

Remote education provision: information for parents of Preston Manor Upper School students

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 pupils at home

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

Students will be able to access live lessons immediately from the day after any period of remote learning is announced. We will immediately transfer over to a timetable of live lessons and students should follow their conventional school timetable each day, joining live lessons using links provided in their Google Classroom for each subject.

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 during a lockdown or full bubble closure as we do in school. There will be some changes to the precise content of practical lessons due to the limitations of remote learning, but teachers will try wherever possible to replicate as much of the standard curriculum content as they can.

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 all Upper School students will attend all of their lessons across each day while they are learning remotely. This means that students in KS3 and KS4 will complete at least 5 hours of remote learning each day while 6th form students will complete all of their timetabled lessons in their normal timetable.

Accessing remote education

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

All of our remote learning provision is provided to students through Google Classroom. Students should check the Google Classroom for each of their subjects for lesson resources, tasks to complete and links to live lessons on Google Meets and Zoom.

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 sufficient digital or online access at home. To support these students to access remote learning we take the following approaches:

- Loan Chromebooks / tablets to students
- Loan dongles (devices that enable an internet connection) to students
- Provide a SIM data card for a smart device

If none of the above are appropriate the student will be offered a place in our on-site Provision and access to devices and the internet.

Parents/Carers are able to find out more by contacting your child's DSD or using the email address remotelarning@preston-manor.com if you need support with getting your child access to laptops or the internet. We aim to provide devices to students within 2 school days.

How will my child be taught remotely?

If your child is part of a larger 'bubble' of students who have all been sent home to self-isolate or if the school is closed to students during a period of national lockdown, class teachers will be live teaching the first half of each lesson on Zoom or on Google Meets.

If they are well enough to do so, your child must watch these sections of the lesson live and ask questions to teachers to get further support with their learning. They will also be able to watch a recording of this in their Google classroom if they cannot attend the live lesson.

Students will then be set further tasks to complete for the remainder of each lesson, for example an extended writing task or questions to answer which will check their understanding of the lesson content.

Students must upload their completed work using the Google classroom platform and teachers will be expected to provide feedback to students on key pieces of work using the feedback function on Google classroom.

If your child is finding it difficult to access a particular task, please ask your child to email their class teacher using their school email address.

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?

Expectations of Students

During any period of remote learning, Preston Manor students must ensure that they:

- Complete the set work across all of their subjects to a high standard, working where possible to the same timetable that they would follow in school
- Submit their completed work through the Google classroom platform. If they are unable to do this, they should email the completed work to their teacher
- Contact their teacher if they are struggling with the set work or have any questions about it
- Act on feedback provided to them by teachers in order to improve their work
- Attend all the scheduled live lessons for their subjects. These lessons will take place where a whole bubble of students are required to self-isolate or where the whole school has to transfer to remote learning. The live lessons will generally take place in the first half of a student's timetabled lesson. Students must ensure that they:
 - join the online lesson on time;
 - actively participate in the learning and engage with all the activities during the live lesson;
 - behave responsibly throughout the lesson and demonstrate an excellent standard of behaviour on the video call, including turning on and off their microphones and cameras when requested to do so;
 - complete any further work set by their teacher once the lesson ends.
- Let staff in school know if there is a reason why they cannot complete their work or attend live lessons (e.g. issues with technology)
- Keep themselves safe on-line by keeping their login details secret, not posting any inappropriate messages or content, blocking and reporting any online abuse and by not accepting invites or requests to meet from anyone who they do not know. The following link summarises the advice shared with students: [How to Keep Yourself Safe On-Line During Corona Virus](#)

Expectations of Parents / Carers

During any period of remote learning, parents / carers should ensure that they:

- Monitor their child's completion of online learning, ensuring that they are keeping up with the tasks set for them and completing them to a high standard. From Friday 6th November, all parents will be sent update emails from Google Classroom which summarise their child's work for the week
- Raise any questions or concerns about remote learning with the school via the remotelearning@preston-manor.com email address
- Let the school know of any changes in family circumstances which might impact on their child's ability to complete the set work, including any issues with technology which the school may be able to support with

If students do not adhere to expectations around remote learning, including if they don't engage with the remote learning set for them, we will:

- Contact the student and family via email or phone to discuss which expectations are not being met, discussing any support needed and agreeing realistic targets for improvement
- If a student's behaviour persistently breaches the school's behaviour policy and if allowing the student to continue to be part of the remote learning community would seriously harm the education and welfare of others, the student may be excluded. For more information see: <https://www.preston-manor.com/search/default.asp?pid=0>

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

Teachers will monitor students' engagement with remote learning by recording attendance to online lessons and checking that students are submitting assignments on Google Classroom.

