Remote learning guidance for parents

#WEARELUMLEYS IN IT TOGETHER

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 where national or 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.

Where it is not possible for teaching and learning to take place face to face, Lady Lumley's School is committed to safeguarding students' access and entitlement to the full curriculum via remote learning.

We strongly encourage all parents to download the itslearning app. and access the Parental Portal on itslearning. Please contact admin@ladylumleys.net for support with access.

The remote curriculum: what is taught to pupils at home

What should my child expect from immediate remote education?

Will my child be taught broadly the same curriculum as they would if they were in school?

Our remote learning provision mirrors the full curriculum offered in school.

Remote learning will follow Schemes of Learning being delivered in school, with teachers continuing to sequentially plan knowledge and skills so that students continue to make incremental progress.

Subjects that require a practical approach, will set learning which underpins students' theoretical understanding.

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:

Key Stage 3 and 4	5 hours
Key Stage 5	5 hours

Accessing remote education

How will my child access any online remote education you are providing and how will my child be taught?

1. **Itslearning**

    Itslearning will be used to store lesson content and plans, provide a registration and instructions for the lesson and provide a place where students hand in work and receive feedback.

2. **Microsoft Teams**

    Teams will be used to support lessons in all key stages with some flexibility around how it is used. Key Stage 5 lessons may have more 'live' teaching, whereas live lesson support will be offered within Key Stage 3 and 4 to complement the system on itslearning

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:

Requesting a loaned device

To support students with their remote learning during the Covid-19 pandemic, Lady Lumley's School was successful in obtaining an allocation of Department for Education (DfE) devices. This was based on the number of children who are registered as Free School Meals (FSM). Schools were not provided with enough devices to support every vulnerable child that requires one.

In line with the guidelines issued by the government, the laptops have been prioritised for use by the following groups who have informed us they do not have digital access in their family household.

- Priority group 1: Looked After or Educational Healthcare Plans that are shielding.
- Priority group 2: Year 11 Disadvantaged children (FSM ever 6)
- Priority group 3: Disadvantaged children from Yrs7-10
- Priority group 4: All other students who attend Lady Lumley's School.

Devices issued are subject to parents/carers signing the loan agreement form. Additionally, devices remain the property of Lady Lumley's School and any damage or loss must be reported to the school immediately by parents. Students with loaned devices will have their lesson engagement and homework submission monitored on a weekly basis. Improper use of the device will result in this being recalled, as set out in the loan agreement.

Students will use their Office 365 log in details to access live support via Teams and work set through itslearning. No other software is required for student use.

Parents who wish to enquire about the availability of a digital device are asked to submit a request to the school. This can be either emailed to admin@ladylumleys.net or through discussion with your child's Pastoral Officer. Further information on the allocation and eligibility criteria can be found below.

Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19) – GOV.UK (www.gov.uk)

Additional Data

Schools can also support children to get online using free mobile data increases or 4G wireless routers provided by the Department for Education. Disadvantaged children and young people that do not have access to the internet are eligible and asked to contact admin@ladylumleys.net for further information.This scheme temporarily increases data allowances for mobile phone users on certain networks. This will allow personal devices to connect to the internet via a mobile phone so students can access remote education during periods of blended learning or disruption. Schools have been asked by the government to make these requests for each family. Please be aware that mobile data increases are not currently available to young people over the age of 16 in sixth-forms and further education. This scheme is available for children in school years 3-11.

Additionally, families may require a wireless router to access the internet. Schools, colleges, further education providers, trusts and local authorities in England can request 4G wireless routers for disadvantaged pupils and students who are experiencing disruption to face-to-face education and do not have fixed broadband or access to the internet at home.

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?

We expect students to engage fully with all learning set for them and to always seek support from their teachers on itslearning and Teams as and when needed. We expect students to stick to their normal daily routines as they would in school as much as possible. This will support students to complete all learning, support their physical and mental welfare and ensure they maintain good learning habits for when they return to school.

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

There are whole-school systems in place to monitor engagement with registration and engagement with learning.

1. **Engagement with registration**
   All students register their attendance at the start of every lesson on itslearning.
   Follow up communication on the same day will take place via by text/phonecall/email.

