



# HALL MEAD

## SCHOOL

## Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education if individual pupils are self-isolating or if local restrictions require entire cohorts (or bubbles) to remain at home.

### The remote curriculum: what is taught to pupils at home

In order to continue to provide pupils with an education, all subjects, courses and lessons will be made available online, which will be accessed via Microsoft Teams remotely from home. Pupils will need to follow their normal school timetable and follow the same timings as a normal school day.

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

Where a whole class, year group or the whole school is working remotely, teachers will deliver their normal timetabled lessons remotely via Microsoft Teams with immediate effect. These online lessons will follow the timings of the normal school day and in most cases, will involve a live lesson via video call. Teachers will be available in the class Team for the duration of each of their timetabled lessons.

Individual pupils who are having to isolate are expected to follow their normal school timetable whilst working remotely, providing they are well enough to do so. Remote learning materials or access to the in-class lesson will be available for all subjects and courses from lunchtime of the first day of isolation, and at the start of each lesson on any subsequent days.

### 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 deliver the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, in practical subjects including music, DT, PE and computing, pupils would not have access to the same equipment, resources or IT software as they would in school; instead the essential knowledge and skills that would be taught in school will still be covered, but using alternative methods and projects.

## 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 pupils to follow the timings of their normal school day. Pupils should log into each class Team at the same time they would have the lesson in school.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	09.00am to 10.00am				
Period 2	10.05am to 11.05am				
Break	11.05am to 11.20am				
Period 3	11.20am to 12.20pm				
Lunch	12.20pm to 13.05pm				
Period 4	13.05pm to 14.05pm				
Period 5	14.10pm to 15.10pm				

