



The Cottesloe School

Remote Learning Plan and Procedures 2021



1. Background

This information is intended to provide clarity and transparency to students, parents or carers and staff about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

The purpose of this plan is to ensure the ongoing education of The Cottesloe School students under unusual circumstances. This set of procedures will future-proof against closures that could happen at any time: due to school closure from local or national COVID related closures, extreme weather, power-loss, etc. It also covers the ongoing education of students who cannot be in school but are able to continue with their education when the school remains fully open, for example where individual students are self-isolating.

2. Remote Learning Lead

The Assistant Headteacher – Teaching and Learning together with the Deputy Headteacher – Curriculum is responsible for formulating and overseeing The Cottesloe School's Remote Learning Procedures. Any questions about the operation of these procedures should be addressed to the Assistant Headteacher – Teaching and Learning in the first instance.

3. Preparing for Remote Learning

Many of the steps below are already in place with most staff within The Cottesloe School. The Cottesloe School will be proactive in ensuring that:

- Staff have access to Google Classrooms for each of their teaching groups – these will be the same Classrooms as those currently used for Homework and Classwork
- Students within classes have access to the relevant Google Classroom
- Students will receive Google Classroom refresher sessions (and specific Google Meet instruction) to ensure they are confident in how to access their learning remotely.
- Staff are familiar with the main functions of Google Classroom and continuous training is provided to extend colleagues' skills throughout the academic year
- Staff have the ability to host a Google Meet live lesson (video and/or audio) with their classes either from their classrooms or from home
- Parents and students are made aware in advance of the arrangements in place for the continuity of education should a closure be imminent
- A summarised overview of procedures and FAQs for parents and students can be viewed on the school website

The Cottesloe School should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable at home and if not, supply them with a device during the closure period

Staff should ensure that they:

- Have received appropriate training and seek support if they need further training beyond that offered to the whole staff.
- That their computer- based teaching resources are available outside of school (this is most likely to be Google Drive or if not, another accessible source)
- That they have access to key resources not available online at home e.g. key textbooks

- That they have access to a suitable device for home use and if this is not the case then staff should alert the Business Manager and Assistant Headteacher – Teaching and Learning to the situation

4. Continuity of Education in Event of a partial or full Closure

The Cottesloe School will make provision for remote contact with students in two ways:

- Students will access learning tasks that will allow them to continue to make progress while at home
- Students will have the opportunity for online face-to-face interaction with their subject teachers according to their usual timetable. This may be impacted if the school experiences partial closure and staff have to continue to deliver lessons at school or have to take on additional responsibilities teaching vulnerable students or children from key worker families. Similarly this could be affected if staff are absent due to illness themselves.
- Students will also access learning through pre-recorded teaching episodes which provides the information for students to continue their studies.

As far possible, The Cottesloe School will attempt to replicate the timetable that students follow during the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Deputy Headteacher – Curriculum as well as their Curriculum Leader if this is not possible.

We are mindful of the challenges of operating in the remote environment in that:

- online learning operates on a very different dynamic.
- remote learning lends itself more to some subjects and activities than others and teaching staff will manage tasks and learning to the best of their ability given the demands of their particular subject.
- students' home environments will vary and not all will have access to a computer or device for their sole use throughout the day. Teachers will work to adapt their expectations accordingly.
- teachers and other staff may be working from home and caring for their own children at the same time due to other school closures and/or the need to self-isolate. They will manage to the best of their ability.
- all parties should use the messaging service within Google Classrooms to communicate but should recognise that there will often be delays in response because staff may have to prioritise live teaching.

5. Continuity of Education in Event of an individual student needing to self-isolate or be absent from school following a positive Covid test

- Where a student is waiting for a test result without confirmation of the need to self-isolate, they should access their usual Google Classrooms to complete homework and online based activities following their usual schedule. No specific self-isolation work will be provided.
- Where a student or family member has had a positive test and the student is required to self-isolate for 14 days or more (or whatever the guidance from PHE or the NHS has been specific to their circumstances) and school has been informed of this absence, the student will be able to continue with their learning via a specific Year group Google Classroom. They will be invited to join live lessons where possible, if the rest of their cohort is in school learning.

