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Birkdale High School

Aspire - Thrive - Succeed

Remote Education Plan

Edition: January 2021

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 document.

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?

- We will seek to implement the Remote Education Plan as soon as possible following a change in the national or local tier/lockdown arrangements

- Information will be sent to parents/carers and pupils by the Headteacher explaining the immediate arrangements

- Pupils should assume that work will be set for all lessons as per the usual school timetable and this can routinely be found in their Google Classroom

- Arrangements will be made where necessary to ensure that pupils have access to coursework materials, such as artwork, either by pupils taking the necessary resources home on the last day of being in school or through an arranged collection from the school office

- Where possible pupils will be sent home with exercise books (and text books if appropriate). When this has not been possible, teachers will endeavour to utilise online resources such as Google Docs or allow pupils to work on paper and either photograph completed work or bring the work to school upon their return.

- Communication between pupils and teachers will be via Google Classroom unless this is not available, in which case teachers will revert to email as the main method of communication.

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 aim to teach the same curriculum remotely as we do in school wherever possible and appropriate.

- This means that the work set will be directly related to the planned curriculum objectives for each subject.

- Some learning activities will be redesigned to ensure that they are effective when delivered remotely.

- All subjects will continue to provide the same frequency of lessons indicated in the normal curriculum model except Core Physical Education (PE).

- Pupils will be given guidance concerning staying active and physically and mentally healthy throughout a sustained period of remote education.

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: 5 hours

Pupils in all year groups	Pupils will continue to follow their normal school timetable. This currently includes 6 x 50 minute taught periods. During a period of remote education, the 'live' element of any lesson will be a maximum of 45 minutes in duration (90 minutes for a double period). Pupils may be required to work independently for some or all of a timetabled lesson.
Years 7 & 8	8:50am - Online Registration 9:05am - Period 1 9:55am - Break 10:10am - Period 2 11:00am - Period 3 11:50am - Lunch Break 12:20pm - Period 4 1:10pm - Period 5 2:00pm - Period 6 2:50pm - End of School Day
Years 9, 10 & 11	8:50am - Online Registration 9:05am - Period 1 9:55am - Period 2 10:45am - Break 11:00am - Period 3 11:50am - Period 4 12:40pm - Lunch Break 1:10pm - Period 5 2:00pm - Period 6 2:50pm - End of School Day

Accessing remote education

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

- All materials and access to remote education will be made available using the Google Suite for Education

- All lesson resources and assignments will be accessible through Google Classroom

- Lessons that include a 'live' element of teacher instruction will be delivered using Google Meet

- Teachers will utilise a broad range of Google apps in their delivery which may include:

  Docs   Slides   Sheets   Calendar   Forms   Gmail

- Teachers may also utilise subject specific platforms including:

  Oak National Academy Resources   Hegarty Maths   GCSEPod   Seneca Learning   Bedrock Vocabulary Program

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:

Our aim is to ensure that all pupils have access to digital and online provision at home

Parents/Carers should inform school immediately if online provision is unavailable at home. In many cases we will be able to help through:

- The loaning of a laptop
- Issuing devices that enable an internet connection such as routers or dongles
- Issuing enhancements to data allowances

Please inform the school office if you require assistance with any of the above

How will my child be taught remotely?

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

In the event of a partial or local lockdown or period of self isolation, our teachers will be teaching using a combination of:

- Google Meet (for live and pre-recorded instructions)

- Google Classroom (for delivery of curriculum, communication and assessment away from the classroom)

We may also utilise other remote teaching approaches within this structure including:

- Recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- Printed paper packs produced by teachers
- Textbooks and reading books that pupils have at home
- Commercially available websites supporting the teaching of specific subjects or areas (such as BBC Bitesize)

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?

