



# **REMOTE LEARNING STUDENT AND PARENT HANDBOOK**

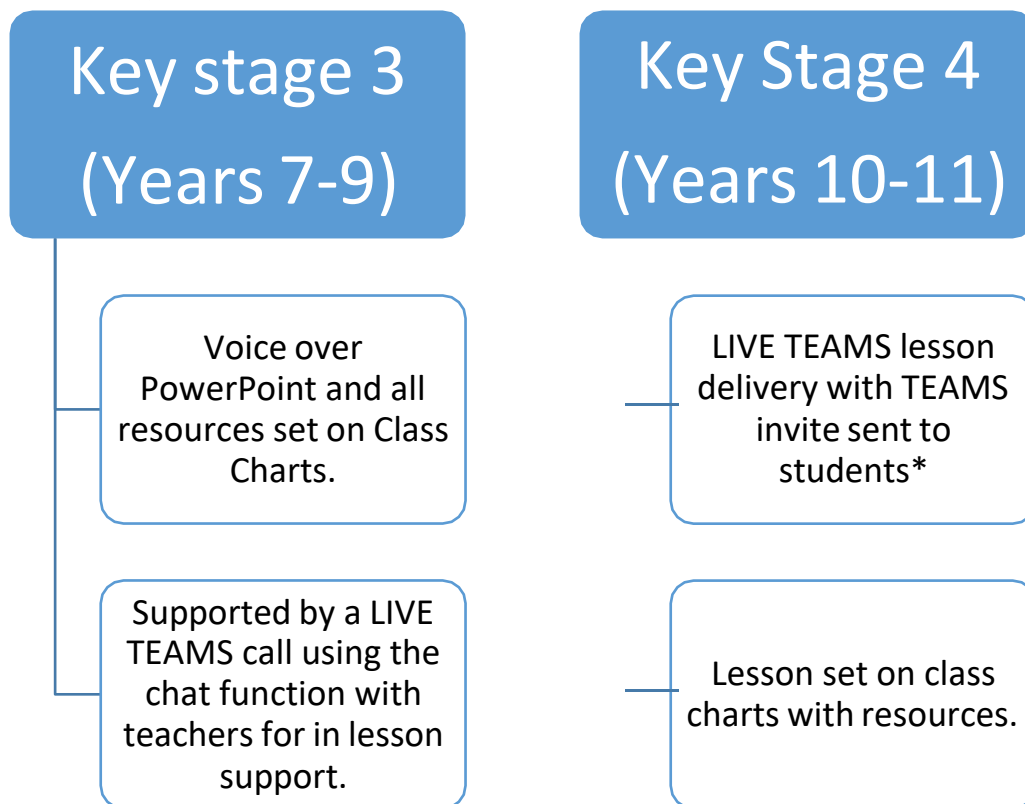
## Intent:

We are determined at CVEA that all students will be able to continue to learn during any form of absence from the Academy. The remote learning curriculum we have carefully designed will provide both teachers and students with a valuable educational medium that can continue to connect all parts of our learning community, to enable us to continue to deliver a high-quality education for the students we serve. The main platform used for the setting and delivery of all remote learning will be through a blended use of Class Charts and Microsoft Teams. This document sets out the clear expectations for students and parents around the delivery of our remote learning provision.

## Overview of Remote Learning

- Lesson delivery overview for KS3-4 during Academy closure
- Setting and monitoring of work during Academy closure
- Providing student feedback during Academy closure
- Student and parental follow up during Academy closure.
- Remote Learning provision during any form of absence when the Academy is open.
- Alternative ways to access online systems
- Key documents.

## Lesson delivery overview:



**\*The only exception to the above for year 10 and 11 students is that CORE PE lessons will be delivered using the same format as described for KS3 due to the nature of the lesson.**

- All lessons will happen at the usual time in which they appear on your school timetable. Students are expected to attend each lesson at the designated time by accepting and joining the lesson using the TEAMS invite. Here staff will take attendance to the lesson. Students are expected to attend the LIVE lesson as much as possible.
- When delivering lessons staff will ensure a ten-minute transition time at the end to allow students to move between lessons smoothly.

All Key stage 3 students will take lunch 4L3 from 1215 to 1245

All Key Stage 4 students will take lunch 5L2 from 1300 to 1330

Please see lesson timings below to help support you from home. The expectation is students follow the usual school timings as much as possible:

Period 1: 9am-9.50am

Period 2: 9.50am-10.40am

Period 3: 10.40-11.30am

Period 4: 11.30-12:45pm

Period 5: 12.45-13.40pm

Period 6: 13.40pm-14.30pm

**Essential rules and expectations for students during remote lessons:** The following rules and expectations should be adhered to at all times:

- I will use the equipment and the Microsoft Teams application safely and appropriately.
- I will report any issues or concerns directly to my parent/teacher/school.
- I will be available for my log in and lessons between the hours of 9.00am and 2.30pm.
- I will be dressed appropriately.
- I will turn my web camera off and my microphone on to mute (unless directed otherwise by the teacher).
- I will not record the session.
- I will seek help from the teacher through the Chat function.

