

PARENTAL REMOTE LEARNING GUIDE

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to students, in the event that normal lessons are unable to be delivered 'face-to-face' as normal.

Situations where this may apply include:

- A student who is absent from school for 3 or more days for a pre-agreed reason e.g. taking part in a sporting tournament
- Student exclusion
- Students unable to attend school due to a period of advised self-isolation, but who otherwise remain well
- An extended period of school closure

This does not apply in situations such as:

- A student who absents themselves from school without prior authorisation from the school, with or without parental permission, e.g. a family holiday taken in term time
- A parental decision to absent their child as a precaution against an outbreak of infectious disease, but contrary to official medical advice from Public Health England, the UK Government or the World Health Organisation.

EXPECTATIONS OF STUDENTS	EXPECTATIONS OF STAFF
<p>Assuming they are well enough to work, students are expected to:</p> <ul style="list-style-type: none"> • Complete all work set for them and submit work which is requested for feedback promptly • Contact their class teacher and/ or tutor using Firefly in the first instance, if they require additional support • Check Firefly and emails regularly; read and respond to communication from the school • Ensure that the device to be used at home is fully charged at the start of each day. Where students experience problems with IT systems, they should proactively be emailing IThomesupport@caludoncastle.co.uk • Students are expected to uphold the same standards of conduct and behaviour during live online lessons, as would be expected in school. This includes, but is not limited to: <ul style="list-style-type: none"> ○ Ensuring appropriate language is used in Teams comments or emails, and that any comment is on-topic and relevant to the task in hand. ○ Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set. ○ Ensuring that clothing is appropriate, following the same guidance as a normal "non-uniform" day. 	<p>Assuming they are well enough to work, staff will:</p> <ul style="list-style-type: none"> • Ensure that work is set and made available on Firefly, as per school and faculty guidelines. • Maintain oversight of the appropriateness and quality of the work set across their faculty, if they are faculty leaders. Individual class teachers will set the specific tasks for their classes. • Be familiar with the use of Firefly and Microsoft Teams, and be available online through Teams at designated teaching times. • Set, assess and return work to students promptly by electronic means. • Liaise with their staff, if faculty leaders, through regular contact, to ensure that sufficient work is being set to cover ongoing periods of closure <p>Any online contact between students and staff must only take place through official school channels, which are:</p> <ul style="list-style-type: none"> • Caludon Castle email addresses only. No personal email addresses must be used by either staff or students (except for post 16 students) • Microsoft Teams chat or video conference (through Caludon Castle email address only) • Firefly messaging <p>Contact between students and staff through sharing personal telephone numbers or personal email accounts, or any other third-party messaging software or video conferencing software, is prohibited.</p>

INDIVIDUAL REMOTE LEARNING

Tier 1: This applies in situations where school remains open and working as normal, but an individual student is unable to attend lessons as normal for a period of 3 or more days, but is otherwise well and able to work, e.g. a period of advised self-isolation or an absence that has been authorised by the school in advance.

In these cases, the school will provide work, as outlined below, coordinated in the first instance by the student's year team.

We have created 2 weeks' worth of lessons for each year group, which focus on consolidation and deepening understanding of the topics that students have been learning about. This way, students can start the work no matter when their isolation/ absence begins. The lessons include PowerPoint presentations and tasks to complete. They can submit this on Firefly. Teachers will also continue to set the 'normal' class home learning with added information to support students, so that they can also follow the learning, which is happening in class, as best they can.

We have also created a paper pack version, which students can complete on paper. They can bring it back on their return.

WHOLE SCHOOL CLOSURE

Tier 2: Short-Term Closure

For short-term closures (**up to five working days**), subject teachers will set tasks on Firefly. One task will be set for each year group in each subject, and will be designed to last a similar amount of time to that subject's lessons and home learning times during one calendar week.

Tier 3: Longer-Term Closure

In the event that the **school is closed for longer than 5 working days**, we will move to a model by which subjects will set work for classes on Firefly, supported by 'live' contact with teachers via Microsoft Teams.

The school may vary the methods described below, in the light of developing situations surrounding the reasons behind any closure.

Live Sessions

Weekly real time sessions will take place as per a timetable issued at that time. They may consist of whole group feedback, modelling of challenging material and opportunities for questions.

