

The Bromfords School



Remote Education Provision

-Supporting information for parents and carers.

Date of Last Review: 7th September 2023

Associated Documents: Policy for Remote Teaching and Learning (School Closure)

Remote education provision: information for parents/carers

Rarely, there may be occasions when the Headteacher decides that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government. This information is intended to provide clarity and transparency to students, parents and carers about what to expect from the remote education provision that will take place during these times.

In addition, the school's Severe Weather Policy covers the rare occasion when the school may be fully closed due to poor weather. This Remote Learning Policy will be triggered from and including the 3rd day of such a closure.

The remote curriculum: what is taught to students at home

What does remote learning mean for my child?

During short-term closures or during the first few days of a longer closure, students' first week of remote learning will look different to our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching. This means that accessible and relevant work will be set on Microsoft Teams and Class Charts, rather than immediately moving to live lessons online.

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?

Live online lessons via Microsoft Teams will replicate your child's timetable as closely as circumstances allow. We teach the same curriculum remotely as we do in school but clearly some allowances need to be made for practical subjects including PE, Art and Technology. Staff teaching these subjects may set tasks or projects for students to complete at home. Examples might include following an online workout routine in PE or cooking a set recipe at home in Food Technology.

To be engaging, online lessons are likely to draw on a variety of resources, including video or narrated power-points where appropriate. Live lessons will be taught in the vast majority of cases.

Most sessions should be a balance of teacher interaction and student tasks as would be the case in the classroom. A 'live' lesson does not necessarily mean the teacher is directly delivering content to students throughout. For example, it may be that a teacher sets up the lesson, ensures students understand the work set and then gives time for the students to complete tasks before bringing the lesson back together to review this.

What happens if my child is remote learning from home but there is an extra-curricular club on that they want to attend after school?

As the school is closed to your child on that day, unfortunately they will not be able to attend.

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 students to follow the timings of their normal school day, therefore we expect that remote education (including remote teaching, independent work and homework) will take students broadly five hours a day. Students access the lesson via each class Team or by clicking the link in the Teams calendar, at the same time they would have the lesson in school.

School times are as follows:

- 9.00am – period 1
- 10.00am – period 2
- 11.00am – break
- 11.20am – period 3
- 12.20pm – period 4
- 1.20pm – lunch
- 2.00pm – period 5

Live lessons themselves may last anywhere between 45 minutes to an hour to allow students and staff a screen break and give teachers time to set-up their next online lesson before their new class logs-on.

Prior to their lessons, students will receive an invite to join the lesson live. Students should accept this invite, then ensure that they join the lesson on time. All students have been reminded of how to use Teams when they were in school, but should you require any help, please visit our guide videos for parents and students on the website, click [here](#) for quick access to these resources.

What happens if my child's teacher is absent?

There may be occasions where a member of staff is unable to deliver a live lesson due to absence or personal circumstances. In such circumstances, the teacher will direct their class to work set on Class Charts or Microsoft Teams. It may also be possible to direct affected students to attend another live lesson taught by a different member of staff which is covering the same content and skills

Accessing remote education

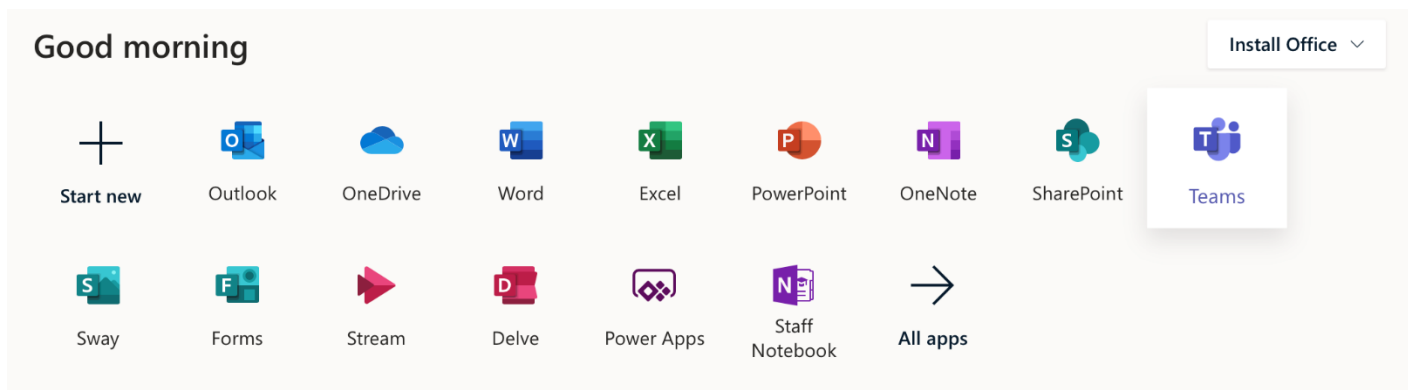
How will my child access any online remote education you are providing?