Parents/Carers

Please help us to maximise the effectiveness of remote education by:
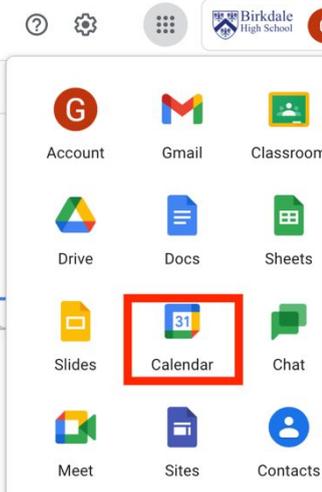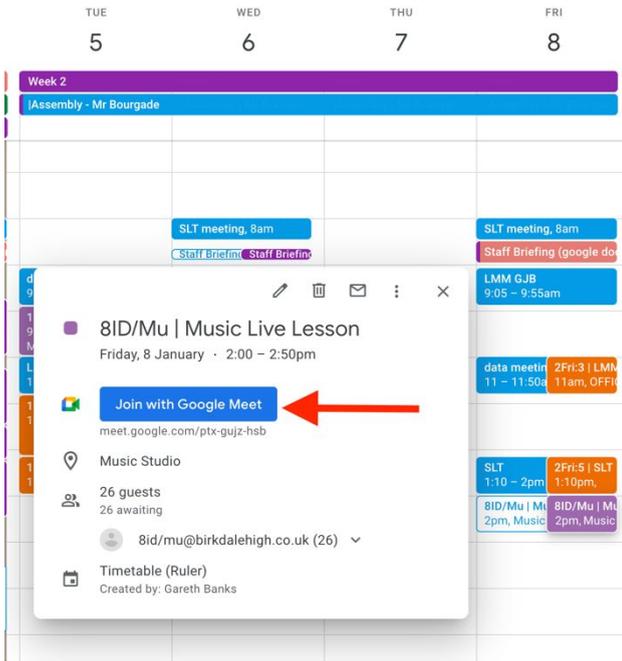
- Establishing clear routines at home to support your child's education

- Ensuring that he has a quiet space to work and has access to the necessary equipment to engage with the online provision (help is available)

- Ensure that he is on time for all lessons and registration

- Ensure that he is suitably dressed and participates in live lessons in a suitable and appropriate room or space

- Continue to check Edulink to help you to monitor sanctions and rewards

Pupils

As part of our provision of live and recorded lessons we ask that the following routines are followed at all times:

- Attend registration every morning at 8:50am

- Join all live lessons promptly

- Remain focused on the lesson and content being delivered. Any time for interaction with your peers will be explicitly given by the teacher.

- Any recordings or screen grabs are prohibited and will be taken very seriously

- Any questions that you wish to ask should be about the topics given by your teacher and at a time they allocate. Teachers may call upon students to answer questions during the session as they would in a usual lesson.

- Be mindful that our teachers, like you, are in challenging circumstances and so we cannot guarantee that all teachers will be able to record lessons or do so consistently

- Your camera should be turned on while the teacher takes a register. It is preferable for you to keep your camera on throughout the lesson, with your background blurred, so that you can engage fully in the lesson (unless instructed otherwise by the teacher).

- Keep your microphone muted unless invited to unmute by the teacher

- Respect the chat function and use this only to engage fully in a lesson

Pupil instructions for how to access remote education

8:50am Registration for pupils in **all** years	All pupils will receive an invitation to a google meet from their Form Tutor. This link will be the same every day. All pupils must attend the tutor period to receive their mark and to hear any relevant messages and school notices. Form tutors will inform the school office of pupils who are not present at registration.
Periods 1 – 6 A register will be taken in every lesson. This register also monitors how long a pupil stays in a lesson for. **NB: ensure you are logged into your Birkdale High School Google account at the start of each day** 	Pupils should attend each lesson of the school day at the normal time.Only core PE lessons will not take place. You will find a link to your lesson in your Google Calendar – click the google meet invite to join the lesson Your teacher may lead the lesson for a full lesson or may set you work to complete during that time. All resources for the lessons will be available in your Google Classroom in the 'Classwork' section.

