

# Mercia School

## Remote Learning Guidance

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### What is Remote Education at Mercia School?

Remote Education is where the pupil and the teacher are not physically present in a traditional classroom environment and information is relayed by other means, such as through online technology. When online technology is used this can occur synchronously with real-time interaction and communication, or asynchronously, with pre-recorded learning episodes that can be viewed at any time and take place independently of the teacher.

At Mercia School, we will use pre-recorded seminars to accompany booklet work. Pupils will continue to learn as they do in class. Teacher direction, using exercise books and keeping up with annotations are all similar features of our Remote Education and offer a flexibility of task, pace and engagement.

### What can you expect from our Remote Curriculum?

The Remote Education will involve the delivery of our current traditional and academically rigorous curriculum. This continues through the use of pre-recorded lessons on Microsoft Teams. These lessons can be accessed at any time by pupils, which means that in the context of shared devices, there is some flexibility. Mercia School's key principles of instruction, as outlined in the teaching and learning policy (Excellent Teaching Framework), will be at the heart of all remote provision.

At Mercia School, we want to ensure that pupils continue to learn and make exceptional progress and the remote education plans outlined reflect the quality first delivery pupils enjoy in school every day. Pupils will have access to their subject booklets including knowledge organisers and self-study resources to compliment and support lessons. Pupils will receive clear explanations of new content which builds on previous learning, using scaffolded practice and applying new knowledge with the support of the pre-recorded lesson. Feedback on progress will be given once each booklet has been completed and returned to school. Feedback will continue in lessons as normal, with the use of prepared answers, pupil marking and regular quizzing.

When working at home, pupils will be expected to adhere to the high standards to which they are accustomed in school. These standards will be affirmed through the remote sessions continually and your support would be welcomed with this. Classroom routines will be maintained, as much as possible.

### What should Remote Education look like at home?

Remote Education is provided for pupils on Teams, but as is pre-recorded, pupils can organise time as appropriate. The following are for guidance only, as we appreciate that individual circumstances may differ. However, we do expect pupils to meet the level of time allocated to essential uptake required to access the full curriculum.

All Pupils:

- Read from 8:30am to 9:00am.
- Log-in to Microsoft Teams by 9:00am.
- Follow their normal timetable and access the video for the specific lesson of the week. For example, if a Year 7 pupil's first day of remote education is a Wednesday and on Wednesday P2 it would be their 2<sup>nd</sup> Maths lesson of the week, they should watch the pre-recorded video 'Year 7 Maths Lesson 2'.
- Annotate subject booklets whilst working through the video tutorial. This can be paused if additional time is required to complete work and can be watched again to check understanding.
- Complete the knowledge quiz at the end of each lesson to practice and apply new knowledge and consolidate prior knowledge.
- Use enrichment and self-study time to catch up, read for the next lesson and watch further

online resources. In Year 9, Dof E volunteering can be completed also.

By following this, we would expect pupils to be engaging with Remote Education for a minimum of 5 hours per day. Note that we maintain our commitment to reading for 30 minutes a day also.

### Accessing Remote Education

#### Overview

All pupils have access to Microsoft Teams when they log in to Microsoft 365. They can: download the desktop application, access Teams through a web browser or download the mobile app on a tablet or mobile phone.

#### Signing In

If using a web browser, pupils should visit [www.office.com](http://www.office.com). Pupils sign in with their Microsoft Office 365 username (username@merciaschool.com) and password (this is the same as the password they use to sign in to the computers at Mercia School).

#### Access a Timetable

Pupils can access the Calendar on Teams, to see their timetable. This will make following the school day much easier. Routines have more success, so create a routine at home.

Pupils can access seminars in the 'post' section of each individual class team. The link will then direct them to Microsoft Streams, where the video can be viewed, alongside the booklet. Note that some reading may need to take place in advance.

#### Support Available during Remote Learning

In order to support pupils at home, we do have a range of communication methods in place. Firstly, for ICT enquiries or issues, use [remote@merciaschool.com](mailto:remote@merciaschool.com). This ensures we have a trained expert who will respond as efficiently as possible.

