

Information about remote education at Woodlands School



Ethan Roberts

Deputy Head Teacher – Quality of Education

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.

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 the initial first couple of days of any further school closures, it may not be possible to provide live lessons immediately, five hours per day (although the school will certainly strive to achieve this.) If not, all resources for lessons, with instructions from their teachers, will be provided for pupils as assignments on Microsoft Teams, which they will be able to work through independently. Pupils will still receive five lessons per day (six for Year 11 pupils who have period 6 that day).

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 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, in PE, pupils will be provided with web links for online exercise and demonstration videos at home. Furthermore, in some practical subjects, such as Product Design, teachers will focus on theory elements of the course, rather than setting practical activities which require 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 take pupils broadly the following number of hours each day:

Key Stage 3 and 4	<p>Pupils will follow their normal weekly school timetable. This means pupils will receive five hours of lessons per day (six if they are in Year 11 and are scheduled to have period 6 that day).</p> <p>These lessons will be with their normal class teacher; Progress Mentors will be available to support pupils in lessons, but on a more limited scale to the normal classroom provision.</p> <p>The first 10 minutes of each lesson will focus on a memory retrieval starter, which pupils can complete whilst waiting for their peers to join. In the last 10 minutes of the lesson, teachers will instruct pupils to turn their work in on their assignment on Microsoft Teams and to have a quick break.</p> <p>During the lesson, teachers will follow a loose structure of: 10-minute memory retrieval starter; 10-15 minutes of new content delivered by the teacher; 20-25 minutes of the application part of the lesson – where pupils are set off on a task whilst their teacher remains available for support; a 5-minute plenary where pupils learning is assessed and a 10-minute break for pupils to turn in their work and have a quick break.</p> <p>Pupils will also receive a daily 10 minute Tutor Period with their Form Tutor, and other additional pastoral and well-being materials.</p> <p>Pupils will have Break and Lunch at their normal times.</p>
----------------------	---

Accessing remote education

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

All of your child's lessons will be delivered live, on video, via Microsoft Teams.

Your child may have already downloaded this as a programme on their PC/laptop. If not, they can access Teams online. To do so, they should follow these instructions:

- a. Go to <https://www.office.com/> (you can also find this page by searching 'Office365' on Google)
- b. Click on, 'sign in.'
- c. Sign in using your school e-mail address and password.
- d. You will be taken to the Office365 home page. On the left-hand side, you will see a column of icons. Scroll down and click on the icon that is purple with a T

that looks like this:



- e. Click on, 'use the web app instead'.
- f. You will now be logged into Microsoft Teams.

If your child needs an introduction to the basics of Microsoft Teams, they can watch this video: [Logging into Microsoft Teams](#)

We recently provided a PSHRE lesson to all pupils on everything they need to know about Microsoft Teams, live lessons and what is expected of pupils while they are learning from home. This has been provided to all pupils on Microsoft Teams, but you can view a video version of the lesson here: [Woodlands School - Pupil Information for Online Learning](#)

How to join a live lesson on Microsoft Teams: [How to Join a Live Lesson on Microsoft Teams](#)

How to turn in your work on Microsoft Teams: [How to Turn in Your Work on Microsoft Teams](#)

How to download Microsoft Office for free (this will mean you don't need to use the online version of Word or PowerPoint): [How to Download Microsoft Office for Free](#)

How to organise work on Office365: [How to Organise Work on Office365](#)

If you/your child have e-mailed *homelearningsupport* and have been through the FAQ + Solutions sheet that was sent in response, but you/your child is still having technical issues, please fill out this form: [Woodlands School - Home Learning Support](#)

If you/your child is missing lessons or Tutor Times on their Microsoft Teams calendar, please fill out this form: [Live Lesson\(s\) Not Appearing On Microsoft Teams Calendar](#)

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

We intend for all pupils to be able to access live online lessons. During the first lockdown, and at several points since, the school has surveyed pupils to identify the extent of support with digital devices our school community required.

