

Lincoln Castle Academy

Remote Education January 2021



Information for parents

This information is intended to provide clarity and transparency to students, parents and carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home. The remote curriculum is what is taught to students at home. For details of what to expect where individual students are self-isolating, please see the final section.

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?

- Students will be able to access work using our online learning platform Showmyhomework.
- Teachers ensure the work set replicates the work students would have been completing in class.
- Students may be asked to take home any textbooks or exercise books to support their learning.

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 as we do in school wherever possible and appropriate. However, some adaptations in some subjects have been made to accommodate the limitations of remote education. For example, we have changed the sequence of learning for KS3 Computing, replacing a unit of work that required specialist software available in school, to a theory-based unit. In Design Technology the planned practical lessons are now theory based with teacher demonstrations streamed live for students to watch.

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 broadly take 5 hours each day. Within this provision is inbuilt flexibility to accommodate the needs of individual students, teachers and subjects, with departments determining which lessons are 'live' and which are 'independent'.



<u>THE SCHOOL WEEK</u>				HOURS PER DAY*	HOURS PER WEEK
	 'LIVE' LESSONS (50%)	 INDEPENDENT WORK (50%)	 PASTORAL CARE & GUIDANCE (1-2 HRS)		
Key Stage 3 Years 7,8,9	✓ 50% timetable = 10-12 lessons	✓ 50% timetable = 10-12 lessons	✓ Tutor Time = 2 per week	5	25
Key Stage 4 Years 10,11	✓ 50% timetable = 10-12 lessons	✓ 50% timetable = 10-12 lessons	✓ Tutor Time = 2 per week	5	25
Key Stage 5 Years 12, 13	✓ 50% timetable (minimum)	✓ 50% timetable + independent study = 12-15 hours	✓ Tutor Time = 2 per week ✓ Tutor 'drop ins' = 1 per week ✓ Guidance Lesson = 1 per week ✓ 1:1 Tutorials with Head of Sixth Form = as required	5	25

*The distribution of 'live' lessons will vary from day to day in order to meet the needs of the curriculum.

Accessing Remote Education

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

- Work for all students will be placed on our chosen remote learning platform 'Showmyhomework'. Your child has been supplied with their own unique email address and password. Your child can view classwork that has been set. Your child's teachers will set work for every lesson of the day with five separate tasks displayed. Your child will follow the same timetable as they would do in school.
- Parents are also issued with their own 'pin' number for SMHW where they can see the lessons and tasks set for their child.
- 'Live' lessons will be taught using 'Zoom', with hyperlinks and log in details for these lessons included on the Showmyhomework page for ease of use.



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. We take the following approaches to support those students to access remote education:

- **Laptops**
We hold a supply of laptops and webcams to loan to students as required. We prioritise exam year groups, SEND students and other specific needs, but we aim to provide a laptop within a few days of a request. Parents are required to sign a 'loaned laptop contract' and return the laptop to school within 14 days of us recalling it.
- **Internet Access**
We can support you to connect to the internet by providing 4g routers and dongles.
- **Paper-based Resources**
Parents and students can request paper-based resources/ tasks.
- **Technical Support**
We recognise that remote education can place additional demands on parents. We provide the following routes to access technical support:
 - Please email us on: enquiries@lincolncastleacademy.co.uk
 - For login/password/ connectivity issues, email: appsupport@lincolncastleacademy.co.uk
 - Alternatively, telephone: (01522) 529203

How will my child be taught remotely?

At Lincoln Castle Academy we use a variety of approaches in order to teach our students remotely. These include:

- **Live teaching.**
At least half of your child's lessons will be taught 'live' by your child's teacher.
- **Recorded teaching.**
These are video/audio recordings made by specialist teachers (LCA staff or purchased/ DfE endorsed resources).
- **High quality resources which may include:**
 - Printed paper packs, workbooks, worksheets, textbooks and reading books.
 - Various websites or Apps that the school has purchased to support the teaching of specific subjects or areas, including video clips or sequences, for example Hegarty Maths and Tassomai Science.
- **Long-term project work and/or internet research activities, for example Art, Photography, Technology or Business.**



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?

