

Open Academy: Information about our remote education

This template is designed to share relevant information with students and parents or carers about how we will provide remote education. The information is published to support understanding of what students, parents and carers should expect during periods of Academy closure or student isolation relating to coronavirus (COVID-19).

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

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

The remote curriculum: what is taught to students at home

A student's 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 students being sent home?

- Students will follow their usual academy timetables.
- Their teachers will share relevant resources and support via Microsoft Teams.
- There is a team for every class that a student is in.
- The student should check what they have on their timetable, then log into the relevant team to access the resources.
- They will find this in either the files or classnote for their class.
- The student will be invited to attend live support with their teacher during the timetabled lesson time.
- They will be sent the link to this through Microsoft teams. If students have problems logging into the system, they can use the Spring knowledge organiser that has been posted home.
- This contains all the relevant knowledge that students are learning at the time, with linked activities for every subject.
- All lesson work and any work completed from the knowledge organiser will be checked for learning through homework set according to the homework timetable.

- Teachers will set and mark this homework in Teams assignments.

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 teach the same curriculum remotely as we do in the academy.
- The curriculum is codified and summarised at Key Stage 3 through our Knowledge Organisers and KS4 / 5 through exam specifications

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 students broadly the following number of hours each day:

<p>Secondary school-aged students not working towards formal qualifications this year</p>	<p>We are following the timetable and expect students to be participating in lessons as they would in school. The usual time advised for homework as stated in the timetable will also remain the same.</p>
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Accessing remote education

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

- Your child will access remote learning through Microsoft Teams. All students are familiar with how to access this learning tool as it is the same tool used for accessing and completing homework.
- Those students who struggled with Teams during the first lockdown have had extensive training since our return in September through Hub sessions.
- One to one support is always available during the school day to solve any issues that arise

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

- We have secured many laptops and data packages from both government and local authority schemes and charitable donations so if your child does not have a suitable device, we will be able to provide one - please contact the school to let us know what you need
- For all key stages there is alternative learning available via our website such as Samlearning, Seneca, Mathswatch etc.
- As we have secured more of devices to loan if required (we have loaned out almost 200 machines already). The loan will be arranged through the Assistant head of year as determined by need.
- If a student is unable to work online, they can submit work to the academy via the office, this will then be quarantined, photographed, emailed to staff and feedback will be provided usually via email.

The year teams are available via the following email addresses:

Year 7: Ricky.Hawkins@Open-Academy.org.uk

Year 8: Michele.Middleton@Open-Academy.org.uk

Year 9: Debbie.Lamb@Open-Academy.org.uk

Year 10: Tracey.Smith@open-academy.org.uk

Year 11: Rachel.Roe@open-academy.org.uk

How will my child be taught remotely?

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

- We are delivering live, online lessons and support through Microsoft Teams. Students are required where possible to attend these lessons via Microsoft Teams meetings. They will be scheduled through the students' calendar.
- Students have the facility to ask questions, contribute to group discussions, view resources and share ideas in live lessons.
- Students should attend live lessons with Microphone on and cameras off and use the chat facility.
- Live lessons are recorded so that students can go back and check their understanding. Also, students who did not have access to a device at the time of the lesson can go back and access the recording as convenient.
- Students can also ask questions about their learning tasks in the posts section in each of their class teams.
- That said, for well-being purposes we are, as of late January '21 moving towards asking teachers to set **DARES** for around a third of their lessons - these are - **Directed Activities Related to Everyday Situations** and are designed to get students away from their computers.
- This will be highlighted with our '**ThursDARES Afternoons**' initiative, where we are asking everyone - staff and students to leave their computer screens behind for wider learning opportunities that we will have been directed by teachers
- If students in KS3 struggle to access online learning, they will be able to continue to learn using the detailed and subject specific knowledge organisers. These contain all the curriculum information on what students are learning in their subjects during the term.
- Each knowledge organiser contains a range of activities, some specific and some generic that students can complete. All previous knowledge organisers are available on our website. If a child has finished working through the current booklet, they can always review the historical booklets. This work can be completed on paper and will be checked through the completion of associated homework.
- A member of the pastoral team will keep in touch to check wellbeing and help to remove barriers to learning including access to devices where possible.
- If students in KS4 or KS5 struggle to access online learning, they should use the revision materials and books they have been provided with by teachers to continue their work and reading. All pupil premium students have received revision guides for all their subjects in Y11.
- Students who need paper or exercise books to work in will be able to access them

via reception as part of their daily exercise.⁶

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?

In this section, please set out briefly:

- We expect students to follow their timetables. The work and lessons will be available in Microsoft Teams
- We expect parents to support us in setting routines for your child's education; making sure students are up and ready for lessons with online tutor time starting at 8.45am.
- If students attend the lessons and access the resources, they will get all the additional help they need from their teachers
- We will poll students regularly for a quick well-being check
- We will phone home weekly to check on wellbeing too
- Student year councils and the Open Voice Academy Council will meet online
- We are providing a behaviour policy tweaked for home 'fridge door' use - a one page support sheet for parents to help shape engagement conversations

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

In this section, please set out briefly:

- If teachers are in the building, we will use Sims and register students as normal. Parents will be able to see this through the app
- During the second lockdown we will be monitoring student work as before and contacting parents where students are not engaging with the work
- Assistant Heads of Year will be continuing to contact home to monitor wellbeing
- Subject teachers may also be in contact if they have concerns
- We will be using a Microsoft form as a 'soft register' to check who has engaged at the start of each session and check wellbeing - please encourage your child to complete these everyday until we can get an online registration system finalised (due February)

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 student work is as follows:

In this section, please set out briefly:

- Students will receive in-the-moment feedback during the live lessons on their contributions to the tasks. Students have the facility to participate in several ways via the chat function where activities such as quizzes can take place
- Students will receive feedback via some automatically marked computer programs e.g. Seneca
- Students will receive more formal feedback via homework and the use of rubrics in Microsoft Teams
- Students who send work in paper will receive feedback, usually via email

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:

In this section, please set out briefly:

- Students will be invited to regular one to one meetings with the SEND team
- EHCP students are identified and will receive regular phone calls from our SENDCO and DSL
- Vulnerable students are also regularly contacted by our DSL
- The SEND department have access to all class teams and provide additional differentiation of tasks where possible
- There are times where additional support will appear in live lessons to support learning
- SRB students will have a bespoke plan agreed with Mrs O Kelly either in the Academy or from home
- One to one help and support is available, if you need it. Please contact us for the attention of the SENDCO if you require further assistance

Remote education for self-isolating students

Where individual students 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 students 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?

Individual students self-isolating are taught a planned and well-sequenced curriculum; they follow their timetables as usual and will be provided with work via Microsoft Teams and the opportunity to attend the lesson via Microsoft Teams meeting where possible

As with any illness students are advised to rest and recover, gradually re-introducing work as they recover over a day or so. Once fit they should liaises with their subject staff about how best to catch up - referring back to the class notes work / knowledge organisers and any further work suggested by teachers