

# HOLY TRINITY CATHOLIC ACADEMY

## Remote education provision: information for parents

Holy Trinity Academy is now fully open to all pupils and operating a full timetable of lessons.

Should any pupil test positive for Covid, we will provide any work via Teams but not on-line if the pupil is unwell. Should any pupil be off for a period of isolation with or without Covid but are fit and well, parents may contact the school to request access to 'on-line' lessons; it will be at our discretion as to the number and frequency of on-line lessons that can be provided during the pupil's absence.

In the case of any future lockdowns, where we would be required to fully or partially close, staff will revert to the timetable as set out in our Remote Learning Provision Offer.

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.

### **The remote curriculum: what is taught to pupils at home**

A pupil'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 pupils being sent home?**

- A timetable will be posted on Class Dojo to show which subjects will be taught and when throughout the week
- Work and messages from the teachers and teaching assistants will be posted on Class Dojo
- Live lessons and/or pre-recorded filmed sessions will take place several times daily
- Live lessons are accessed via Microsoft Teams accessed via your child's school email address
- We will endeavor to ensure that minimal printing of resources is required at home – children can complete their work on paper or in workbooks, which will be provided by the school along with pens and any other resources that may be required
- Ipads and Internet connectivity can also be provided by the school should they be required

**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?**

- The same curriculum as followed in class will be taught remotely at home
- There may be some adaptations to the curriculum in more practical subjects such as Music, Design & Technology and PE as we recognise that these subjects areas require specific equipment which will not be available to all pupils. These subjects will be adapted accordingly.

## **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 broadly the following number of hours each day:

Key Stage 1	3 hours
Key Stage 2	4 hours

- If parents find that their children are getting through the work provided more quickly than the time allocation specified, they are invited to feed this back to the class teacher.
- The class teacher will check that all work is being completed to an appropriate standard and give any feedback. They will also check that any 'challenge' work that has been set has been completed and that other ongoing work such as through IXL is also being completed.
- If required and appropriate further ongoing work in the form of independent research or project work may be set to challenge more able pupils.

## **Accessing remote education**

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

- Live sessions via Microsoft Teams accessed via the children's school email address
- Work, pre-recorded lessons and messages posted on Class Dojo – all parents will be given access as soon as their child starts school

### **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:

- Messages will be sent via Class Dojo or a Google Survey link to ascertain which families require devices or connectivity, and parents are also invited to alert us to this need at any time also via Class Dojo
- Once responses have been received a staff member will be in contact with parents directly. A school ipad will be offered on loan. Parents will be requested to collect the device from the school office and sign the loan agreement.
- Staff members will be available to advise parents regarding use of the devices, access to Class Dojo and support with connectivity if this is required
- Most work online will not require parents to print worksheets at home, however if this is required, and families are unable to do so, hard copies will be made available at the school office. Paper, workbooks, pens and pencils are also available if required
- The school will endeavour to support all families in accessing Class Dojo online so that work can be posted there for teachers to approve, mark or assess. However, if this is not possible, provision will be made to for families to send hard copies in via the post, in person if not in self-isolation

## **How will my child be taught remotely?**

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

- live teaching (online lessons) 2-3 times a day
- Independent learning time built into the timetable using resources posted on Class Dojo and explained and demonstrated during the live sessions
- pre-recorded teaching films may also be provided by staff where appropriate
- Use of Read, Write Inc films and other commercially available websites to supporting teaching and learning across the curriculum as appropriate
- long-term project work and/or internet research activities may also be provided
- Work books will be provided where required

## **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?**

- We expect to 'see' all children accessing live lessons where offered and that their work is posted on Class Dojo
- The timetable will set out what work is expected and when, and how much time should be allocated to a particular activity
- We expect the support of all families in helping their child with their online learning, however, equally we understand that all families will have different challenges be it trying to work from home, using the internet at the same time or perhaps being unwell
- We pride ourselves on a positive relationship with all of our school community and will endeavour to support all families whatever their situation so that their child's learning can continue. Each different situation will be discussed and addressed with support offered according to each particular need

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

- A register is taken for every live session
- Staff check Class Dojo posts throughout the day to ensure engagement
- Follow up communication will be made on any children not attending either through Class Dojo initially by the class teacher or teaching assistant. If no contact is made, this will be followed up by a phone call
- Where contact cannot be made, this will be referred to the School Administrator for further follow up calls. If concerns arise, this will be alerted to the Head Teacher.
- Any Safeguarding concerns will be recorded on CPOMS
- Home Visits will be made if contact with families cannot be established

### **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 pupil work is as follows:

- Work posted on Class Dojo will be approved by the teacher or teaching assistant on a daily basis as far as possible
- Feedback will be given also via Class Dojo as appropriate
- Use of whole class feedback strategies may also be used by teachers to make record of overall performance and areas to develop in future
- Future sequences of learning will be informed by any misconceptions identified in both the live sessions and in work posted
- Quizzes may also be used where appropriate to assess pupils' knowledge

### **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:

- Differentiated tasks will be provided where appropriate to meet the needs of SEND pupils
- Pupils who have one to one support in school will be offered remote one to one sessions with a designated member of staff – parents must be present, no one to one sessions between staff and pupils are allowed for safeguarding reasons
- Support will be given to families of pupils with SEND via discussions with the class teacher and/or SENCO regarding the best method of supporting their child
- For younger pupils in the Foundation Stage, live sessions will also be delivered daily as well as, where appropriate, pre-recorded sessions and the use of Read, Write Inc films

## **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?**

- In the first instance, contact will be made with families to establish well being and if there is any illness in the family which might impact on supporting the child/ren's home learning
- If connectivity or a device is required to support home learning, this will be offered
- Work will be posted daily via Class Dojo and work posted back will be approved / feedback given by the teacher or teaching assistant – this will be as far as possible, the same work that the rest of the class are undertaking and will be planned and sequenced accordingly
- Where possible, live lesson opportunities and pre-recorded films will be offered – the live sessions may be delivered by a teaching assistant under the direction of the class teacher if it is not possible or appropriate to connect to a live session

### **How will you support my child's mental health and well-being?**

Staff are aware of how to spot potential wellbeing or mental health issues and how to respond.

However, this can be more challenging when they are not face to face. The following provision will help support remotely:

- The Take 5 Breathing Programme strategies used in school will be posted regularly on Class Dojo as well as various other links including the Word of the Week links and Singing Assembly links to help children stay connected as a school community. Other links to events or liturgies will be posted as and when they are timetabled.
- Contact with the class teacher, teaching assistant and head teacher is available to all families through Class Dojo and parents are encouraged to raise any concerns with any of these staff
- Various support can be offered as appropriate to the child/ family's needs – signposting to online resources and support
- Individual live sessions with parent and child present, may be offered to support well being led by the child's class teacher or teaching assistant, if through liaison with parents this is deemed appropriate
- If applicable, a referral may be made to our school Emotional Literacy Support Assistant who will support remotely as required

### **How will the school support my child's safety online and promote safeguarding?**

- Our Academy Trust Online Learning Protocol is made available to all families which details expectations and how we will keep all children safe during live sessions
- Each class teacher will undertake weekly online safety reminders for the week prior to the week's learning commencing – resources to support this further will also be made available
- The school's Computing Leader has created a set of guidance for parents regarding general online safety which is posted on Class Dojo and via the school website
- There is a section of the school website which gives parents monthly Internet Safety updates – this information is also shared via email to parents and via Class Dojo
- Parents are urged to report any safeguarding concerns that they may have and there is a dedicated page on the school website detailing safeguarding procedures for parents during school closures