Where engagement is a concern, we will inform parents and carers by text messages, emails and phone calls. DSDs, form tutors and teachers will all be involved in this follow up with parents / carers and students to find out why students are not attending lessons or completing the set work.

Where there is a persistent lack of engagement a referral may be made to the Education Welfare Officer.

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:

- Teachers will provide written feedback on key pieces of work via Google classrooms
- Teachers will use in-class questioning, low stakes quizzing and whole class feedback to provide further feedback to students in live lessons and through the Google Classroom platform

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:

- The school remains open for students with an EHCP in the case of a national lockdown. Students with EHCPs will be expected to continue their attendance to Preston Manor as normal and will have access to the school's on-site provision. Members from the SEND team will support your child in the school's provision. Where parents feel strongly about their child remaining at home, they will need to speak with their SEND keyworker and fill in a Brent Risk Assessment, to be reviewed fortnightly.
- If your child is remaining at home and completing remote learning, your child's SEND keyworker will contact you and your child at least once weekly for a check-in. Your SEND keyworker can answer any other school-based questions or put you in contact with someone else who can help.
- The SEND team will continue to support your child in their normal support timetable. We will replicate the SEND timetable remotely and therefore their normal in-class support will be available. SEND staff will help differentiate, support in assessments and provide break-out spaces where students can work in small groups to complete their academic work from home. If your child does not login to their mainstream lessons as anticipated, SEND staff will phone

them to see if they need support. This includes Exam Access Arrangements.

- Ensure that your child continues to access all the SEN interventions that they are currently attending. This will be a Google Classroom where your child will have access to both live teaching and the resources/ work used.
- We are committed to ensuring that our Annual Review process will continue to be the same rigorous and high-quality review process as normal.

More detailed information on the Learning Support Department's functioning during the COVID-19 pandemic can be found in this document:

<https://docs.google.com/document/d/1e7GecL93msYHqGgBmTsJFsnu9bH9uIh7gWL2VVgJLf4/edit?usp=sharing>

If you require any further information, please do not hesitate to contact us. Here are some key emails which may guide your enquiry:

Head of Inclusion/ SENCO/ Interim Manager of Compass (ASD ARP)

Taryn Neale

email: t.neale@preston-manor.com

Deputy SENCO KS3

Monique Briggs

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Deputy SENCO KS4

Alison Dynan

email: a.dynan@preston-manor.com

Manager of SpLB

ARP

Carla Courtney

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Deputy Headteacher overseeing SEND & Pastoral

Guy Brougham

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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?

We are currently providing remote learning for all students who are absent from school due to Covid-19 self-isolation or illness. This is available in your child's Google Classroom for each of their subjects. Teachers are uploading lesson resources and in most cases explanation videos or audio recordings to support students with their learning. We expect all students to complete this work if they are fit and able to do so.

We expect that students will complete the set work for each of their regular lessons across the school day while they are learning remotely during self-isolation. This means that students in KS3 and KS4 will complete at least 5 hours of remote learning each day while 6th form students will complete all of their guided learning hours in their normal timetable.

Teachers will provide feedback on key pieces of work via Google classrooms or via email to individual self-isolating students. Students should also use the self-assessment opportunities in the resources provided to them to evaluate their progress and understanding.

All students have been provided with a guide to Google Classrooms which will support them to access this work. You can find this in the section 'Remote Learning - Student Guide' (<https://www.preston-manor.com/page/?title=Remote+Learning+%2D+Student+Guide&pid=615>). Please look through this guide with your child and ensure that they understand all the steps which they need to take to complete their remote learning.

Students must ensure that they have accepted all the invitations to the Google classrooms that they have received to their school email address and that they are regularly checking their Google classroom for uploaded tasks and resources. If you experience any problems with your child's remote learning, please contact us on remotelearning@preston-manor.com

We also ask that parents / carers let us know immediately if your child does not have access to a laptop or computer which they can use across the day for remote learning. If this is the case, we may be able to provide equipment to your child to help with this.