Each student at The Bromfords School has access to a free Microsoft 365 licence, which includes the full suite of Microsoft apps, including Word and PowerPoint. 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.

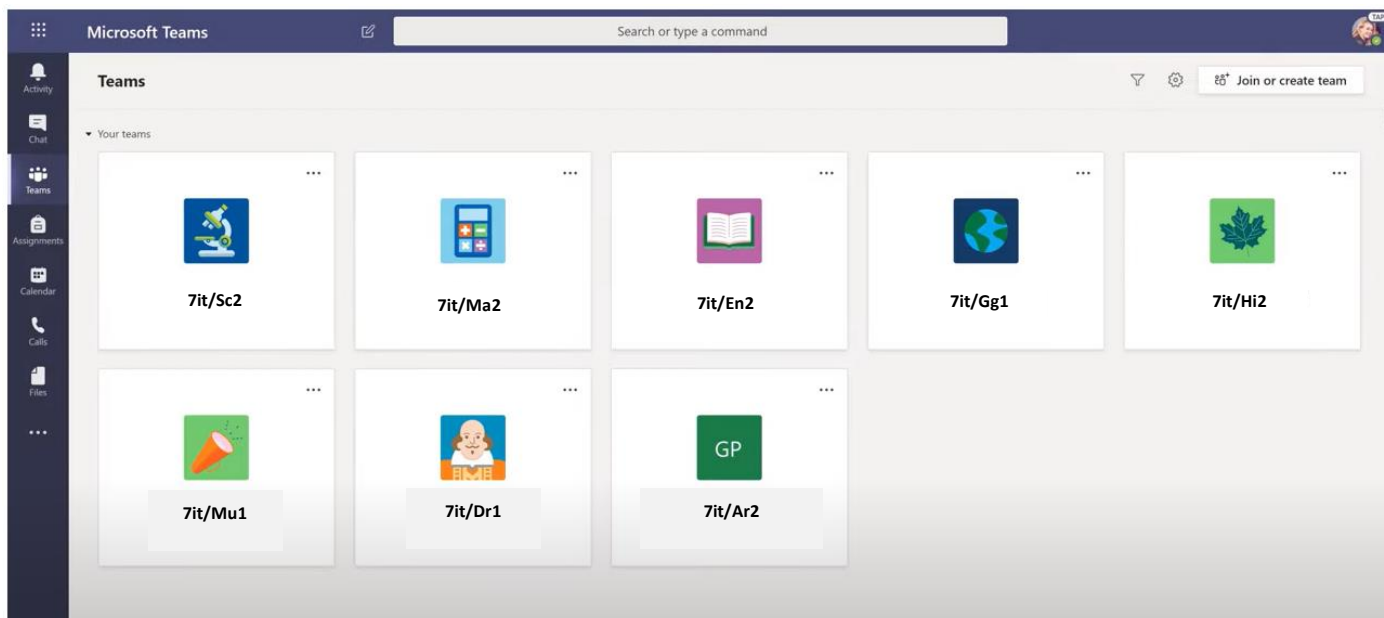
Microsoft Teams can be accessed from a computer, mobile phone or tablet.

On a laptop or PC, to download Microsoft Teams, go to **Office.com** and sign in using your child's normal school log-in details followed by **@bromfords.essex.sch.uk** (e.g., 15smitha@bromfords.essex.sch.uk). The password is the same password that students use at school.

Once signed in to Office.com, students 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, students can click the 'Install Office' button or just install Microsoft Teams.



Students 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 students access to their virtual classroom for that subject, where work will be posted and links to live lessons will appear. Students will receive teaching or refresher training on how to access Microsoft Teams on their first day back in person.

To access Microsoft Teams on your smart phone or tablet, visit the Apple or Google Store, search for Microsoft Teams and follow the instructions above once downloaded to log into your account.

Additionally, Microsoft Teams can also be accessed via Xbox or PlayStation. Please see instructions for this below:

Xbox

1. Plug a keyboard into the Xbox USB slot (less than £10 from Amazon).
2. Go into my games and apps.
3. Find Microsoft Edge and select.
4. Type in office 365 and log in as you would in school.
5. You can then access your work and use key packages including Word, Excel, PowerPoint, Teams and your school emails.
6. To move around you use the Xbox controller or plug in a mouse.

