

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 local restrictions require entire cohorts (or bubbles) to remain at home.

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



Our pupils have been coached in how to use the platform Microsoft Teams from September, so they know how to access their work and the platform. We have worked with our families closely to ensure that our pupils have access to a laptop and the internet where possible, and to provide printed work packs if they are needed. If a pupil is sent home, or has to work from home as a result of the pandemic, all work can be accessed online as our teachers are setting work on Microsoft Teams as well as delivering Live Lessons through this platform. Our pupils will be expected to follow their **normal school** timetable online. If a pupil does not have access to the internet they will be given a work pack, which follows the same curriculum as what the pupils are experiencing online. If pupils are sent home from school as part of a bubble closure or to self-isolate, pupils who need it, will be provided with a pack of work to take home with them.

Our teachers register our pupils online as they would for normal lessons. Pupils are expected to be on time and to engage by unmuting their microphones and by simply joining in the lesson just as they would do in school. Pupils complete their work online and store it in OneNote, or in their books as directed by their subject teachers.

Knowledge Organisers are a key part of life at Bronte Girls' Academy and they are used to help our pupils to retain and learn key information to help access their lessons. They have a pink book and they should use these to complete revision activities for every subject. [Click here](#) for further information and guidance on how to use the Knowledge Organiser effectively.

It is important that your daughter attends every lesson. Remote teaching includes live lessons as well as independent work, but this is always directed by the teacher. We teach the same curriculum remotely as we do in school. Where scientific experiments cannot take place, videos of demonstrations are used to support learning. This is also the same for PE and Performing Arts, our teacher, creates pre-recorded videos to demonstrate PE skills and dance movements for pupils to engage with to keep the sessions interactive and of course engaging.

There are guides available [here](#) to help you to support your daughter whilst she is working from home.

Online Safety

Our pupils are frequently reminded about online safety and have focused on how to use the internet and online platforms carefully. Please find additional information and government guidance on how you, as a parent or carer, can also be vigilant and help to keep your daughter safe online whilst they are working from home. [Click here](#).

Remote teaching and study time each day

Pupils are expected to follow their normal timetable every day. This means there are six periods of lessons and two Guidance and Support Time periods a day. Pupils check in with their form tutors and continue their GST programme as normal but via Teams, which covers areas such as mental well-being, additional collaborative reading and provides tutors with the opportunity to check on our pupils' general wellbeing. Pupils will be involved in learning from 8:30 until 15:05. Break and lunch times are built in as a normal part of the school day. The Guidance and Support Time is built in to the timetable to support both pastoral and academic needs.

Accessing remote education

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

Pupils access their work through Microsoft Teams which is part of the Microsoft 365 package. Pupils have been taught how to use and access this application. Where pupils do not have access to the internet, work packs are distributed to pupils.

We have supported families where possible with laptops (in line with the DFE and government guidance) to enable our pupils to continue accessing their work. If there are still further questions or issues, please contact office@bga.fetrust.org.uk

How will my child be taught remotely?

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

Our pupils continue to follow their timetable whilst at home. Our lessons are delivered via Microsoft Teams. This is done through a number of methods:

- live teaching (online lessons)
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

Our teachers are online to register their pupils at the beginning of every lesson even if the lesson is more independent for that session, so pupils can continue to ask questions if and when necessary.

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

We would like you, as parents and carers, to ensure your daughter is ready for her lessons and to follow her timetable every day. She should complete all her work and submit it when asked to do so by her teachers.

In terms of online etiquette, we ask that in the live lessons pupils adhere to the following rules, so the lessons can run smoothly.

- **Pupils must be on time for lessons.**
- **Keep the microphone on mute until asked to turn it on by the subject teacher.**
- **Answer the questions in the chat box as directed by the teacher.**
- **Raise hands if they need to ask a question by pressing the 'hand' on Teams.**
- **All pupils are expected to complete the tasks and bring them to the next lesson.**
- **Pupils must listen and follow instructions as they would in class.**
- **Pupils must not leave the lesson without asking.**
- **Names of all attended/absent in the lesson will be passed onto the Student Support Officer.**
- **There must be no other undirected conversations between pupils during the lesson.**

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

Our teachers take a register at the beginning of every lesson, which informs us of your daughter's level of engagement. If pupils are not engaging, parents and carers will receive a call from the GST Tutor (and then the Student Support Officer if there are repeated instances of absence from lessons), to discuss why and to offer support where it is needed. It is important that pupils produce work to the standard expected of them.

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 pupils. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our teachers assess progress in every lesson and key pieces of work are marked with clear actions and targets. Pupils are given time to respond to the feedback comments, so they can improve on and develop the quality of the piece and the skills they are learning to embed. Digitally, this is seen as annotations in red ink or in comment boxes around the pupils' work so they can read it, digest the information and then respond. This process is a vital one in order to ensure pupils continue to make progress.

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 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 continue to work with parents and carers to support those pupils in the following ways:

- By encouraging pupils to use Immersive reader , a function on Teams that will read out instructions so they are clear.
- Teachers also ensure the instructions given to pupils are sequenced in clear steps.
- For those pupils who are hearing impaired, teachers use subtitles on their PowerPoint so the lesson can be easily followed.

In addition to the above, our Learning Support Assistants invite pupils to attend intervention programmes in Literacy and Numeracy on Teams. These interventions may be slightly different from those delivered face to face but provide additional support to pupils with their learning needs. Teaching staff and LSAs also use 'break out rooms' in Teams to allow for smaller group work where appropriate.

If any parent, or carer has any concern over their daughter's ability to access and use Microsoft Teams then please do not hesitate to contact Mrs Robertshaw on Stephanie.Robertshaw@bga.fetrust.org.uk or by telephone on **01274 044055**.

Additional Support

If you would like additional resources for your daughter to access whilst working from home to supplement her learning, some good well-resourced sites include:

Oak National Academy have produced lessons and resources to support parents, pupils and teachers during the lockdown periods and are backed by the DFE. Click here: <https://www.thenational.academy/>

BBC Bitesize have also produced resources and sessions to support learning during lockdown. Click here: <https://www.bbc.co.uk/bitesize>

Follow us on **Twitter @BronteGirls** where we post regular updates about remote learning, online safety and of course it is also where we celebrate the fantastic work our pupils are completing both in school and remotely.

If you have any further questions, do not hesitate to contact our office on office@bga.fetrust.org.uk or call us on 01274 044055. If you need IT technical support, please [click here](#) and fill in the form.