Westlands Secondary School
Remote Education Provision:
Information for Parents
January 2021

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, or if we have to ask students to self-isolate due to a positive case of COVID-19 in school.

The Curriculum

The remote curriculum: what is taught to students at home?
As the COVID-19 pandemic continues, our approach to remote lesson delivery revolves around ensuring we are providing focused teaching, and enabling students to continue to make progress in their studies.

All students are part of a 'Google Classroom' for each of their lessons. This is where homework has been set and marked since the start of the academic year. We encourage students who are self-isolating to follow their usual timetable of lessons.

Individual student isolation
A range of resources will be devised and uploaded for every subject to mirror the key understanding and skills of the curriculum being delivered in school. For students who have been in school these resources are therefore also available for revision and consolidation purposes. In addition staff may share information relating to supporting materials and websites, such as BBC Bitesize and Oak National Academy where appropriate.

Whole class or group isolation
Where whole class groups or year groups have been directed to self isolate, staff will continue to upload daily lesson resources to the Google Classroom for remote access. In addition staff will produce a pre-recorded supporting video which includes explanation, modelling or demonstration akin to that which would be given

in the classroom. In this way they can guide students through the resources to aid progress and understanding. These will be available within Google Classroom, alongside the lesson materials. Teachers, where able, will be available at normal timetabled lessons to offer 'live time' support, in which their teacher can explain and support students, to assist with progress and understanding. The school is also beginning to introduce some 'Live Lessons' for students. Resources for all Community Time sessions will also be provided, including weekly pre recorded videos of assemblies.

How long can I expect work set by the school to take my child each day?
We expect that remote education will follow the student's usual timetable. They should spend around 50 - 55 minutes per subject on the work that is set. For KS4 and KS5 students there may be additional intervention and revision materials which they will be directed to complete. On top of this, students will have homework set on a weekly basis in Google Classroom as per the usual homework timetable.

Accessing Remote Education

How will my child access any online remote education you are providing?
Our online learning materials are provided via Google Classroom. In order to access this at home students will need a device that can access the internet, such as a laptop, desktop computer, tablet or smartphone.

Students can complete and submit work via the Google Classroom or on paper. It would therefore be useful to have a notebook or lined paper available for your child. If work is completed on paper a photograph of the work completed should be uploaded onto Google Classroom in order for them to receive feedback. If students do not have access to do this then contact should be made to the main school office to receive a prepaid envelope in order to post completed work back to the teaching staff.

If my child does not have digital or online access at home, how will you support them to access remote education?
If your child does not have access to the internet or an electronic device, please let us know as soon as possible. To do this please complete our 'report a problem' on

our website, email your child's learning leader directly or phone the main school office.

We take the following approaches to support those students to access remote education:
 ● We have a small number of laptops or chrome books available for students to borrow. If this is something you would like to discuss please contact Mr Humphries (peter.humphries@swale.at) or phone the main school office;
● We also provide resource packs, paper resources, and revision booklets to support students. However, it is important that pupils who work on paper are regularly posting their completed work back to the school;
● Students who are not able to submit their work online should keep work safely and hand it to their teacher for marking once they are back in school. Where possible this should be completed in their school exercise book. For extended periods of isolation students who are not able to submit their work online should contact the main school office to receive a pre paid envelope.

How will my child be taught remotely?
We use a combination of the following approaches to teach students remotely:

● All lessons materials and resources are provided on Google Classroom for students to complete;
● All homework materials are set and marked on Google Classroom;
● Pre-recorded videos created by our teachers may be used to support, model, demonstrate and explain elements of the lesson;
● Staff may share information relating to supporting materials and websites, such as BBC Bitesize and Oak National Academy where appropriate.
● Some 'Live Lessons' are being introduced by the school where teachers may introduce new content, model exemplar answers, provide detailed feedback on previous assignments, answer questions in live time, etc.

Lesson materials will be found within the 'Classwork' section of the classroom, and will be organised into 'topics'. All homework will be appropriately labelled, with a deadline for completion.

'Live lessons' will be labelled under the topic 'Term X Live Lessons'. The assignment will then have the date and time that the live lesson is scheduled for.

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?
It is important that your child engages with home learning so that they continue to make good progress. Where possible we would expect them to log in to Google Classroom on a daily basis following their normal timetable, and complete the lesson tasks set for them. If they have questions or difficulties they can send their teacher a message via Google Classroom under their assignment or you can report on our website via the 'report a problem' Google Form.