2. **Engagement with learning**
   In the first instance students will be contacted via email by staff where deadlines have been missed or work has not been uploaded.
   Parents/carers will receive a fortnightly report electronically to share engagement scores.
   A dedicated team are in place to analyse the data and contact home about students where there are concerns.
   The table below outlines the reporting system:

1	Excellent	Engagement with remote learning is excellent. All work is submitted and completed to the expected standard.
2	Good	Engagement with remote learning is generally good. Most of the work is submitted and completed to the expected standard. There are no concerns.
3	Some concerns	There are some concerns about engagement with remote learning. Some work is submitted and it is not always being completed to the expected standard.
4	Serious concerns	There is no engagement with remote learning. No work is submitted.

Positive engagement will be recognised in the same correspondence home with virtual postcards used to celebrate successes

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.

What is most useful is that the checking of students learning informs subsequent planning which is why all remote learning is submitted electronically, as this allows staff to check for misconceptions and gaps in knowledge. This diagnostic checking of work will support staff to plan subsequent lessons to address these gaps so that students continue to make good progress.

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:

Special Educational Needs Support (SEND) arrangements for remote learning.

The offer shown below applies to any students that are being taught remotely.

Lady Lumley's School will ensure:

- Work will be set by class teachers. It will take in to account the needs of the pupils in their classes and will follow a well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.
- Teachers will check work regularly to gauge how well pupils are progressing through the curriculum.
- Weekly contact with Students via Microsoft Teams, email or a Telephone call, to ensure that pupils outcomes are kept at the forefront and that their emotional needs are being met. This contact will be increased for students who are identified as needing additional support
- Teachers will set a mix of blended work (live or pre-recorded lessons and online work set on itslearning) and provide resources for individual SEND Students relating to the outcomes/targets on their EHCP or SEND support plans.
- Teachers will use remote education resources such as Oak National Academy specialist content for pupils with SEND. This covers communication and language, numeracy, creative arts, independent living, occupational therapy, physical therapy and speech and language therapy. This will complement the other remote education resources set by teachers.
- We will provide printed resources, such as workbooks and worksheets for pupils who do not have suitable online access.

Provision for SEND Students at home:

- All students at Lady Lumley's will receive live support on Teams. The Live lessons will by taken by the student's normal classroom teacher.
- Pre-recorded lesson and activities provided by the class teacher or Teaching Assistants. Audio clips and instructions will be provided to support SEND students in understanding, completing and submitting their work on itslearning

Parents of SEND pupils may continue to require our support at this time . The SENCO can be reached at telsworth@ladylumleys.net

Resources that support our pupils' SEND needs have been uploaded on to the school website in the SEND section. These will continue to be updated throughout the school year.

Provision for SEND students in school

- Students will be in Year group bubbles, supported by teachers and Teaching Assistants. All students who have an Educational Health Care Plan (EHCP) are encouraged to attend school as part of our vulnerable worker group. Additionally, specific SEND students may be invited into school, if they are considered vulnerable by Pastoral and SEND leaders. For some students, who are Critically Extremely Vulnerable and required to shield (CEV), this offer is ongoing and subject to parental guidance. All EHCP students in school have had a risk assessment conducted in relation to their needs.
- All SEND students will also have full access to their relevant curriculum through planned live support, work set by class teachers and published on itslearning. Work that is set should be differentiated to meet the students' needs.
- In class provisions will be used in conjunction with a student's normal timetable to provide targeted work when possible. This will be supported by Teaching Assistants working in with selected SEND students, strictly following Covid-19 working protocols.

For SEND students at school or home:

Students will have full access to a range of physical and virtual resources. These include the following.

- Provision required for a child to meet the outcomes on their Education Health Care Plans, wherever possible
- Visual supports such as visual timetables, working memory boards, now and next cards or task cards.
- Coloured overlays and sensory resources
- Technology where appropriate.
- Access to resources to support emotional well-being, such a vlogs from the Mental Health Practitioner
- SEND student passports will continue to be in place for specific Students on the SEND register and reviews will be conducted via Teams or Telephone call.
- EHCP annual reviews or meetings will be held via Teams/Telephone call with professionals and parents.

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?

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.

In such circumstances students will be added to a 'Isolating Students' group on our attendance management system SIMS, remote education for each subject will be set for them that follows the Schemes of Learning being taught in class so that students' absence does not disadvantage their learning or progress. This remote education will be submitted electronically so that feedback can be given in the different forms described above. Students will be able to maintain contact with their teachers at all times via itslearning and emails.