the school is closed, students will follow their normal school timetable remotely.

Lessons will be delivered via Microsoft Teams. Parents and children should immediately check that they are able to access Microsoft Teams and contact the school in the case of any problems.

A bank of resources and help videos are on the school website under remote learning.

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 broadly the same curriculum remotely as we do in school, wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, some subject areas will change the order of topics to ones which are more suited to remote working and the curriculum will be adapted to focus on areas which require less teacher intervention and specialist equipment.

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 be broadly equivalent to students' timetabled load and will take pupils at least 5 hours per day. A wide range of additional resources are available on Microsoft Teams and the Edclass website so pupils will have more tasks available to them if they are needed.

Accessing remote education

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

We are providing our remote education through the platform Microsoft Teams.

Some subjects will also direct students to other websites such as MathsWatch.

The school also subscribes to Edclass which provides an alternative source of learning.

Instructions on how to use all these platforms are available on our website under remote learning.

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 pupils do not have access to Microsoft Teams and you need us to provide a laptop or internet connection device, please call the school to discuss your needs and arrange collection.

Where pupils would prefer printed materials, please call the school and we will provide printed work that can be collected or delivered. Work can be returned to school for feedback in the provided envelope, or students can take photographs of their work and email it back to their teachers.

The school phone number is 01332 270450 and will be open Monday-Friday 8:30am-3pm during school closures.

How will my child be taught remotely?

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

Students will follow their normal school timetable. This will be delivered remotely on Microsoft Teams. Students will see invites to each lesson on their Microsoft Teams calendar. The school day will run as follows:

Time	Activity
08.50 - 09.00	Form Time on TEAMS
09.00 - 09.50	Lesson 1 on TEAMS
10.00 - 10.50	Lesson 2 on TEAMS
11.00 - 11.50	Lesson 3 on TEAMS
11.50 – 12.30	Lunch Break
12.30 – 13.20	Lesson 4 on TEAMS
13.30 - 14.20	Lesson 5 on TEAMS
14.30 - 15.00	Additional catch-up sessions. Details to be confirmed.

Teachers will be present on Microsoft TEAMS for **every lesson**. Teachers might:-

- Conduct a totally live lesson
- Set up a pre-recorded lesson and revisit the learning at the end of the session.
- Start learning off and revisit the learning at the end of the session. Teachers will also be available to answer questions during lessons or may ask students to do an independent activity but again be present on TEAMS to support students.

A wide variety of learning materials will be provided on MS Teams. These may include, but are not limited to, recorded teaching, self-directed presentations, worksheets and projects.

Some subjects will use remote learning platforms (e.g. MathsWatch).

Printed paper packs produced by teachers and/or workbooks may be provided for some subjects and will be also available on request.

Additional work is also available on the website Edclass, details on how to log on to this are on the remote learning section of our website.

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?

Attendance to all lessons and form time is an expectation.

Parents should support students to attend and keep the same routine as they would have had in school.

Teachers will be taking registers in every lesson and student on-line attendance will be monitored by staff.

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

Teachers will be taking registers in every lesson and student on-line attendance will be monitored by staff. Parents will be contacted to offer support where children are not accessing learning.

We may also call if we are concerned about the behaviour of a child.

If we are repeatedly unable to contact you by phone then we may carry out a 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:

Feedback will continue to be given according to our Assessment and Feedback Policy.

- Teachers will provide learning outcomes and within set work will remotely explain, instruct, demonstrate and model.
- Teachers will involve students in learning reviews/plenaries during their lessons.
- Teachers will provide 'mini-assessments' (these may be a self-marked quiz on Microsoft Forms, self-assessments, live feedback during interactions, or some other format).
- Teachers will provide feedback e.g. display/discuss answers and improvements (this could be via self-marked quizzes, videos, live interactions or some other format).
- One formal assessment will continue to be completed per term.

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:

Our learning mentors will be calling all students on our SEND list to ensure that they can access remote learning. If necessary, learning mentors will carry out a home visit or students may be invited into school.

All students will receive appropriately differentiated work. Students on our Ignite curriculum pathway are given work that particularly supports literacy and numeracy. This will include an additional focus on comprehension and access to primary level learning apps.

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?

Resources that cover the weeks learning for each subject will be available on Microsoft Teams. This is in addition to the medium-term plans and links to suitable activities that are available on our website. Printed work can still be made available upon request.

Pupils also have access to Edclass (instructions are in the remote learning section of our website) which has additional lesson content.

No live interactions will take place and there may not be any interactive content.