- Where a student is unwell with Covid-19, there is no expectation that work should be completed at home. Their priority is to look after their physical and mental wellbeing so they can return to school/online learning as soon as they are well enough and the isolation period has ended. Support will be given upon their return to school where needed to help them begin their learning journey once more.

6. Remote Learning Practice and Recommendations

- Google Classroom will be the single hub for all Remote Learning interactions.
- Google Meet allows teachers to host video and audio lessons and automatically invite members of their classes (students join by clicking the relevant meeting invite in the correct Google Classroom)
- Teachers and students are encouraged to use microphone headsets if available to improve the quality of audio
- We recommend that all students wear headsets during lessons to improve their listening experience and also engagement with remote learning
- Screen sharing will allow teachers to broadcast their screens and open documents during the lessons for discussion and sharing with the class
- Classwork and Homework tasks should be submitted via Google Classroom for feedback and online marking.

7. Information for parents

Parents will find the following useful information, already on Go4Schools:

- A copy of their child's timetable.
- Email contact details for their child's form tutor.

8. Summary

The primary purpose of this plan is the continuity of education for students at The Cottesloe School. Using existing school systems (Google Classroom and Google Meet) means this provision can be put into place quickly and students only need their existing login details of school email and password.

This plan is linked to our:

Behaviour for learning policy
Child protection policy
Data protection policy and Privacy Notice
Home-school agreement
Teaching for Learning policy
Computer Resources policy for students and staff
E-safety policy

FAQs for Parents

What are the expectations of students when they are working remotely?

Students will follow their usual timetable to provide a structure to the day and helps to ensure an even amount of time is dedicated to each subject as it would be if students were present at school. However, we appreciate that owing to shared devices across family members, this may not always be possible.

We recognise that students will respond in different ways to this working arrangement. Many will take to it very smoothly. However, those who find independent work difficult will find this challenging and need more support. Our tips and FAQs are designed to help all families during these trying times. The FAQs include additional ways to contact the school should the need arise.

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?

Independent learning tasks using online resources via their usual subject Google Classrooms will be provided, however live or pre-recorded learning will not be available initially.

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 school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, in practical subjects such as DT, Dance, Drama, Science alternative tasks that can be safely undertaken at home will be delivered. Sometimes these may be of a practical nature for example Kitchen Chemistry, but an alternative will be provided for students without access to particular resources.

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 five hours each day across all year groups from Year 7 to 13. Students in examination year groups will need to supplement this time with independent study in preparation for assessments.

Students will follow their normal school timetable. Timings of the day may be adjusted slightly to ensure regular breaks are built in to the learning time. Because of vulnerable and critical worker students physically attending school relying on school transport to bring them to and from school, it is not possible to adjust the start and finish times of the day.

Accessing remote education

How will my child access online remote education provision?

All work (including homework when school is operating on a normal basis) can be accessed via a student's Google Classrooms. Students need to log in to their school Google account, as they have been using since Easter 2020. Parents can sign up to receive daily emails about work set so that they can track their child/ren's learning. If a child is self-isolating (rather than partial or whole school

closures) they will be added to a year group specific Google Classroom to access learning whilst they cannot attend school.

There are a number of different platforms that we use at TCS to facilitate learning including GCSEPod, MyMaths and Seneca. Students will have their own logins for each platform. Details of what needs to be completed will be shared via the student's Google Classroom.

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. Please get in touch with us at school and we will put support in place so all students have to access remote education. We may be able help by lending laptops or Chromebooks or providing wifi routers or dongles so students have internet access at home.

How will my child be taught remotely?

