

Remote education provision: 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 if local restrictions require entire cohorts (or bubbles) to remain at home. The information provided which is specific to Prince William School is in the purple boxes within each section.

For details of what to expect where individual pupils are self-isolating, please see the final section 6.

1. The remote curriculum: what is taught to pupils at home

A student'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.

1.1 What should my child expect from immediate remote education in the first day or two of pupils being sent home?

We will attempt to provide remote education as set out in the section below as quickly as possible, from the first lesson of the first full day that the students are working from home.

The limiting factor in this is likely to be technology. There may be technical glitches at first, and it may also take a few days for us to distribute laptops and dongles to all those students who need IT equipment to be able to access the remote learning.

1.2 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 will teach the same curriculum remotely as we do in school.
- Most lessons will be delivered through 'live' lessons via Microsoft Teams, but some subjects will be taught through the setting of project-based work set on EduLink.

2. Accessing remote education

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

- We will be providing remote learning through established systems of Microsoft Teams and EduLink.
- Students who have Microsoft Teams lessons will be sent an email inviting them to the lesson.
- Students can access the work set on EduLink in the way they normally access their homework tasks.

2.2 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. We take the following approaches to support those pupils to access remote education:

- We have surveyed students about their access to IT equipment and the internet.
- We will provide laptops, as available, prioritising those students in exam year groups.
- We will use all available schemes to provide students with free access to the internet.
- We will support families with how to use other equipment that they may already have, such as Playstation and Xbox, to access the remote lessons.
- If you need support with IT equipment or access to remote learning please email servicedesk@emat.uk or email reception@pws.emat.uk
- If you cannot email, please phone reception during school hours on 01832 272881

3. Remote teaching and study time each day

3.1 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 students broadly the following number of hours each day:

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| Students in Key Stage 3 (years 7, 8 & 9) | Students will have at least 4 hours work each school day, some through 'live' lessons and some through project work. |
| Students in Key Stage 4 (years 10 & 11) and Key Stage 5 (years 12 & 13) | Students will have at least 5 hours work each day. |

3.2 How will my child be taught remotely?

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| <p>Students in Key Stage 3 (years 7, 8 & 9)</p> | <p>'Live' lessons via Microsoft Teams will also be delivered at the times they would normally have lessons according to their timetable for English, Maths, Science, History, Geography, RE, Spanish and French at the normal timetabled times.</p> <p>Project work will be set on EduLink for Computer Science, Art, Technology, PE, and Performing Arts.</p> |
| <p>Students in Key Stage 4 (years 10 & 11)</p> | <p>'Live' lessons via Microsoft Teams will be delivered at the times students would normally have lessons according to their timetable, apart from for their PDP and core PE lessons which will be set on EduLink.</p> |
| <p>Students in Key Stage 5 (years 12 & 13)</p> | <p>'Live' lessons via Microsoft Teams will be delivered at the times students would normally have lessons according to their timetable.</p> |
| <p>All students</p> | <p>There will also be a tutor lesson once a week 8.55 – 9.15.</p> <p>Y7 = Mondays, Y8 = Tuesdays, Y9 = Wednesdays, Y10 = Thursdays, Y11, 12 & 13 = Fridays. This will be an opportunity for tutors to check on their students' welfare and offer support and advice as necessary.</p> <p>In KS3 and KS4 tutors will also provide some literacy work in the form of vocabulary extension work, which we had planned as part of our catch-up provision.</p> |
| <p>Additional resources</p> <p>In addition to the lessons and tasks provided by teachers, students may also choose to extend their learning further by using other internet-based resources such as:</p> <ul style="list-style-type: none"> • Tassomai • BBC Bitesize • BBC Learning • Oak National Academy • Sparknotes • My Maths • Kerboodle | |