Consequently, we have overseen an ambitious Woodlands Connected project, which has seen us provide over 300 laptops and 50 4G routers to pupils. We have done this by:

- Allocating laptops/routers provided to us by the Department for Education.
- Distributing PC and laptops generously donated by local business and members of the local community.
- Purchasing laptops through external companies.
- Purchasing 4G routers and broadband contracts through an external company.

Pupils have been provided all devices on a loan basis, but can keep these devices for the purposes of study for their entirety of their time at Woodlands School.

All devices have been distributed to pupils when they have let the school know of their need. However, as a school we are continuing to source devices for any other pupils who inform us they require support with a device. They may, however, be placed on a waiting list.

If your child does not have access to a laptop, PC or tablet for the length of the school day, or there are issues with internet connectivity in your home, please contact tcu@woodlandsschool.essex.sch.uk and we will arrange support with devices wherever possible.

If your child or children are currently working from a tethered or mobile hotspot through a mobile provider rather than fixed broadband, the Department for Education is working with us and some mobile providers to increase data allowances to July 2021.

Networks currently supported are: EE, Sky, Smarty, Tesco Mobile, Three, Virgin Mobile.

If you are on one of these networks and **do not have fixed broadband** please complete this form by Wednesday 13th January: [Woodlands School Data Increase Form](#)

After this we will forward your request to the DfE on your behalf. If you are on another network, please contact their customer services team to explain the situation.

How will my child be taught remotely?

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

At Woodlands School, your child will receive all of their learning online via live lessons on Microsoft Teams. The only exception to this will be in the case of staff illness. In this instance, pupils will receive their lesson resources via Microsoft Teams, with detailed instructions, and asked to work through these independent learning.

Whilst all lessons will include a live video element, teachers will continue to use a vast array of teaching methods and resources as part of their lessons, including (but not limited to):

- pre-recorded video and audio clips, narrated by teachers
- digital workbooks and worksheets, provided by teachers
- textbooks and reading books which pupils will be able to access digitally
- commercially available websites supporting the teaching of specific subjects or areas, including websites such as GCSEPod, Tassomai, Hegarty Maths, Pearson Active Learn, Doodle, Oak National Academy and BBC Bitesize.
- long-term project work and/or internet research activities.

Each day, pupils will need to:

- 1. Attend every lesson** on Teams.
- 2. Complete the activities** as directed by their teacher.
- 3. Turn in their work** on Teams at the end of the lesson.
- 4.** Teachers will give your child **ten minutes** at the end of each lesson to turn in their work.
- 5.** There will be a **daily tutor meeting** on Teams at **8.50am** to pass on any important messages. All are expected to attend.

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 order for our pupils' remote education to be successful, parents and carers play a vital role in supporting their children's education. You can support your child in many ways:

- Check they know how to access their lessons and **turn in their work** on Teams (**video instructions** can be found on our **website** or above in this document).
- **Ask your child how their lessons have gone** each day (especially if they have overdue pieces). **Check they have turned all of their work in.**
- You can **download** the **Microsoft Teams app** on Apple App Store and Google Play Store. **Log in using your child's log in details.**
- You can check if your child has overdue work: **access their Teams** account and select **assignments**. Overdue assignments should appear at the top of the list.
- Keep your child in a **regular routine**.
- If your child has any **technical issues**, contact homelearningsupport@woodlandsschool.essex.sch.uk (you will receive an automatic reply with suggested solutions – a member of staff will be in touch if you are still having issues.)
- If there is **any other reason** your child cannot complete their work, **e-mail their Head of Year**.

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

If a pupil does not turn in multiple pieces of work, we will arrange a **one-to-one support meeting** with their **Tutor** the following day at **8.30am** on **Teams**.

Parents/carers will receive a **text** between **7-8pm** the evening before to confirm this. **This requires no action from parents/carers**, as we will aim to resolve any issues during the Tutor meeting and update you by telephone afterwards.

