

UVHS Remote Education 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 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.

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

It is our intention that remote education should follow the school timetable as soon as students are directed to remain at home. They will be taught via live lessons on the Teams platform.

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 wherever possible and appropriate. However, we will need to make some adaptations in some subjects, for example, in practical subjects.

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 remote teaching and independent work) will take pupils the following number of hours each day:

Key Stage 3	The timings of students' lessons will follow the pattern of the normal school day including registration times. Each live lesson will last 60 minutes with a further 10 minutes for students to ask any questions etc. Students will then have 30 minutes independent study time before the next lesson. Students will also be set homework. This is 5 hours learning time during school hours. Homework may be suspended and replaced by enrichment activities for discreet periods of time.
-------------	---

Key Stage 4	The timings of students' lessons will follow the pattern of the normal school day including registration times. Each live lesson will last 60 minutes with a further 10 minutes for students to ask any questions etc. Students will then have 30 minutes independent study time before the next lesson. Students will also be set homework. This is 5 hours learning time during school hours.
Key Stage 5	The timings of students' lessons will follow the pattern of the normal school day. Each lesson will last 100 minutes. Students will also be set homework. This is 5 hours learning time during school hours.

The timing of the school day is as follows:

8:45	Morning registration
8:55	Start of lessons 1-2
10:35	Morning Break
10:55	Start of lessons 3-4
12:35	Lunch Break
1:30	Afternoon Registration
1:50	Start of lessons 5-6
3:30	End of school day

Accessing remote education

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

Details of lessons and independent learning will be communicated via the Microsoft Teams platform. We have a dedicated webpage with links to advice on using Microsoft Teams - <https://www.uvhs.uk/microsoft-teams>. The page also has instructions for students to install their own copy of Office 365, covered by the school license, so they can edit documents and view PowerPoints at home in their own time.

PowerPoints and resources used in lessons will be available for students to access in the Class Materials section of Teams. Any homeworks set will be available in the Assignments section of Teams.

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:

- The school is able to support disadvantaged students who cannot access online learning as they do not have an adequate device. More information can be provided by contacting the relevant Head of Year and Mrs Amanda Cooper (aco@uvhs.uk)
- Packs of hard copies of work have been provided to students in the event that they are unable to access remote learning.
- The DfE is offering an increased mobile data allowance for students who are having to use mobile broadband to access learning resources during the lockdown. The school can apply for this on your behalf if you require this service.

How will my child be taught remotely?

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

Some examples of remote teaching approaches:

- Live teaching (online lessons) via Microsoft Teams
- Printed paper packs produced by teachers (e.g. workbooks, worksheets).
- PowerPoints and worksheets from lessons saved to the Class Materials section of Teams.
- Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences.

Engagement and feedback

What are our expectations of your child whilst engaging with remote learning?

- Where possible, they should choose a quiet space, free from distractions, to set themselves up for the lesson. If possible, they should use a communal space and not a bedroom. They should turn off mobile phones, TVs, etc. and exit other applications on their computers prior to entering the virtual Teams classroom.
- They must come to the Teams lesson on time.
- Where they are struggling to enter the lesson they should message their teacher on Teams for advice.
- They must dress appropriately - this is still a classroom setting.
- They must keep their camera turned off unless instructed otherwise by the teacher.
- They must mute their microphone during the lesson to avoid disturbing the class with any background noise.
- They must be respectful.
- They must follow their teacher's instructions.
- They should participate. When they have a question or comment, they should use the "Raise your Hand" button.
- They should wait to be acknowledged by the teacher before unmuting.
- They must use the chat responsibly. It is meant to facilitate conversation around the lesson topic, not for unrelated discussions. They must use formal and sensible language.
- When your lesson is over, they must leave the classroom by clicking on the **Leave** icon.
- They must behave in a positive manner as if they were in the classroom.
- In addition to this students are responsible for ensuring that no screenshots or recordings are taken at any time during the virtual class. Failure to comply strictly with the no recording policy may result in a serious sanction and/or removal from virtual lessons. Parents will be contacted, and the appropriate sanction applied.
- The sharing of any form of personal data, including telephone numbers, e-mail addresses and all other forms of personal data or contact data is prohibited.

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

- Students must follow their daily timetable as much as possible. We understand that some families may have limited electronic devices: as far as is possible, in these cases the school will loan laptops to students.
- Students will be required to submit work by uploading documents/pictures to Teams or in the format requested by their teacher.
- We hugely value parental support. We understand the difficulties associated with remote learning but would ask that parents support their child in establishing a routine that follows their timetabled learning as far as possible. Parents are not expected to complete work with their children but, where they are able to support with any task, we welcome this.

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

- Students must engage with their remote learning. Individual class teachers will request evidence of learning from their students.
- We keep a register of students' attendance in all lessons and should we observe a student missing lessons we will contact parents to establish the reason for this and assist with any required 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 children. Our approach to feeding back on pupil work is as follows:

- Individually marked work will be in a variety of forms e.g. feedback on Teams, comments on individual subject platforms and the remote use of yellow stickers.

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:

- The Learning Support Team aim to replicate, as much as possible, the normal routines and support that students receive in school.
- The Learning Support staff are attending online lessons with students in line with the normal school timetable and are supporting students who usually receive support, 1-2-1 using “Breakout Rooms”.
- Student Support Teams are in place for all students with additional needs, on TEAMS. These teams provide a way for students to contact the Learning Support Team directly if they need any support with any aspects of their schooling and facilitate the provision of intervention and 1:1 sessions in line with the sessions that students, including those with EHCPs would have in school and allow to staff to check in with students frequently.
- The SENCO and the Learning Support Team are available to provide advice and guidance for staff on development and setting of appropriate work to be completed at home.
- Meetings with parents and other agencies will go ahead via Teams
- EHCPs and EHCP reviews are scheduled via Teams for the 2020-21 Academic Year.

Remote education for self-isolating pupils

Where individual pupils 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?

All students have packs of resources from each subject. Additionally, PowerPoints and resources from lessons will be uploaded onto the Class Materials section of Teams.