We appreciate that if the situation arises where your child is asked to self isolate, often at short notice, it may present some challenges for you. However, we kindly ask for your support so that we can continue to provide high-quality education for your child during this time.

We don't expect you to watch your child all day, and we would not expect parents/carers to get involved in remote lessons in place of our teachers. However, it would be really helpful if you can take an active role in your child's learning by asking them about their day and what work they've done.

If you are able to, we would recommend creating a quiet learning space where your child can work without interruptions if they are working at home.

Our top tips:
● Try to encourage your child to be ready and dressed for the start of the school day, and to keep to their timetable;
● Distinguish between weekdays and weekends, and make it clear when the school day is over, to separate home and school life;
● Plan breaks and exercise into the day to help keep your child active.

Parents can choose to sign up to receive guardian summary updates from Google Classroom on a weekly or daily basis. This will inform you of work completed and/or deadlines missed by your child. Further information will be provided as to how this can be enabled.

Community Time teachers will also be available via Community Time Google Classrooms. They are the students' first port of call if they have any general questions, issues or well-being concerns. Community Time teachers will regularly post material in Google Classrooms as well as weekly community assemblies.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?
Our staff will be online and checking their Google Classroom on a daily basis. If for any reason students are not engaging with the learning, we will use the following strategies to provide additional support:

● Contact via the Google Classroom from the class teacher;
● Phone call home from the class teacher or Learning Leader;
● Communication with parents via email. Unfortunately we are not able to provide you with a log-in to your child's account.

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.

It is an expectation that marking, assessment and feedback will follow the usual cycle set out in each subject's curriculum plan. Where students are in school work will be completed and marked in exercise books. For students who are not in school work should be submitted via Google Classroom, and marking / feedback will be provided there, in line with the usual marking cycle for that class.

In the Google Classroom teachers will also be able to send messages to individuals or groups of students, and can respond to questions. While accessing the lesson

materials and pre recorded videos students can ask questions via private messages or in the stream chat, and teachers will answer these as soon as they are able. Students may receive more detailed feedback via lessons dedicated to reflection and improvement, and a chance to redraft and refine their work. Students can view feedback from their teachers by going back to their previous assignment and viewing the work that they had submitted. The introduction of some 'Live Lessons' will also allow for detailed student feedback. All homework will be set and marked via Google Classroom.

Additional support for student 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 find it difficult 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:

● Contact from the SENDCO to discuss concerns with the parents, and provide a centralised place for support;
● Where appropriate a member of the community teams will contact the student and/or parent on a daily basis to check for issues and provide support;
● Provision of support videos to aid parents and guardians in supporting their child's progress and understanding;
● All lesson materials are fully differentiated and appropriate to the needs of the students in that class. The teacher may, if appropriate, also provide a supporting pre recorded video to assist with explanation, modelling and demonstration;
● Students who receive intervention software in school will be provided with remote access;
● The offer of a place in school for face to face teaching for those students with an EHCP.

Expectations for teaching staff who are self-isolating

Unfortunately we do have times when a member of staff is self-isolating. If they are unwell resources will be provided, where possible, by other members of the department in the same way that cover work would be set. Any lesson resources or pre recorded videos which have been produced by other members of the department may be utilised to support this.

If the member of staff is well enough to be working from home they will continue to upload resources to the Google Classroom. Where possible these will be supported by a pre recorded video which can be played by the cover teacher in the classroom, or viewed by students who are also isolating, ensuring that the students gain input from their teacher.

We have created a website to support students and parents. This can be found via the school website or via the link below:

https://sites.google.com/swale.at/onlinelearningsupport/home

You can also request support by completing the following form link here

Please keep in touch with us and do let us know if you're having any difficulties with remote learning, or if you have any questions. You can contact the relevant Learning Leader for your son or daughter:

Year 7	Mr A Collins:	adam.collins@swale.at
Year 8	Miss K Rivers:	kate.rivers@swale.at
Year 9	Mr M Robbins:	martin.robbins@swale.at
Year 10	Miss R Winstanley:	rebecca.winstanley@swale.at
Year 11	Mr C Corrente:	christopher.corrente@swale.at
	Mrs S Embleton:	samantha.embleton@swale.at
	Mrs A Grady:	april.grady@swale.at
Sixth form	Mrs E Leverett:	liz.leverett@swale.at
	Miss S Houlker:	sonia.houlker@swale.at