- Students will be expected to attend 2 'live' tutor time sessions per week and all live lessons (50% of their timetable).
- Students must have a reading book for all 'live' sessions and participate in 'DEAR' time at the beginning of all lessons (Drop everything and read).
- Students must enter the 'live' lesson/tutor time with their camera on and muted ready for the teacher to take the register.
- If there are issues with attending a 'live' lesson/tutor time, then students must email their class teacher/tutor if they are able to do. Parents can support with this.
- Students must be 'ready to learn' by having the correct equipment, book and materials to hand for each lesson.
- Parents should report their child's illness in the usual way if they cannot access live lessons/tutor time for that day.
- Parents should ensure their child has a quiet area to work within the home.
- If possible, parents should support their child to access SMHW and organise their day
- Parents are encouraged to support their child in daily physical activities.

Useful link: REMOTE LEARNING 'A GUIDE FOR STUDENTS'
(<https://www.lincolncastleacademy.co.uk/wordpress/learning-from-home/>)

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

How we record and monitor your child's attendance and engagement

- A register is taken for all 'live' lessons in the usual way. This information is recorded on Go4schools. This is monitored by our Attendance Team.
- Teachers keep records of the work submitted by students and award marks/grades/levels/ for attainment and effort.
- Every fortnight all teachers record a 'Student Engagement Code' and parents receive an online report.
- Teachers continue to award reward and consequence points for all students based on their Attitude to Learning. These are monitored by the Tutor, Head of Year and Assistant Headteacher.
- Daily checks take place with Senior Leaders, Heads of Department and Heads of Year 'dropping in' to live lessons. On average 30% of live lessons are visited in this manner.

When concerns arise:

Stage 1 Non-attendance/ engagement

When initial concerns arise, the Attendance Team make contact with parents. Tutors and teachers will also follow up with individual students and their parents.

Stage 2 Non-attendance/ engagement & no contact

Where safeguarding concerns exist (if we are unable to contact a student), a member of our Welfare Team will investigate. This may include a home visit.



Stage 3 Persistent non-attendance/ engagement

If a student persistently fails to attend live lessons or complete the work set, concerns will be escalated to Head of Year or Senior Leader level. We may request that your child attends our in-school provision for 'Essential School Support.'

Reporting

Parents and carers are informed of their child's 'remote learning engagement' fortnightly via a report that is accessed through our online platform. The key for the engagement codes are:

- 1: Your child's engagement with the tasks and/or online lessons has been excellent and work has been completed to a high standard.
- 2: Your child's engagement with the tasks and/or online lessons has been good and work has been completed to a good standard.
- 3: Your child has demonstrated some engagement with the tasks and/or online lessons, but the work has not been of the expected standard or has not been submitted by the deadline.
- 4: Your child has not engaged with the tasks and/or online lessons.

In addition, there is an N/A code, which indicates that engagement information is not yet available.

We recognise that remote learning places demands on families and ask parents to request our support where appropriate. Individual family circumstances mean the report should be treated with some degree of caution; it refers to the previous 2 weeks' engagement and it is inevitable previously reported issues, e.g. access to technology and illness may be factors in the codes given and steps are likely to have been taken to resolve these issues.

The engagement report allows us to recognise and praise those students who have worked very hard over the last fortnight and encourage them to continue to take this approach with the remote learning. It is also an opportunity to make parents aware of any mismatch between their understanding of their child's engagement and ours.

How will you access 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:

- Feedback during the live lesson, verbally or via the chat function direct to the student
- Written feedback via email direct to the student's school email address from the teacher's school email address
- Feedback via the SMHW online platform messaging system

Feedback will be given in line with the current policy for assessment, marking and feedback which can be found here <https://www.lincolncastleacademy.co.uk/wordpress/policies/>.



What additional support is available for students with particular needs?

We recognise that some students, including those 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 in the following ways:

- All EHCP students are actively encouraged to attend our school 'Essential School Support' provision where possible. This provision is staffed by Teaching Assistants and LCA Teachers and ensures students are supported to access their timetabled lessons.
- Teaching Assistants are present in selected 'live' lessons to support students with additional learning needs.
- Teaching Assistants TAs provide follow up support for students with an online 1:1/ small group Zoom call.
- The Additional Needs team will call home to every student at least once per week.
- Our SEND Team provide in-school support specifically for nurture students.
- Teaching Assistants organise paper based and differentiated work to be sent home as required.

Remote Education for Self-isolating students

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

There are no differences to the remote education provision if your child is self-isolating and well enough to continue to engage with their learning. Your child should continue to access our online platform SMHW and follow their established timetable of live lesson and independent tasks.

If you have any questions, concerns or support requirements, please contact us. By working together, we will overcome difficulties to ensure your child is able to access their full entitlement to education.