On the day of the Tutor Meeting, they will wait in the remote lobby and their Tutor will speak to them individually to **discuss personalised needs**.

Their Tutor will work to resolve any issues they may be having and arrange a plan for how they can **catch up on their work**.

Another member of staff – one of our Remote Learning Support team - will call the parent/carer to summarise the **issues discussed** and **solutions agreed**.

Youngsters will be asked to attend these Tutor Meetings each morning **until all outstanding work has been turned in on Teams**. This is merely meant as **supportive** to ensure we **get them back on track**.

Each day, pupils will also be asked to attend a **daily tutor time meeting at 8.50am**. This is compulsory for all pupils and a register will be taken. Any pupils who do not attend this tutor time meeting, and have not informed the school they are ill, will be contacted by a member of the school's attendance team.

If your **child** is too **ill** to complete their learning from home, please **contact their Head of Year** via e-mail.

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 on remote learning will offered in line with our **normal Feedback Policy**. Teaching staff will be expected to offer subject specific 'Strengths', 'Areas for Improvement' and 'Response and Challenge' tasks on the pieces of work on which they offer feedback and it is the expectation that pupils are given lesson time to act on feedback, respond to 'Response and Challenge' tasks and 'close the gaps' in their learning. Teachers may choose to alternate feedback styles and may use Whole Class Feedback sheets, Personalised Learning Checklists and Peer Assessment Templates to support the feedback they offer.

Feedback will be offered via **Microsoft Teams** and videos have been shared with pupils to instruct them on how to find the feedback and how to make necessary changes to their work.

The **frequency** at which feedback is offered will be dependent on the curriculum time dedicated to any particular subject. Please see below:

		Number of lessons per week				
		1	2	3	4	5
Number of assessments per 6-week cycle	1	x				
	2		x			
	3			x	x	
	4					x

As a minimum, in every 6 week cycle, teaching staff will provided feedback on work X amount of times as noted above.

In addition, staff will provide **verbal feedback** to pupils whilst they work remotely using the microphone and chat features on Microsoft Teams. Staff may choose to use online platforms, such as Spiral, Kahoot, Microsoft Forms, Bucket etc, as a diagnostic Assessment for Learning tool to gauge understanding and inform future planning.

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:

- Vulnerable pupils and pupils with EHCPs are able to attend on-site provision.
- Progress Mentors are attending lessons, which they would normally attend in school, remotely and are working with pupils through Teams facilities, such as Break Out rooms and Private Channels.
- Progress Mentors are in school, working with those pupils who are attending, to manage their workload and meet teacher expectations.
- Pupils are encouraged to use the Immersive Reader tool available in Teams and in Office 365 to help them access texts.
- Teachers are using the functionality of Teams to set differentiated tasks for those pupils which require them.
- Interventions, including speech and language therapy sessions, are continuing remotely.
- SEND pupils are encouraged to use online intervention programmes such as Bedrock and Lexia from home, and their progress with these is being monitored.
- Learning Development staff are working alongside Pastoral staff to contact all vulnerable SEND pupils weekly.
- Parents are able to contact the Learning Development Team at any time using the email address SEND@woodlandsschool.essex.sch.uk.

Remote education for self-isolating pupils

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

The online learning process explained below applies to all of our pupils during the school's partial closure. Once the government announces that pupils can return to school, this process will also apply to any pupils who are unable to attend school but not ill. For example, a pupil who has tested positive for COVID-19 but is not suffering adversely from symptoms, or any pupils who are required to self-isolate.

In essence, the remote education provision for these pupils will be broadly similar to the provision they receive during the school's partial closure.

Teachers will continue to provide live video lessons via Microsoft Teams; they will be recording, from their desks, the lesson they are delivering to the rest of the class, who are in school, ensuring pupils who are self-isolating can follow along too. Self-isolating pupils will continue to turn in their work via Microsoft Teams, and their teacher will continue to provide them with feedback online.

Teachers will continue to monitor the engagement in live lessons of those pupils who are self-isolating.