Additionally, you can speak to your designated teacher about any concerns and they will address and support. Furthermore, please use the normal [enquiries@merciaschool.com](mailto:enquiries@merciaschool.com) for general queries and concerns. Note that pupils can email teachers directly if they have work queries. Do not hesitate to contact us.

#### What if Remote Learning is a Challenge?

Please be mindful that we will be supportive of any issues that prevent Remote Education taking place. We are here to help and will endeavour to do so.

Laptops and devices may be available if required. Obviously, this is not limitless, but we can be considerate about usage and the support of home access. Make contact with us in this instance. If Remote Education is challenging because your child is not engaging, we would advise:

- Calling us to inform us
- Organising a socially distanced visit to school, so we can meet and discuss
- Attend the designated booklet collection drop offs/ pickups, so we can see your child and ensure they have paper booklets to study with
- Establish a routine at home and start small- build up to the full five hours, if that works better
- Create a suitable space to work and make it quiet and calm- support with organisation, to avoid distractions
- Create a timetable which includes social time/ exercise/ mobile phone etc- set guidelines and expectations
- Use praise and rewards
- Invest interest early on- do some lessons together if it helps

- Monitor online social media usage and pupil messaging

### Engagement and Feedback during Remote Education

We will monitor engagement through our online tracking platforms. We will also use the phone calls and emails to check pupil progress and commitment. Essentially, we will also rely on parents and carers to monitor engagement and discuss any issues or concerns with us, as soon as possible.

Feedback is continually given throughout the online seminars- look out for 'Do Now' scores and test scores, all these should be in green pen. Please also note that online tasks set come with expectations of time/ wordcount/ criteria- again, any marking or redrafting will be in green pen. If you look for green pen, you'll see feedback. Do ask to see pupils work and praise where possible! Teacher feedback will be given when we collect in and scrutinise booklets and exercise books. Teachers will not mark every piece of work, but will mark key pieces flagged up to pupils throughout their learning.

If we have concerns about engagement or progress, we will manage those in the same way we do now. We will contact you and pursue our concerns until we are satisfied pupils are on track. Please see this as supportive- it is how we are at school and it is how we will be remotely. Pupils expect this from us.

### What if my Child has Specific Needs?

Your child may have specific learning needs that make Remote Education more challenging. Firstly, be aware that vulnerable pupils can be supported in school, if necessary. We have our allocated SEN Teaching Fellow, Mrs Calcutt contacting all pupils, so she can be alerted. Ongoing support, such as social care/ therapy/ zoom calls etc can still continue remotely. At Mercia School, we find routine, focus and a quiet space makes all the difference. Start off by establishing together what works and do that. Pupils may work at a different pace to one another. If your child is working well, maintain that pace. But, if they are struggling and finding lessons 'too long', please suggest a suitable cut off point, so they can move on, feeling it is appropriate.

### Communicating Changes

As an evolving process, we will undoubtedly make changes to the delivery. Thus far, we have had really positive feedback and we appreciate that so much! If we make any changes or additions, we will write to you formally, so you understand our approach and rationale. Please read all communication carefully and certainly be in touch if anything is unclear. We know that Remote Education relies on our strong communication and commitment. We will work hard on that, to ensure all families are supported. Expect regular socially distanced drop off and collections, so we can check in, have some face to face contact and offer more resource support, if needed. Note that these sessions are also about maintaining a connection with the school. Please support these where possible.

### Expectations Ahead

- You can expect regular phone/ email communication with staff
- We will have regular drop off/ collection sessions- await letters
- Pupils can contact staff using their school email
- Parents/ carers must keep the school informed of any developments or issues
- Booklet work will continue
- Online seminars will aid booklet work
- Reading will be provided routinely
- Online platforms are still available- Hegarty maths/massolit etc and should be used
- We will maintain our Assessment Cycle

- Calendared events will be rescheduled/ moved online to the website- expect communication and website updates
- Assessment of pupil work will inform future planning and preparation for return