



TORQUAY GIRLS' GRAMMAR SCHOOL

Remote Education

Last updated: February 2022

Remote education provision

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 to remain at home.

For details of what to expect where individual students are self-isolating, please see the final section of this document.

The remote curriculum: what is taught to students at home

What should my child expect from immediate remote education?

Students must use Microsoft Teams for immediate access to their home learning resources. Each student has been added to their Class and Form Teams, these Teams are controlled and resourced by their normal class teachers and lesson resources will be uploaded as per the whole school subject timetable.

Each day, lesson details are uploaded to each Class Team Channel by the class teacher so your child can immediately access remote education, even if they are required to isolate part of the way through a school day.

To get started, we recommend students read the information on our website

here: https://www.tggsacademy.org/home_learning.

Will my child be taught broadly the same curriculum as they would if they were in school?

We teach the same curriculum remotely as we do in school. Lessons will mirror the current lessons being taught in school so your child will not fall behind.

To support this, we recommend that students complete notes and activities in their exercise books if they have them, or on paper if not so that they can bring them into school when they return, this will allow for a continuation of information in their school exercise books.

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 live lessons, accessing resources/information and independent work) will take students broadly 5 hours per day.

Accessing remote education

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

Lessons resources, including live lessons, are provided via Microsoft Teams.

Students have their own Office 365 account which gives them free access to a number of apps including Word, Excel, PowerPoint and Teams.

Students should log in to Office 365 at www.office.com with their school email address and the password they would usually use at school.

Students have been given tutorials about using Teams in their ICT lessons and in form time, however they are also encouraged to watch this video when logging to Teams at home for the first time: <https://www.youtube.com/watch?v=qx8xHpRMFHU>.

If my child does not have digital or online access at home, how will you support them to access remote education?

We take the following approaches to support students who do not have suitable online access at home:

- We have been provided with a small number of laptops and Wi-Fi hubs by the government which we loan to students who do not have a device at home. Parents or carers can request a loan device, how to do this will vary depending on the reason that your child is completing remote education (e.g. self-isolation or local restrictions) so this will be communicated when we contact you to notify you of the need for your child to stay at home.
- Access to printed materials if a loan device is not available.

How will my child be taught remotely?

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

- In the event of a whole year group or school closure:
- The vast majority of work will be set on teams. This can be in the form of a post, attached resources, an assignment, or a recording of the lesson. If the student is well enough, they could attend the lesson remotely through the meeting function if this is appropriate for the content of the lesson.
- Lesson recordings may be made available in the following ways depend on the lesson:
 - If a Live lesson is running it will be scheduled as per the normal school timetable
 - The duration of live lessons will vary depending on the subject, topic or individual lesson but will not exceed 1 hour
 - Live lessons are recorded so students can access the session at any time after the session
 - Subjects which may not have live lessons include practical based KS3 subjects and non-examined KS4 subjects
- Where live lessons are not running, further support will be offered to supplement the Teams resources e.g.
 - a 'rich' slideshow with voice over direction or video guidance made by teachers
 - relevant and appropriate commercial content, including video clips or sequences (e.g. from the Oak National Academy or BBC Bitesize)
 - other additional content e.g. supplementary notes
- Printed paper packs produced by teachers (e.g. workbooks or worksheets) may be made available for selected subjects or students
- Textbooks, revision guides and reading books students have at home
- Long-term activities, projects or assignments for subjects that have a project or coursework element

How can my child contact their teachers?

If students require support or have questions, they may contact members of staff in the following ways.

- Students can contact their subject teachers or form tutor by posting a message on the correct Class or Form Team 'Channel' (this Channel is visible to all members of the class team) via the chat function or via email (although we encourage students to use Teams)
- Students can contact their Head of Year in the same way

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?

The school expects students learning remotely to:

- Be prepared to complete work in line with a 'normal' school day, including timings and subjects
- Complete work to a high standard by following the instructions given by the teacher
- Complete work to the deadlines set by teachers
- When needed, seek help from teachers, form tutors, heads of year or key workers
- Alert teachers if they are not able to complete work, explaining the reason and agreeing to a solution
- Use Microsoft Teams in line with the school's Acceptable Use Policy, including the use of appropriate language in messages and only using the software for remote Learning activities
- Contact the school and their teachers using their school email account only

The school expects the parents/carers of children learning remotely to:

- Make the school aware if their child is ill or otherwise unable to complete work
- Encourage students to complete work to a high standard by following the instructions given by the teacher
- Seek help or advice from the school if they need it, including accessing devices, how to use Microsoft Teams or with any other questions about remote learning

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

- Attendance to live lessons
- Teachers will regularly check how often students are accessing the materials on Teams
- In the event of students not engaging with remote learning, teachers will pass on concerns to the appropriate curriculum leader and/or head of year and they will contact you to discuss this and how we can support your child to access and complete more home learning – this could lead to individual students being invited into school, if it is safe, to work and to enable us to monitor progress and put in necessary support

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 students. 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 student work is as follows:

- Teams Assignments will be used to check understanding and provide feedback
- Some subjects use supplementary platforms to assess student understanding and give feedback, for example Educake, DrFrostMaths and Seneca. This will be communicated to students via the Teams Channel
- Whole-class feedback via the Teams Channel

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:

- Providing some students with a key worker to support with home learning and other concerns
- Providing alternative, accessible work for some students
- Issuing printed paper packs produced by specialist teachers to support students with SEND
- Inviting students to come into school to receive support

Remote education for self-isolating students

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

The following sections of the above guidance are also applicable to students staying at home due to self-isolation:

- immediate access to remote education
- the remote education curriculum
- study time
- access to devices
- contacting staff
- engagement
- additional support for students with particular needs

Where individual students need to self-isolate but the majority of their peer group remains in school, the remote education provided differs from the approach for whole groups in that live lessons are not provided. This is due to the challenges of simultaneously teaching students both at home and in school.

Teachers will decide the best way for individual students to access the learning whilst they are self-isolating and may use one or a combination of the following approaches:

- On the day of the timetabled lesson, the teacher will contact the student, in the vast majority of cases by Teams, and provide the work for that lesson.
- The teacher may invite the student (if they are well enough) to attend the lesson remotely via live streaming.
- Some staff have elected to record their lessons and share these via Teams, if a student is unable to attend at the specific time these recordings will remain available
- Students are able to access the curriculum areas of Sharepoint where powerpoints and other resources are available
- Further support may be offered to supplement the Class Materials resources e.g.
 - a 'rich' slideshow with voice over direction or video guidance made by teachers
 - other additional content e.g. supplementary notes
- Teams Assignments to check understanding and provide feedback
- Supplementary platforms to assess student understanding and give feedback, for example Educake, DrFrostMaths and Seneca.
- The teacher may signpost and provide links to online teaching resources such as Oak Academy, youtube or BBC Bitesize.