### **Setting and submitting work**

- The setting and monitoring of work will take place on Class Charts.
- You are expected to log in to class charts each day to check the work you are expected to complete as per the teacher's instructions.
- Teachers will also send you a link/invite to join a Live Teams lesson. If you have Microsoft Teams downloaded, you will receive notifications through the app and lessons will appear in your calendar. You are expected to join all these lessons to demonstrate you are present and ready to learn.
- During lessons you are able to ask questions and gain help and support using the chat function within TEAMS, which staff will show you how to use.
- At the end of a lesson you should send your class work to your teacher. It will be made clear by your teacher how to do this, but the main ways to do this will be via sending your teacher an email or submitting the work in Microsoft Teams. (If you are unsure how to do this, contact your form tutor who can support you with this.)
- Students and parents can use Class charts to regularly monitor the work completed to ensure all work is up to date. Teaching staff will log lesson attendance and work completed in the following way: **Red**= Not attended TEAMS LIVE call and No work submitted, **Green**= Attended teams call and work submitted, **Yellow**= Attendance to Teams LIVE lesson only & **Blue**= Work submitted only & Other circumstances.

### **Providing Student Feedback:**

Providing feedback is an essential aspect of the teaching and learning process. Please see below all the ways in which your child could receive feedback on the work you complete:

- Emails from your class teacher could give you examples of good pieces of work, what has went well and comments for improvement.
- Instant verbal feedback during lessons.
- Instant written feedback in the chat function on TEAMS.
- Through self-assessment of tasks such as marking your starter activity.

### **Student and Parental Follow up**

Student and parental follow up is an essential strategy in order to maintain and improve engagement within remote learning. The following process will be used to ensure consistency across the academy:

#### **Parental Contact**

- Heads of Year (HOY) will send a weekly email to parents based on information taken from Class Charts.
- A positive email will be sent to any parents of students who are completing all the work set in that week.

- An email will also be sent to parents where it is evident that students are not engaging in remote learning.

### **Student Contact**

- Class teachers will send emails to the class group and individual students where appropriate to congratulate students on the work.
- Staff will also award positive Class Chart points.

### **Remote Learning provision during any form of student absence when the Academy is open**

The following guidance is designed to support you and your child in accessing and completing work during any period of student absence when the Academy is open. The guidance also includes the names of key contacts in the Academy who will be on hand to help and support you to ensure you can access the remote learning provision.

- **Access to work:** All work will be available within Microsoft TEAMS where your child will have access to all the subject specific folders they need (Please use the pupil guide for accessing work on Microsoft TEAMS if you need support). Here your child will be able to access all the resources and lesson instructions they need including voice over PowerPoints to ensure they can continue to follow the curriculum from home.
- **Homework:** During any period of remote learning due to absence from the Academy, students will also be allocated their usual homework tasks from their class teachers to compliment the in-lesson work students complete. Therefore, as well as accessing your class work in TEAMS you should also login to Class Charts to access and complete all of your homework assignments.
- **Follow the school timetable:** Students as much as possible should aim to follow their usual timetable. This means that your child will maintain good routines and ways of working.
- **Submitting work:** Your child will submit their work as per the teacher's instructions. This will usually be either by email or submitting an assignment in TEAMS. Work as much as possible should be submitted on the day of the lesson.
- **Feedback:** As teachers will be conducting their usual teaching duties in school it may not always be possible to provide feedback instantly. Teachers will try to provide feedback and answer questions via email.

## **Key documents**

To support you during remote learning, in addition to the guidance provided within this booklet, please see below other key documentation that has been made available to you and is available on request if you require it:

- Microsoft TEAMS student guide. This provides essential information from how to download the app to how to use it for your learning.
- Email and Class Chart guidance. This PowerPoint provides step-by-step guidance on how to access these essential tools which will be used daily during remote learning.

## **Additional support**

Students can access their emails, Class Charts and Microsoft Teams using a desktop computer, laptop, mobile phone or tablet. In addition, students can also use gaming devices such as an X Box or PlayStation to access remote learning. Please see below guidance for how to make use of these devices for educational purposes:

### **X Box**

1. Plug a keyboard into the X Box USB slot.
2. Go into my games and apps.
3. Find Microsoft Edge and select.
4. Type in: HWB and log in as you would in school.
5. You can then access your work and use key packages including Word, Teams, Excel, PowerPoint and your emails.

### **PlayStation**

1. Identify the Play Station internet browser icon (it is WWW with dots around it).
2. Press the PS4 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: HWB and log in as you would in school.
6. You can then access your work and use key packages including Word, Teams, Excel, PowerPoint and your emails

If you require any further advice or have any ongoing queries please do not hesitate to contact us using; [enquiries@cvea.co.uk](mailto:enquiries@cvea.co.uk). We will be in contact with you to gain your views on the remote learning curriculum we offer through a parental survey which will be sent via email. This will help ensure our provision is meeting the needs of all our school community.