Government guidance states schools must provide the following: The remote education that schools provide should be equivalent in length to the teaching your child would normally get in school. You should expect this to include a mixture of:

- recorded or live direct teaching time
- time for students to complete activities independently, such as working through assignments, PE or reading in a comfortable space
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https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19?utm_medium=email&utm_campaign=govuk-notifications&utm_source=93574ea8-d560-4b8f-8b16-67f5d71ef7ff&utm_content=immediately#what-you-should-expect-for-your-childs-remote-education

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

- live or synchronous teaching (for part or all of an online lesson)
- internally recorded teaching delivered either wholly asynchronously or as part of a synchronous lesson (e.g. video/audio recordings made by TCS teachers)
- externally recorded teaching (e.g. Oak National Academy lessons)
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences (e.g. Bitesize)
- online resources purchased by the school (GCSEPod, Mymaths, Seneca Learning)
- online or printed resource packs produced by teachers (e.g. workpacks, worksheets)
- online textbooks and/or paper versions students have at home

What happens if an individual student needs to self-isolate or shield for a set period?

Once the school has been made aware that a student is self-isolating, the student will be added to a year group specific Google Classroom for the duration of their isolation period. This 'Covid' classroom will contain appropriate online lessons to cover the period of time that the student will be absent from school. Students should follow their usual timetable to complete the relevant lessons on the same day as if they were attending school.

Where a student is unwell, rather than simply isolating because a family member is suspected to have or is a confirmed case of Covid-19, they are not expected to complete online learning.

How should work be submitted?

Submitting work should be done via the Google Classroom for each subject. Teachers will provide instructions about how they would like the work to be submitted, along with any deadlines.

When will my child's learning activities be available?

Work will be set according to the usual school timetable. Lessons will be scheduled to appear in Google Classroom shortly before the lesson is due to begin. Some students have felt overwhelmed when all work has been set by 8:40am and therefore we moved away from this model and now set work according to the normal lesson structure.

Where should my child complete the learning activity?

This will vary for each subject and each task. Instructions will be in the lesson activities, with the majority of the work being completed online. However, if this is difficult, students can do it on paper or in their exercise book. Teachers will inform students which tasks need to be submitted and how students should submit their work.

Accessing support and help from home

The work seems to be taking my child longer than the usual one hour lesson. What do I do?

If you have any concerns regarding the actual work your son or daughter has been asked to complete, please contact the subject teacher that has set the work in the first instance. You will receive the fastest and specific response by doing so. The work set by teachers should be the equivalent of their usual one hour lesson. Some students may find working at home in the peace and quiet, that they are getting through the work more quickly than one hour. If this is happening on a regular basis, please make the class teacher aware so they can adjust tasks accordingly. If the work is taking considerably longer, students should only work for the hour and then make the teacher aware that they have not managed to finish. They should not keep working and working to complete a task so that they then miss the next lesson on their timetable.

My child does not understand what to do during a lesson. How can they get help?

Teachers will be using Google Classrooms to keep in touch with classes and will be online during their timetabled lesson. Students can send messages to their teacher via the Google Classroom message system, this will be sent via the student's school email address. Students should make sure that they use their school emails if they want to contact their teacher. Teachers won't reply to a student's personal email address. Teachers and other staff will be communicating regularly with you over any period of school closure.

How do I get in contact with someone if I have a question?

If you know the email of the member of staff you need to get in touch with, please contact them. Alternatively, email office@cottesloe.bucks.sch.uk clearly stating who your email is for. Please respect wherever possible the school's working hours when sending emails. If an email is sent out of hours, it will almost certainly not be opened and responded to when normal working hours resume.

Please be mindful that online learning has brought about significant change for teachers as well as students. We are all adapting as quickly as possible, but the more enquiries we receive, the longer it will take to respond to them. If your enquiry is essential, please don't hesitate to contact us.

What do I do if I have a safeguarding issue that I want to discuss?

