ABBEYFIELD SCHOOL REMOTE EDUCATION PROVISION

January 2021 – National Lockdown

Information for parents

This information is intended to provide clarity and transparency to students and parents or carers about what to expect from remote education during the current National Lockdown.
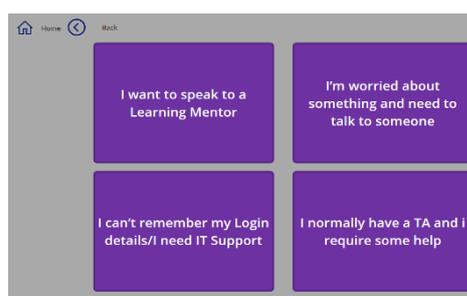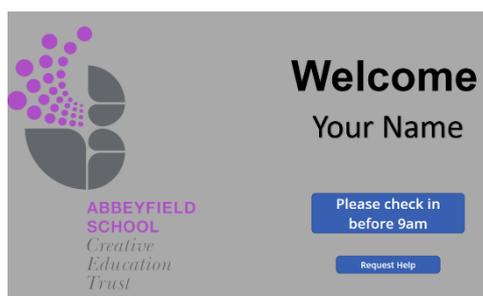
The remote curriculum: what is taught to students at home?

We are teaching the same curriculum as would normally be taught in school. To help parents understand what is being taught and discuss this with their child we have summarised the curriculum for this half term and this can be found by following the link below.

[The curriculum the students will be following this half term can be found here](#)

What should my child expect from remote education?

Students must register using the 'Register Now' channel, on Teams, before 9am each morning. The Check-In App has been designed to allow students to register quickly, but also has the facility for students to request specific support providing them with a fast response from our relevant teams. There is an option for students to contact the IT technicians or our Learning Mentors if they require any support with their learning, or support accessing any of the applications that they are required to use. There is also the option for our students to tell us if something is worrying them, which is picked up by our Safeguarding Team who can then offer support to the child or family. If students usually receive support from a Teaching Assistant they can also use this App to notify the TAs that they are struggling and require help with their learning.

Students will be expected to use Teams for all of the lessons. They will usually access a live lesson, or on occasions, pick up work set for them in the Assignments tab in Teams to allow for independent learning. Staff will teach the lesson over teams and set a range of activities suitably modified for online learning.

Years 9-13 are following their normal timetable and usual timings. Students will be taught in their usual classes by their normal class teacher.

Year 7 and 8 are following the timetable and timings found here. Students will be taught in half year teams by subject specialists. There will be one teacher delivering the lesson and in most lessons a second teacher will be running the 'chat' function to support students and respond to questions.

To keep our students safe online, a refresher lesson will be delivered in their Key Life Skills lessons. A wellbeing channel has been set up in the Y7 and 8 half year group teams groups, with resources being distributed by form tutors in y9,10,11 and Sixth Form, to support our students with their mental and physical wellbeing.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

As with a normal school day there are 5 hour long lessons each day with any homework completed as normal outside the normal school day. The structure of the day is the same as when students are at school, with two half hour breaks at the same time as they would be in school.

Accessing remote education

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

Students will access their learning and assessment using Microsoft Teams. There is detailed guidance for students on our school website.

Guidance can be found here.

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 students may not have suitable online access at home; they will need a computer, tablet or laptop. A smart phone is not suitable. If this is the case, we can loan students a laptop to enable them to access learning.

Please contact enquires@abbeyfieldschool.org.uk for laptop requests and further assistance.

How you will issue or lend laptops or tablets to students, and where can you find more information?

Once a laptop is requested to the school, our ICT team will contact you once it is ready for collection from school reception. A signature will be required for collection.

Please contact enquires@abbeyfieldschool.org.uk for further assistance.

How you will issue or lend devices that enable an internet connection (for example, routers or dongles), and where can I find more information?

If you have issues with WIFI quality, we can lend you a dongle. Once a dongle is requested to the school, our ICT team will contact you when it is ready for collection. A signature will be required for collection.

Please contact enquires@abbeyfieldschool.org.uk for dongle requests and further assistance.

How students can access any printed materials needed if they do not have online access?

In the first instance we would always attempt to support students and parents by providing laptops and Wi-Fi dongles to support their remote learning. Where this is not possible please contact us and printed materials will be organised and can be collected and returned through main reception.

How students can submit work to their teachers if they do not have online access?

Students completing paper-based work organised by the school will need to be clearly labelled with their name and the name of their teacher. They should either;

Return this to the main school reception where it will be sent to their class teacher.

OR

Where work has been completed on paper they may be submitted by taking a photograph and [uploading it to the assignment tab](#) or sent directly to the class teacher via their school email.

How will my child be taught remotely?

