



Information for parents about the provision of remote education and associated safeguarding guidance

January 2021

Remote education provision: information for parents

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 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?

Students will initially complete work using the Knowledge Organisers which are published on the website (see <https://www.colfox.org/homework-by-subject/>). They will also have immediate access to Teams which is being used for the setting of homework during any periods of partial closure/bubbles being sent home. Teams will be used for the setting of all work during full closure/prolonged periods of online learning. Paper copies of work can be requested via your child's Tutor or Head of School.

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?

Yes. During any period of prolonged online learning all students will be taught the same timetabled lessons as they would if they were in school. They will have 5 lessons of work set each day.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

Secondary school-aged pupils not working towards formal qualifications this year	In Years 7-9 students will be set work from 5 subject areas each day which should take around 45 mins for each lesson to complete.
Secondary school-aged pupils working towards formal qualifications this year	As above for Years 10-13 but with additional independent study/revision tasks also being set.

Accessing remote education

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

All work will be set via Microsoft Teams.

If my child does not have digital or online access at home, how will you support them to access remote education?

In addition to the DfE allocated devices to individual students we are able to loan laptops/dongles etc. to students who are struggling to access the online provision. Parents should contact their child's Head of School in the first instance to discuss what they might need or the Academy Office (01308 422291/office@colfox.dorset.sch.uk)

How will my child be taught remotely?

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

- Worksheets/resources produced by class teachers
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- live teaching (online lessons)
- textbooks and reading books pupils have at home
- scanned copies of textbooks and reading books
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

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 are now very experienced at using Teams so we expect them to follow their usual timetable every day but recognise that due to home circumstances they will not necessarily access their learning at the usual lesson times. Parents and carers can help their children with organising their time and encouraging good study habits and by contacting us if they have concerns.

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

Class teachers will monitor students' engagement and completion of work. Surveys will be completed on a regular basis so that we can track engagement across subject areas. Where there are concerns in just one subject area the class teacher or Head of Faculty/Department will contact home. Where there are concerns across the curriculum the Tutor or Head of School will contact home.

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

Our approach to feeding back on student work is as follows:

Our approach to feedback mirrors our approach in school. We use the following strategies –

- Interactive quizzes
- Whole class feedback sheets
- Individual formative comments
- Summative grades
- Self-assessment

Teachers will provide some feedback on work every 2 weeks.

Additional support for students 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 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 pupils in the following ways:

- Teachers will ensure that all work set is challenging and accessible to all
- Teaching Assistants will continue to offer support via Teams to students they work with
- The SEND and Inclusion Team can be contacted at the school

Remote education for self-isolating students

Where individual students 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 students 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?

Class teachers will ensure that work is set on Teams for students who have to self-isolate. This work will cover the same content as the in-school provision but might be delivered in a different format (e.g. it would not be possible to replicate an in-class discussion).

Safeguarding guidance during remote education

We have amended our Child Protection and Safeguarding Policies to incorporate potential issues which may arise during a period of remote education. This information can be accessed at <https://www.colfox.org/safeguarding/>.

You will also find links here to external agencies able to provide support, including advice for mental health and online internet safety.

Tutors will make welfare calls to support students whilst at home every 4 weeks. You are welcome to contact tutors directly outside of this time if there are issues you would like to address.

The school pastoral, SEN and welfare teams will make weekly welfare calls to students who have been identified as likely to benefit from more regular support.

Counselling will continue virtually and the school will continue to work with external agencies, including social care, health and the police to support our students and families.

Remote learning and safeguarding

Our teaching and support staff will be adopting a blended learning approach as outlined in this document. This will include face-to-face contact via Teams, telephone calls and live lessons. The guidance below has been issued to safeguard students and our staff.

- Parents will be informed about any direct contact with students and the format of this. Parents must give consent for this including consent for recordings.
- Parents and students will be informed about whether the session is being recorded. Recordings will remain in school for safeguarding purposes and will not be shared externally.
- All contact will be during school hours, unless it is part of a calendared event such as a Parents' Evening, and on school devices.
- Telephone contact will be via parent telephone numbers held by the school.
- Students must not share, record or film any material from any session and this will be stated clearly at the start of each session.
- Students may contact staff during school hours via Teams or school e-mail addresses. The 'chat' function must be used to communicate with teachers only (not other students) and in a professional and respectful way.
- Students must be dressed appropriately for any live session ie not in pyjamas.

- Students will ideally be in a public area of the house and an adult will be present within the home.
- A Designated Safeguarding Officer will be on site every day during the period of partial closure. Staff will continue to communicate any safeguarding concerns during this time.