Some information about Microsoft Teams lessons

- The Microsoft Teams lessons will not be fully interactive for a full 100-minutes each lesson. It is not good for staff or students to be looking at a screen for 300 minutes every day, and it is not an effective way of learning either. The lessons will be planned to involve some teaching and interaction at the start and then for a task to be set for the students to complete on their own, away from the screen. The teacher will remain available to answer questions while the task is being completed. The teacher is likely to give students a time when they should return to the screen for feedback and discussion etc. That pattern might be repeated, depending on the length of time needed to complete the task.
- We advise students to complete the tasks set on lined paper which they can stick in their exercise books when they return to school. There are pads of paper available to collect from reception.
- Whilst we will aim to provide live lessons in this format, there may be occasions when staff are absent and work has to be sent on EduLink. If this is the case we may link the class to another live lesson or we may have to set work for the class on EduLink.
- We will aim to communicate details of any changes by email or Edulink messaging to the students.
- To give the students some flexibility about organising their day (particularly important for students who are sharing IT equipment and/or work spaces at home) all Microsoft Teams lessons will be recorded, so students can access them later if they need. Recordings can be accessed within the post area on Teams.

There is a student user guide for using Teams on our website at:

[Accessing Online Lessons - Prince William School \(emat.uk\).](https://www.emat.uk/Accessing-Online-Lessons-Prince-William-School)

This guide also sets out protocols and expectations for students' behaviour during Teams lessons. Students should read this guidance before joining Microsoft Teams lessons.

4. Engagement and feedback

4.1 What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

- We expect all students to access the Microsoft Teams lessons and respond to the tasks set within 2 school days of the timetabled lesson, unless they are ill.
- If your child is too ill to take part in remote learning please email reception@pws.emat.uk as usual.
- We ask that parents/carers provide a space where their child can work comfortably.
- Please ensure that your child works on the lessons provided for the appropriate amount of time for their year group each day.
- Please encourage your child to email their subject teacher(s) or form tutor if they need further support.
- In terms of lesson content, students should be able to complete the remote learning lessons without support from parents/carers.

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

- Parents/carers of students who do not seem to have accessed lessons within 2 days of it taking place will be phoned by a member of staff to see if there are any problems with which the school can provide further support. This will also facilitate the sharing of information to other teachers so they will know if a certain student is not able to do lessons for a specific reason.
- Heads of Year will monitor the behaviour points and will contact the parents/carers of students who is accumulating numerous points.

4.3 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. Our approach to feeding back on student work is as follows:

- During the 'live' Microsoft Teams lessons teachers may use a range of normal classroom strategies such as questioning and discussion work to assess understanding and to provide verbal feedback to students.
- They may also set tasks such as quizzes, or use packages which provide instant feedback to students. All students also have access to Tassomai which provides quizzes and instant feedback in Maths and Science at KS3, and Maths Science and English in KS4. All such methods provide feedback to the students and the teachers.
- Teachers will also set work which is specifically for assessment purposes, roughly once every 5 lessons, which students will have to submit for marking. Each teacher will explain exactly how they want students to do that.

5. 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 students, for example some 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:

- All students on the SEND register will be assigned to a Teaching Assistant (TA) who will contact them by email regularly to check on their wellbeing and progress. The TA will contact each student's parent/carer to ensure they know which TA has been assigned to them.
- The students will be able to email their assigned TA if they find the work from any lesson too difficult to access or complete and the TA will liaise with the relevant teacher to further differentiate the lessons materials and tasks as necessary.
- Additionally, students with EHCPs will be supported by an assigned Teaching Assistant providing regular one-to-one sessions to help them to access and complete the work set by their teachers.
- For some lessons, a TA may be able to join a student's Microsoft Teams lesson to support the student directly during the 'live' lesson in the same way as they would do in the classroom.
- TAs and other support staff will be assigned students to contact regularly if they do not seem to be accessing lessons. If necessary these staff will also contact the parents/carers.

6. Remote education for self-isolating pupils

Where individual students 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?

If the rest of the year group is in school receiving face-to-face teaching, teachers will set work on EduLink for any who student in that year group who is not in school, either because they are ill, or because they have been instructed to isolate, or because they are choosing to isolate. Students should complete the work and bring it in to their teachers when they return to school.