



Sir Harry Smith Community College - 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 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 students at home

Our students' 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?

The College's aim is that all lessons will be delivered via Microsoft Teams. During a full lockdown your child should expect to have a daily tutor time at 8.40 am, weekly assembly, followed by five one-hour lessons following the usual school timetable including the College's break and lunchtimes.

- Where a bubble is sent home or a whole year group, staff will aim to teach your children from the bubble via Microsoft Teams, following the normal timetable of the College day.
- On occasion, if it is not possible for staff in College to stream their live lessons, work will be provided on Microsoft Teams for your child to complete whilst at home.
- If a member of staff is also self-isolating, and well, they will teach the lessons via Microsoft Teams from their home rather than from College.
- Parents and carers will be advised at the time of closure as to where students should look online for details.

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 College wherever possible and appropriate. However, we have needed to make some adaptations in some practical subjects. This may mean that certain subjects will have a more theoretical rather than a practical approach.

Remote teaching and study time each day

How long can I expect work set by the college 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:

Years 7 to 11: All students will have access to 5 hours of learning each day. Your child will follow their usual school timetable.

Sixth Form: The combination of live lessons and independent work should take up at least 5 hours. However, there will inevitably be some discrepancies within this depending on the student's Post 16 study programme.

Accessing remote education

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

Our key online platform will be Microsoft Teams, for which all students have their own username and password.

In addition, teachers will be using the following tools and platforms to support remote learning:

Microsoft Forms

Team Satchel

Oak Academy

GCSE Pod

Subject specific apps and designated platforms to support learning.

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 will take the following approaches to support those students to access remote education:

Our aim is to be able to provide all students with access to an electronic device in a variety of ways:

- Provision has been made by the Department for Education for students who are digitally disadvantaged which means that they will be provided with laptops during the lockdown period.
- We have informed parents of any opportunities that the College are aware of, by which they can apply for a device for their child. If you require this facility, please contact your child's year leader in the first instance.
- We have allocated, where possible, refurbished College devices to students.
- During a lockdown if the College is open for children of critical workers and vulnerable students, those who do not have access to a device will be able to attend College each day to access their education on site, while the College tries to source a device.
- We have also provided some support with Wi-Fi access where possible.
- If students have difficulty submitting work online, photographs can be taken of work and submitted via email from a child's or parent/carer's phone.

How will my child be taught remotely?

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

Some examples of remote teaching approaches:

- Live teaching (online lessons via Microsoft Teams).
- Recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers).
- Electronic resources produced by teachers (e.g. workbooks, worksheets) which can be accessed through Microsoft Teams.
- Electronic textbooks (especially applicable for Key Stage 4 and Key Stage 5).
- Use of educational video clips to support live lessons.
- If staff are absent and unable to teach virtually, then work will be placed on either Microsoft Teams or Show my Homework through liaison with the Curriculum Manager. These tasks will be expected to be completed independently.

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?

- We expect students to attend all live online lessons and complete assignments on time as directed by staff. Live sessions will take place for subjects as described above, and typically follow the times of the normal College day.
- We would ask for parents and carers help and support to ensure that their child has an appropriate quiet space to work, preferably with a desk.
- Please help your child to complete work by the deadline set by their teachers.
- Please ensure that your child engages daily with online learning; the College will contact you if your child does not attend tutor time and will inform you of any concerns about lesson attendance so that we can keep giving you our support.
- Please seek advice from your child's teachers, tutor or year leader about work if required.
- Please make the College aware if your child is unwell or otherwise unable to complete work; teachers will then be made aware that your child will be absent from lessons and will not be submitting any work until they are better.

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

- Your child's form tutors will take a register first thing. If your child is not in tutor time and the College is unaware of a reason for this absence, parents will receive a notification via our behavior watch system to inform you immediately of their absence.
- If your child is going to be absent from remote lessons you must contact the College on the first day of absence and all subsequent days by 8.30 am, please provide a reason. You can contact the College via the student absence line (01733 703991) or email on studentabsence@sirharrysmith.cambs.sch.uk.
- Teachers will be asked to complete a register for every live online lesson. These will be checked regularly by pastoral staff, who will contact families where they have a concern, including in case of students missing live online lessons. Contact will be made at least weekly by either email or telephone, and we would ask for parents and carers support in engaging with the College to resolve any issues.
- If your child arrives late to an online lesson/registration they need to make the teacher aware so that the teacher can edit the register to mark they are present.
- Students will be rewarded for attendance and engagement in live lessons/independent work; this will be communicated to parents through our behaviour watch system.
- The College will continue to communicate students' progress and achievements with parents through our remote parents' evenings and progress checks.

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:

Students in every subject will continue to receive feedback in line with the College's marking, assessment and feedback policy. The frequency of feedback will vary according to the curriculum time given to the subject.

Students may receive personalised feedback (written comments from a teacher), automated feedback (from quizzes marked by online software) or whole class feedback (given verbally by the teacher having reviewed the work produced). Assessed pieces will be submitted on Microsoft Teams, through Microsoft Forms or through other electronic means.

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:

- Our SEND team will contact families of students with an EHCP to discuss their needs and what support the College and external professionals can offer.
- This may include students having time remotely with Teaching Assistants or (if permitted under circumstances at the time) working in College.
- Our SEND and pastoral teams will also contact families with other particular needs (for example those with children known to be vulnerable).
- Any family can contact their child's form tutor or year leader should they need help or support.

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?

- If your child is self-isolating and the College is fully open, staff will provide work which will be placed on the appropriate platform. It may be possible to invite your child to the live lessons in school, but this is dependent on capacity.
- The work provided will be on par with what they would be learning if they were in College and students are expected to complete the work by following the timetable they would follow when in College.
- Work should be submitted via the appropriate platform by 4.00pm each day.
- Feedback for the work provided will be given in line with each department's feedback and marking policy.
- Homework will be set via Microsoft Teams.
- The most appropriate system for the provision of independent learning of Sixth Form students will be selected by each subject teacher.