



Workington Academy
Remote Learning Policy
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 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?

Students and parents are fully familiar with the Firefly VLE and have been directed to this prior to the start of the school term via the school website, letters and online videos. Information as to the running of the school day and live tutor time at the start of each day has ensured that students have all the relevant information to enable them to access the existing curriculum, appropriately adapted for online learning. Students have received training in the use of Microsoft Teams to broaden the academy's online access. This enables them to access live lessons, all resources and the ability to directly communicate with their teachers.

An audit of access to devices was carried out prior to the Christmas break, ensuring that all students have access to online learning provision. Where online learning is inappropriate for a small percentage of students, detailed subject work packs and resources have been provided.

Since the school fully reopened in September 2020 significant time and resources have been put into the online learning offer at the Academy. A number of inset sessions in the Autumn term were used for staff training on a variety of online tools, including Microsoft Teams, Microsoft Stream and Firefly. Alongside this we have created for all students a copy of their timetable in Teams so all they need to do is click on the lesson link at the appropriate time. Support is provided to students in using the online tools and guidance videos are available on the school website.

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?

- All students will follow the existing curriculum, appropriately adapted for online learning. Curriculum road maps have been adapted to be more accessible online, without reducing the curriculum offer. Adjustments and additional support will be given for those with SEND and barriers to access.
- Where students would be participating in practical activities, such as in PE and design and technology, learning has been adapted accordingly, supported by streamed videos, online resources and appropriate challenges for students to participate in from home.
- All students' learning will be assessed regularly and students will receive meaningful feedback in all subjects.
- All students will receive pastoral support through daily online tutor time delivered in line with the usual timings of the school day.
- In examination years, students will continue to follow the GCSE and post 16 curriculum

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 1	(Number of hours – there are minimum expectations for remote provision. Consider breaking this information down by year group if applicable)
Key Stage 2	

Key Stage 3 - 5	The work set for each day for Key Stages 3 to 5 is in line with the work that is set during a usual school day. Students will be set work for five periods each day, considering the need for uploading and submission of completed tasks. Lessons are a combination of live lessons, internally pre-recorded streams, use of online platforms and appropriate resource banks
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Accessing remote education

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

All students will be supported remotely through 'Firefly' the school's VLE and Microsoft Teams. Students are already familiar with the Firefly app and parents have access to the parental app to support their children in their learning. Additionally, students can access Firefly via the link on the school website. Students will use their usual school password to access these online platforms. A summary of all lesson content, lesson by lesson, can be found on Firefly and students will engage in live and pre-recorded lessons via Microsoft Teams. Remote learning guides to support the use of these platforms are also available on the school website.

Examples of online tools & digital platforms used for delivery and assessment

- Firefly
- Teams
- Microsoft Stream
- OneNote
- Oak Academy
- Educake
- Seneca
- BBCiPlayer
- BBCBitesize
- Twinkl
- Accelerated Reader
- MyON reading

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:

A survey completed during the autumn term identified where devices were required and the relevant students have been provided with lap tops with appropriate loan agreements and fair usage documentation. As any technical issues arise, these are dealt with by the pastoral team and IT support to ensure that all students have online access.

Where it is inappropriate to use online platforms for a small percentage of students, work packs and booklets are provided by the subject areas/pastoral teams and arrangements are made on an individual basis as to their return to school to allow for teacher feedback.

Students who require additional support:

Where students require additional support in accessing remote learning, for example some of those students with special educational needs, we will ensure that appropriate support is put in place.

- All students with SEND, will receive regular communication from the SENCO and/or keyworkers where allocated.
- Work will be appropriately differentiated to meet the needs of individual students
- Lessons and learning will be supported in line with EHCP provision and additional provision where identified.
- Learning support staff will be deployed according to the needs of individual students in all year groups

How will my child be taught remotely?

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

Daily remote teaching:

Teaching and support staff:

- Form tutors will hold tutor time on Teams at 8.40am each day (non-attendance will be followed up using the regular school procedures).
- Teachers will set work for all lessons in their subject, in line with the usual school timetable.
- A summary of each lesson will be available on Firefly with resources and teaching activities transitioning to Teams where appropriate.
- Lessons will be a combination of live teaching via Teams, pre-recorded streams and resource-based lessons.
- Students will receive regular feedback on their work and progress (see assessment)
- Work completion, student engagement and attendance to live lessons will be monitored daily at key stages 4 & 5 and weekly at Key stage 3

Key Stage 3	Key Stage 4	Key Stage 5
Some live lessons & blended learning Pre-recorded streams – starter activities, instructional videos, PowerPoint presentations, Educake consolidation tasks, Project tasks and independent learning Accelerated Reader	The majority of lessons are live or pre-recorded streams Educake Independent tasks Exam board resources, exemplar material and examination style questions	The majority of lessons are live or pre-recorded streams Some independent sessions to focus on NEA and coursework module requirements Exam board resources, exemplar material and examination style questions

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?

Students:

- Students are expected to attend tutor time every day.
- Students are expected to attend all scheduled live lessons. If students cannot attend the lesson, they should let the subject teacher know.
- Students are expected to complete the work for all lessons and submit their work, when appropriate, on the day of the lesson.
- Presentation of work should be to the high standard that is expected in school.
- Consideration will be given to those with special educational needs and disabilities (SEND) support and adjustments will be applied where necessary.
- Students should contact their subject teachers through Teams only. Teachers will respond to this communication within 2 working days.

Parents:

- Parents are asked to support students in following the school day and engaging in all timetabled lessons.
- Where possible, parents should check Firefly via the Firefly parent App and discuss the work set for that day.
- When a student is unwell, then parents should contact the school in the usual way.
- If parents are concerned about a lack of student engagement they are encouraged to contact the relevant year group team for further support.
- Where parents are concerned about their child's SEND, they should contact the school SENCO.

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

- Students engagement at the start of the school day will be monitored through live tutor time
- Work completion, student engagement and attendance to live lessons will be monitored daily at key stages 4 & 5 and weekly at Key stage 3
- Where students are not engaging, they will be contacted at home
- Where there are concerns as to student engagement and non-completion of work there will be contact with home from either the classroom teacher and/ or the year group team. Where there is a special educational need or disability, the year group team may ask the SENCO or a member of the SEND team to contact home. as appropriate.

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:

Assessment & feedback:

A variety of assessment methods will be used across all key stages. These include:

- Individual written feedback
- Whole class feedback
- Digital platforms, such as Educake, Seneca
- Verbal feedback

Students will receive feedback in all subjects. At key stage 3 students work will be regularly acknowledged and students will receive feedback at least once every two weeks, depending on the number of lessons in the subject area.

At key stages 4 and 5 students will receive more frequent feedback, as they would if they were in school. This is typically on a weekly basis.

Teachers will take into account any accessibility or SEND needs when providing feedback.

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:

Where students require additional support in accessing remote learning, for example some of those students with special educational needs, we will ensure that appropriate support is put in place.

- All students with SEND, will receive regular communication from the SENCO and/or keyworkers where allocated.
- Work will be appropriately differentiated to meet the needs of individual students
- Lessons and learning will be supported in line with EHCP provision and additional provision where identified.
- Learning support staff will be deployed according to the needs of individual students in all year groups

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?

Students will continue to follow the same curriculum as those students who are in school and will be able to join lessons via Teams. Work will be uploaded to online platforms and assessed in line with this policy.

Reasonable adjustments will be made for those students with Special Educational Needs.