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

- A register will be taken during a live google meet every morning at 8:50am

- Parents/Carers will be informed via Edulink if their son does not attend registration

- Registers will be taken in every live lesson. Non-attendance by a pupil will be recorded as a Remote Learner Absence

- Remote Learner Absences will be monitored by Heads of Department and by the Heads of Year

- Inappropriate behaviour in live lessons will be recorded as Remote Learner Behaviour. This will be followed up by the class teacher in the first instance

- Sustained inappropriate behaviour during a lesson will result in the pupil being removed from the lesson. Parents/Carers will be informed if this occurs

- Completion of work will be monitored by teachers during lessons and through the submission of key tasks

- Parent consultation evenings will continue as indicated on the school calendar and will be delivered remotely via School Cloud

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:

- The provision of live lessons will allow for continuous formative feedback from teachers during these lessons

- Teachers will use a proportion of their non-live teaching time to review work submitted

- Pupils may be asked to submit assignments via Google Classroom or by email

- Pupils may be asked to photograph completed work to send to the teacher

- Feedback may be given digitally (written or verbal)

- Many lessons will finish with a summative quiz that focuses on the learning completed during the lesson

- Completed work will continue to be assessed in line with each departments assessment policy

- Formal internal and external examinations may continue at home as appropriate

- The school's assessment and reporting calendar will continue (although it may be adapted as appropriate)

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:

- The SENCO and inclusion team will continue to monitor the needs of all pupils on the inclusion register and those pupils with an EHCP
- Teaching Assistants will be deployed as appropriate to support pupils during remote education and in some live lessons
- Pupils who receive one to one support will continue to receive this support in school if attending on-site provision. If the pupil needs to remain at home, daily contact will be made with the pupil and parents/carers to ensure that appropriate support is made available
- Vulnerable pupils, pupils with an EHCP, and children of key workers will continue to access provision on-site for as long as this provision is allowed
- Pupils with additional needs who are not on-site will be contacted regularly by the inclusion team

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?

- Work will be set for all pupils who are self-isolating in every lesson
- This work will be assigned through Google Classroom
- Google Classroom will include reference to remote learning in the title of applicable topics
- It may be possible for some pupils to join a class via Google Meet if the teacher deems this appropriate and the necessary equipment is available
- All work set for self-isolating pupils will be directly related to a subject's planned

curriculum objectives

Code of Conduct - Live Lessons

All pupils engaged in the Remote Education Plan must agree to the code of conduct:

- Dress appropriately when video conferencing and make sure that there are no distracting materials or backgrounds.

- Be mindful about what family activities would potentially be heard/seen during the video conference. This is my time to have contact with my tutor, so I will try to avoid unnecessary distractions.

- Understand that sessions are recorded for the safety of all pupils and are monitored by our security systems. These recordings will not be publicly available but may later be accessed by school staff to support your online learning further. I can turn off their camera and/or microphone if privacy is of concern with permission from the teacher by prior arrangement with the school.

- Understand that the chat feature should only be used by the member of staff running the session. I will only use it if directed to by my teacher. I will not, under any circumstances, take photos, screenshots, record any video, or audio, from these conference sessions. I understand that I do not have permissions to do so and it is a violation of our Acceptable Use Policy

- Follow the safety measures outlined above if the school chooses to provide live streamed lessons. I will not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then I understand that I may be blocked from future sessions. All concerns will be reported using the usual behaviour management policy in school.

These terms supplement the school's ICT 'Acceptable User Policy' which you have already signed and follow at all times.

Further help with accessing remote education and using Google Education Suite

Accessing live lessons using Google Calendar
https://drive.google.com/file/d/1_7GOaItFKvfTQs1jQbfligQCbYevV_Lw/view?usp=sharing

Accessing registration using Google Classroom
https://drive.google.com/file/d/1Xpe3NmZqPB6yACC2GTQQ_1zzLemqK0e2/view?usp=sharing