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

Abbeyfield teachers are now adept at delivering our quality first teaching charter remotely. Some examples of remote teaching approaches include live lessons, pre-recorded clips and set assignments.

Much like they would in the classroom, teachers start with recapping previous knowledge; this might look like a 'Do Now' activity or a set of three recall questions, reminding students of knowledge and skills learnt last lesson, last month and last term.

We understand that learning remotely is more difficult that learning in the classroom due to a variety of reasons so teachers present materials is small steps and make expectations explicitly clear. Teachers start all lessons by explaining what they are learning and why and explain any key vocabulary they will be required to understand in that lesson.

Teachers will use a variety of methods to check on students' understanding. This will be through verbal questioning or through use of the chat box. We understand that some students are more comfortable than others in using these functions and therefore teachers also offer opportunities to apply their understanding to a variety of diagnostic tools such as MS Quizzes, Polly Polls, assignment tab, class notebook and Thumbs up/thumbs down in the chat box so that they can continuously assess their understanding making whilst at home.

Abbeyfield staff plan their lessons to be challenging; learning should make students really think! Teachers will model learning and give additional guidance, scaffolds, demonstrations and support where appropriate so that they can reach these high expectations. As they would in school, teachers will continuously review how students are doing to check their progress and reinforce their expectations of the quality of submitted work.

Teachers are continuing to follow the curriculum as planned and therefore it is important that students engage with their remote learning as if they were in school. Abbeyfield staff are available every day to offer additional support to students where they need it.

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 should encourage their child to be up, having breakfast and registering on the Check-In App before 9am. Students should be encouraged to work in the best possible environment, ideally a quiet place where they can concentrate and complete all tasks to the best of their ability, uploading these at the end of each lesson/day. Both working and break times should be as per the child's normal timetable and away from the screen to give them a real break.

We expect students to be punctual to their lessons, as they would be if they were in school. When a student enters a live lesson they will be put in a 'lobby'. Their teacher will admit them into the lesson. If students are very late, teachers may not admit them from the lobby if it disrupts the delivery of the lesson and students will have to watch the recording of the lesson in their own time.

Microsoft Teams offers us the ability to communicate with students via their microphone and the chat function. Teachers will use these two functions as is appropriate to the planned lesson.

We are very keen to keep the communication facilities on so that students can ask for help with their learning.

We ask that students use the chat sensibly ensuring they adhere to these rules:

- Only use the chat to ask questions about the learning
- Do not respond to other comments made by other students
- Do not use the emojis or 'like' any other comment
- Do not use the chat to talk to friends
- Behave online as you would in a classroom setting
- Interact with your teacher and other students respectfully and sensibly
- Always use appropriate language

We ask that parents and carers encourage their children to engage with their lessons as much as possible by talking to them about their learning. Students must attend every lesson and complete the work set by their teachers to the best of their ability. Please contact us if you have any concerns and we may be able help.

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

Teachers are using Insights to monitor the engagement of students across all of their live lessons and tasks; such as Forms Quizzes. Staff are also using class notebook, which allows teachers to see students writing in 'real time'.

For years 7 & 8 engagement will be followed up by their Head of Year and phone calls will be made home, should we have concerns.

For years 9-1, parents will receive Home Learning Engagement reports on a fortnightly basis. These reports will update you on how your child is engaging with all of their subjects. Where engagement is good or excellent across all of their subjects, students will receive praise points and be entered into their year group assembly prize draw.
Where will students are not engaging well with their learning we will be in contact in order to offer support and advice.

We have a team of Learning Mentors who may be allocated to students with poor engagement. They will support students with personal organisation, motivation, technical issues and any other challenges they are facing with remote learning.

The criteria used for allocating a Learning Mentor is;
- Students who are not engaging in all of their core subjects (Maths, English & Science)
- Students who are not engaging in 2/3 core subjects
- Students that are not engaging in 5+ subjects

Where there are specific subjects that students are struggling to engage, subject teachers and/or Heads of Department will be in contact to discuss the barriers that are preventing engagement.

How will you assess my child's work and progress?

Feedback will take many forms and may not always mean written or verbal 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.
Staff will continue to provide feedback to students in line with the school marking and feedback protocols. The method of assessment will methods and platforms to ensure it is accessible to the students remotely. A variety of methods will be used including:

- Questioning in class
- Online quizzes
- Written or verbal feedback via Class Notebook
- Microsoft forms diagnostic quizzing
- Written via Assignment tab

Additional support for students 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 students, for example some students 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 students in the following ways:

- Students with an EHCP are invited in full time and encouraged to attend
- Other SEND students who need additional well-being or educational support invited to attend
- TAs supporting small groups and individual students
- Work on paper provided where required
- TA support in online lessons
- Mentoring for individual students'
- Support with technology and organisation as and when required