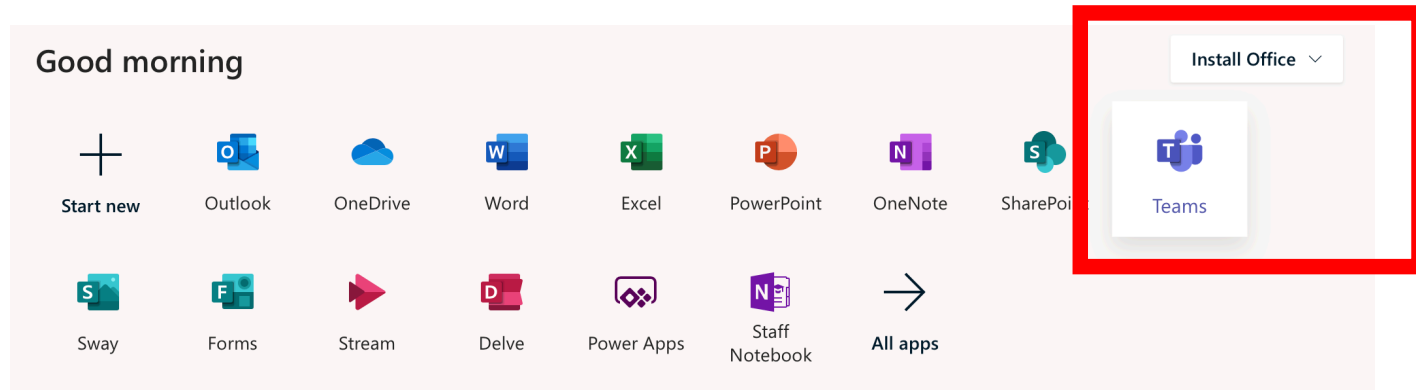
## Accessing remote education

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

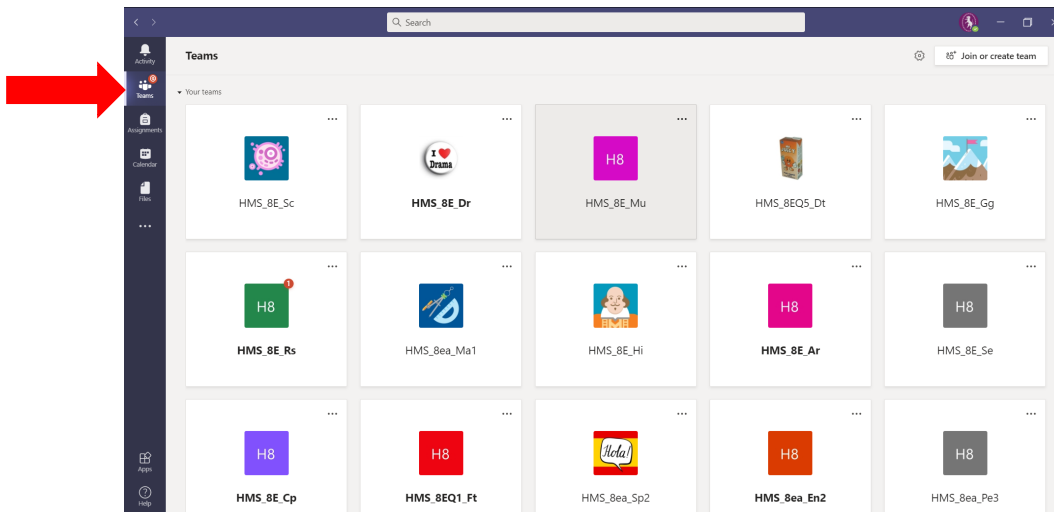
Each pupil at Hall Mead School has access to free Microsoft 365 licences, which includes the full suite of Microsoft apps, including Word, PowerPoint and Outlook. These apps are available for download on seven devices free of charge, or can be accessed via an internet browser if it is not possible to download the app. Microsoft 365 includes an app called Microsoft Teams, which allows each teacher to create a virtual classroom for each of their classes. This is where your child will access their online lessons and other remote learning materials.

To download Microsoft Teams, go to [Office.com](https://office.com) and sign in using your child's normal school log-in details + [@elatschools.co.uk](mailto:@elatschools.co.uk), e.g. [jbloggs20@elatschools.co.uk](mailto:jbloggs20@elatschools.co.uk). The password is the same password pupils use at school.

Once signed in to Office.com, pupils have access to all **Microsoft 365** apps and can use the online versions, including **Microsoft Teams** if they are unable to download the apps to their devices. Otherwise, pupils can click the 'Install Office' button or just install Microsoft Teams.



Pupils will need to sign in to **Microsoft Teams** after downloading it. The log-in credentials are identical to those used to sign in to Office.com. After logging in, a screen like this will appear:



Each button gives pupils access to their virtual classroom for that subject. They will all be called HMS\_ and then will show the subject code, e.g. Ma = maths, Sp = Spanish, En = English.

## 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 pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- Our aim is that all of our pupils have access to suitable IT equipment and reliable internet access at home and we are working hard to realise this ambition. Since September 2020, all Hall Mead School staff and pupils have been issued with a Microsoft 365 licence, which gives pupils 7 free personal licences, downloadable on multiple devices at home. This provides all of our pupils with access to the most up-to-date Microsoft suite, including Microsoft Teams.
- We have a dedicated pastoral and remote learning team which oversees remote learning access and which is able to offer targeted support through the Government laptop scheme, broadband access and Pupil Premium funding.
- If pupils are not able to work remotely via Microsoft Teams, they should make their form tutor aware, or parents can contact the relevant Head of Year.

Year 7: Mr Lewis ([glewis@elatschools.co.uk](mailto:glewis@elatschools.co.uk))

Year 8: Mr Morritt ([smorritt@elatschools.co.uk](mailto:smorritt@elatschools.co.uk))

Year 9: Mrs Topp ([etopp@elatschools.co.uk](mailto:etopp@elatschools.co.uk))

Year 10: Mr Shaheed ([dshaheed@elatschools.co.uk](mailto:dshaheed@elatschools.co.uk))

Year 11: Mr Swan ([jswan@elatschools.co.uk](mailto:jswan@elatschools.co.uk))

- Where pupils are not able to access our remote learning provision, we will support them to find a viable solution, which might include working within their year group bubble in school.
- We will also provide stationery and other study-related resources such as paper, pens and revision cards where pupils do not have access to these. Pupils who require these materials should contact Miss Smith on [nsmith@elatschools.co.uk](mailto:nsmith@elatschools.co.uk).