There has been NO change in the processes and procedures for Safeguarding matters and the role of the school's Designated Safeguarding Lead, Chloe Hankin. You can contact the school's [Safeguarding Team](#) and one of the Safeguarding team will contact you to discuss and offer support.

Should you have an emergency, you should follow the [advice here](#) to take the appropriate next steps. The Safeguarding Team will be in contact with Children's Services and will continue to support your child if such support is already in place and is required.

My child is eligible for Free School Meals. Can you help?

The school is currently providing free school meals on site as normal though with a slightly amended menu. If your son or daughter is required to self-isolate or a whole year group is learning at home, then the appropriate arrangements for free school meals will be undertaken.

The provision will reflect the latest Government Guidance and any national initiative such as the Food Voucher Scheme.

Engagement and feedback

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

Students are expected to join their online tutor session each morning at 8:40am. Engagement with lessons is monitored and recorded via Year group engagement trackers viewed on a daily basis by tutors and Heads of Year. Where a lack of engagement across a range of subjects is seen, tutors will contact parents to offer support. Class teachers will contact parents where lack of engagement is seen within a specific subject, with support put in place according to the student's individual circumstances.

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

Students will be assessed on a regular basis and according to the usual assessment programme within a particular subject. An assessment grid for each subject and year group will be published on the school website. Students will receive advanced warning of larger assessment tasks, as they would if they were learning in school.

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:

- individual comments on specific pieces of work
- whole class feedback via Google Classroom either as written or verbal feedback (via Mote)
- Fix-It wheel actions
- marking of tests or assessments by hand and uploaded to the Google Classroom
- Live feedback during the lesson either to an individual or a group of students

Additional support for students with particular needs

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.

How will my child access support from Team HUB?

We will follow a similar process as we did during Lockdown in 2020, with students able to seek support as necessary from their form tutor, Head of Year or Team HUB. These adults will be in touch with students regularly to offer support as necessary.

How will SEN support operate now?

TAs will work alongside teachers to provide resources for the students they would normally be supporting in class and these resources will be available alongside all other work on Google Classroom.

SEN students will be allocated a TA who will then regularly contact students via email and/or Google Classroom to ensure they are accessing work and to support them however they can, in a similar way to when we were in Lockdown.

Other questions..?

When will you reopen fully as normal if the school is required to close?

We are in frequent contact with the Local Authority and Health Officials, and will follow all Government advice relating to school opening/closing processes.

We will share reopening plans on our website as advice becomes available. We very much look forward to having everyone back with us as soon as possible.

Keeping safe online, is there anything I can do about E-Safety?

Please discuss e-safety with child/ren before they start our online learning programme. Childline has produced [an excellent resource](#) to help you with this.

Other useful tips for Parents and Students

- **Establish routines and expectations:** start times, breaks and lunch at school are at clear times. Maintaining this routine can help maintain a positive work ethic. Avoid spending the day in your pyjamas!
- **Identify a clear physical space in which to work:** this will make it easier to focus on your learning, without other distractions.
- **Talk about the plan for the day, and the lessons ahead:** spending extended time working at home is unfamiliar territory. Talking about how things are going can help pre-empt any problems.
- **Set times to be on and offline:** There will be more screen time than normal whilst working at home. You may have to share devices with family members, and setting time limits in advance can help manage this successfully. Equally, spending time offline is important to maintain a sense of balance in the day.
- **Remember to exercise:** Your wellbeing is enhanced by physical activity, so do make time for this. The PE team has planned some excellent activities. This can really help if you are feeling anxious, which is completely normal whilst you are working from home.
- **Talk about things on your mind:** it will be a big adjustment working from home every day. Talk about how things are going. The international situation is highly changeable. It is normal to feel uncertainty about this too. Be conscious of how much of the news you watch and talk about what you are watching.
- **Read a book:** Escape, relax, unwind. Look after yourself.