Students are encouraged to take part in the live sessions that are available, **if they are well enough to do so.**

Pre-recorded modelling and tasks

Staff will set modelled tasks, which have built in interactive content, to allow students to make the most progress possible. The work will have built in pit stops and be suitably challenging for the given key stage.

Assessment and Feedback

The work set will, as far as is possible, include one piece of work in each subject each week (though with varying demands, depending on how frequently a particular subject is taught), which is to be submitted for teacher assessment and feedback.

Work should be submitted to teachers via Firefly. Teachers will assess the work and return it to students with feedback attached in a timely fashion.

SEND	HIGH ATTAINING (HA)	PASTORAL
<p>All teachers have had training in how to differentiate work on Firefly, to ensure that it is accessible for all. Teachers, tutors and year teams will also be asked to be aware of, and to refer, any SEND student, who is struggling with remote learning, to the SEND team.</p> <p>If students require additional support with their academic work, they should contact their class teacher using Firefly in the first instance.</p> <p>The team will respond to the individual issues, whether by contacting home, liaising with teachers or arranging SSM support for an individual or group of students. Students and parents can also contact the SEND team, if they have concerns.</p> <p>Some SEND students, including those with EHCPs, will be contacted weekly to check on their wellbeing, but also their academic progress.</p>	<p>Each lesson provided for students will usually contain a TIF, 'Take it Further' activity, to stretch and challenge their thinking as staff are expected to 'Teach to the Top'.</p> <p>There is a TIF area on each department's Firefly page, which gives students the opportunity to extend their learning</p> <p>There is a programme of HA masterclasses, which we are beginning to roll out. This is for Year 8 initially, and will expand to include Year 7, as the year progresses.</p> <p>Year 11 HA students have been issued with an advice booklet on how to achieve Grades 7+ in each subject. This is being supplemented with a model answer booklet to be given out after half term. Both are/will be available for students on Firefly.</p>	<p>Caludon Castle is committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning.</p> <p>During such periods, the normal channels of communication regarding pastoral care remain open; students can contact their tutor, year leader or any member of staff from the year team by email at any time.</p> <p>In addition, every student will be contacted by their tutor weekly via email and a response will be required, in order to check on every student's welfare. Year teams will follow up any students not responding, either with a phone call or a home visit. Tutors will use this contact to identify any problems, including academic and emotional, and refer them to the appropriate person for further support. This might include support from the year team, the safeguarding team, the SEND team, one of our school counsellors or a referral to an external agency.</p> <p>Achieve tutor programme Weekly Achieve sessions will be set as tasks for each year group. For extended periods of closure, tutors will arrange a weekly 30-minute tutorial via Teams.</p>

Technical Requirements

Any provision of remote learning to achieve these four aims assumes that students and staff have access to the internet at home. However, we do not make the assumption that everyone has access to printing facilities, so any work set and submitted for assessment will be entirely electronically set and distributed.

The majority of students have access to devices and the internet for using Firefly. We have a small number of iPads/ laptops that can be made available to students, to support remote working. Contact by parents/carers should be through the year teams, to check if a student is eligible for a loan device.

Work will be set, submitted for assessment and assessed through:

- Firefly (<https://caludoncastle.fireflycloud.net>)

Students have all previously used Firefly to access tasks and resources, to submit work and to communicate with staff and, more recently, have received refresher training during their tutor time if they are in Year 10 and 11, during ICT lessons if they are in Year 7-9, or through Firefly for post 16 students.

Real time sessions will be carried out using:

- Microsoft Teams (from iPad application or <http://teams.microsoft.com/>)

Microsoft Teams is a collaborative platform, which allows for real-time communication. Students of Caludon Castle will be set up on Teams and pre-registered to each of their classes. There are specific student and staff guidelines for real time lessons.

Support

For technical support please contact; IThomesupport@caludoncastle.co.uk

For year group specific enquiries please use contact us using the appropriate email address below;

Year7enquiries@caludoncastle.co.uk

Year8enquiries@caludoncastle.co.uk

Year9enquiries@caludoncastle.co.uk

Year10enquiries@caludoncastle.co.uk

Year11enquiries@caludoncastle.co.uk

sixthformteam@caludoncastle.co.uk