PlayStation

1. Identify the PlayStation internet browser icon (it is WWW with dots around it).
2. Press the PlayStation logo on the controller.
3. Go to the library and find options for games and applications.
4. Go into applications and you will find the internet browser.
5. Type in Office 365 and log in as you would in school.
6. You can then access your work and use key packages including Word, Excel, PowerPoint, Teams and your school emails.

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 will create a space for vulnerable students to attend school when they are due to be on remote learning, where IT facilities will be available. We will have limited places available in school at these points for students who fall into the category of vulnerable children or young people or those of parents or carers who are critical workers. Vulnerable children and young people include those who:
 - are assessed as being in need under section 17 of the Children Act 1989, (including children and young people who have a child in need plan or a child protection plan) and children who are looked-after by the local authority
 - have an education, health and care (EHC) plan
 - have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance.
 - The definition of a **critical worker** can be found [in this set of communication](#) from the Department of Education.
- We may be able to support with resources to support home learning. Please contact your child's Head of Year in the first instance and we will endeavour to support as many students as possible with the limited resources we have available.
- We can also provide paper copies of resources posted on Teams or Class Charts. Again, please contact your child's Head of Year in the first instance.

Which platforms will my child need to have access to?

The majority of lesson resources will be posted to MS Teams, but teachers may also share these to Class Charts, our new platform which has replaced Edulink.

Students may at times be directed towards third party learning platforms such as Sparx Maths and Tassomai in Science and English. Students can access these as follows:

- Sparx Maths (<https://sparxmaths.com/>) – students should use the student login option at the top of the page, type in Bromfords to locate our school, then login using their school email account and password.
- Tassomai (<https://www.tassomai.com/>) – a QR code and link will be shared on Class Charts and on class Teams. Students then need to follow this to locate the appropriate resources, logging on using their school email address and password.
- Seneca Learning (<https://www.senecalearning.com/>) – this is a free website that students across Years 7-13 can register for and access independently. Teachers may direct some of their classes towards key content. When logging in, students should choose ‘Login with Microsoft’ to use their school email address and password.
- Oak National Academy and BBC Bitesize: Students can also make use of the free lessons on Oak National Academy (www.thenational.academy) and BBC Bitesize (<https://www.bbc.co.uk/bitesize>).
- Students may also make use of the school’s subscription to GCSE Pod. Please click [here](#) for support with logging onto this platform.

Who do I contact during the school day if my child cannot access or understand the work?

In a live lesson, students can post questions in the chat window, which can be seen by all in the lesson. If they’d prefer, students can contact their class teachers directly through MS Teams by going to the ‘Chat’ feature, opening a new message and starting to type the teacher’s name.

Parents can contact class teachers directly by email using the teachers surname and first initial. For example, smitha@bromfords.essex.sch.uk.

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?

Attendance is a requirement for all students who are learning from home. Students failing to attend will be marked absent on the register as they would for a normal school lesson; this will be monitored. Should you have any issues with logging in, please email the teacher so that it can be resolved.

If students are unable to attend a live lesson, then they should check Microsoft Teams or Class Charts to catch up with work missed. Parents can support the delivery of live lessons where possible by ensuring their child is working in a quiet space and by helping to set routines which support their child’s education.

Parents should be aware that in live lessons, both their child's microphone will be switched off by default and the camera will be switched off by default. Parents should not join in the live lesson. The live online lesson is a classroom and the school Behaviour Policy applies to this environment. If your child is unwell and unable to attend live lessons, please contact the school to report this, just as you would on a normal school day.

Safeguarding remains a priority written as an addendum to our Safeguarding Policy which can be found via this [link](#):

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

All students who are educated remotely are expected to follow their normal school timetable at home. Teachers will take registers in each of their lessons by checking who is in attendance in a live online lesson. If a student misses a sequence of lessons in a subject or fails to show evidence of completed work, the class teacher will contact you to discuss their concerns and try and offer support if required. If your child is not engaging across a number of subjects, your child's Head of Year will contact you.

We will continue to recognise and praise students who continue to work conscientiously whilst working remotely, issuing merits in line with our Behaviour Policy.

How will you assess my child's work and progress?

Teachers will want to see the work students have completed remotely when they are back in face-to-face lessons. Some may ask for work to be submitted digitally. 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.

Marking and feedback will be in line with our school policy.

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:

- Where possible, our Autism Provision will remain fully open to support the learning of students educated here. Access to ICT facilities will be made available.
- The SEND Department have separate arrangements for supporting learners at home including regular video check-ins and online support from a Learning Support Assistant.

What do I do if my child is in receipt of free school meals but is learning from home?

Students qualifying for free school meals will receive vouchers for the weeks they are on remote learning.