## How will my child be taught remotely?

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

- delivering live online lessons, including live demonstrations of practical concepts.
- using pre-recorded teaching materials, including the lessons provided by the Oak National Academy and pre-recorded teaching explanations made by teachers.
- using e-learning platforms including Hegarty Maths, SAM Learning and Kerboodle.
- creating guided step-by-step remote learning materials.
- using electronic textbooks.
- using workbooks and booklets created by subjects.
- modelling and using past exam questions and papers in KS4.
- using integrated quizzes and assignments in Microsoft Teams to check understanding of knowledge, skills and concepts.

## 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?

All pupils who are not unwell, are expected to follow their normal school timetable. Teachers will take registers at the start of each of their lessons by checking who is in attendance in a live online lesson, or by monitoring which pupils engaged with the class Team during the lesson, including how long pupils spent in the class Team during the lesson. Parents will be informed where there are concerns regarding engagement with remote learning by the Head of Year and/or pupils' class teachers.

Where individual pupils are isolating, they will receive a mid-point welfare phone call by their Head of Year who will check their engagement with remote learning. Their class teachers will monitor their engagement with the class Team and will check completed work when they return to school. All pupils are expected to complete remote learning whilst isolating and will need to catch-up on any outstanding work upon their return if necessary.

We expect parents to support Hall Mead School's remote learning provision by:

- reading the Hall Mead School Acceptable Use Policy with their child and insisting on excellent conduct whilst using Microsoft Teams.
- ensuring their child has a quiet and suitable area to work remotely, including when participating in live online lessons.
- helping to set routines which support their child's education and checking their child is following their normal school timetable and is completing assigned work.

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

Class teachers will take registers in each lesson. Where pupils are absent from lessons, the Head of Year will contact parents to advise them. Class teachers will also monitor submission of assigned tasks and contact home where deadlines are missed.

The Senior Leadership Team will monitor each year group's engagement with Teams weekly and will contact parents and carers where pupils are not adequately engaging with Microsoft Teams.

We will recognise and praise pupils who continue to work conscientiously whilst working remotely.

## 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:

- Teachers will set regular self-marking knowledge checks in Teams to check pupils' acquisition of core essential knowledge.
- Teachers will set regular assignments in Teams which are tasks that pupils must submit electronically and will receive feedback on. Feedback on assignments will be in line with the Hall Mead School feedback principles and will include written feedback, or whole class feedback will form part of subsequent lessons. Feedback may be recorded and posted in the class team for pupils to view.
- Teachers will ask to see work completed by individual isolating pupils upon their return and will choose pieces of work to provide feedback on.

## 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. Where students have Education and Health Care Plans the schools will continue to use our best endeavors to meet the requirements on the plans. 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:

- Teaching Assistants will be added to live online lessons enabling them to provide chat support to students with additional needs during lessons.
- Teaching Assistants will have a separate area in class Teams where they can support students 1:1 or in small groups.
- Teaching Assistants will have 'tutor group' Teams where they will meet with their students each morning to check they are prepared for the day's learning and spend time addressing misconceptions from earlier lessons or finishing pieces of work. TAs will also use this small group setting to support pupils with outstanding work during weekly timetabled PSHE and PE lessons.
- Teaching Assistants will also use telephone and video calls to support pupils with independent tasks.
- Link workers or allocated Teaching Assistants will provide regular contact with students who are not attending school to support with organisation and accessing materials set by class teachers.

- Some students may find isolation periods very difficult and experience related anxiety or this may exacerbate existing difficulties. Regular contact from school staff is provided to support parents and children during isolation periods.
- Where students have specific 1:1 therapies, such as speech and language therapy, we will continue to offer this virtually where this is possible.
- In some circumstances bespoke support may be appropriate to work with students depending on their needs.