

Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils 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 pupils are self-isolating, please see the final section of this page.

The remote curriculum: what is taught to pupils at home

A pupil'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 pupils being sent home?

Paper based learning packs will be issued to pupils which match work being completed in school.

Pupils are already set up on their individual Class Teams and can log in and access lesson resources.

Pupils have work set using SAM Learning and GCSE Pod they can access which relates to work in 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?

- We teach the same curriculum remotely as we do in school.
- All pupils have class Teams on Teams and all lesson resources are saved in their class Team – Files – Class Materials
- All pupils will have guidance at the start of the day in the general posts about topics being studied and tasks for that day.
- All pupils will have regular live lessons, within their normal subject area with the same lesson content as in school being taught.
- All pupils will have assignments set on Teams – where they complete work set during live lessons this is the same work being completed as in school
- All pupils will be set complementary work for GCSE subjects on GCSE Pod as in school.
- All pupils will have access to additional work and revision set on SAM Learning

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 pupils (including remote teaching and independent work) will follow their normal in school timetable and will be educated for their full school hours.

This means we expect pupils to complete 5 hours of work each day and we will have at least 50% of this time being taught by teachers at FUEL.

Accessing remote education

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

FUEL use Microsoft Teams both within school and to access work remotely, this can be accessed via the phone app as well as through the Desktop App on a laptop.

FUEL will provide assignments and live lessons through the class team as part of our online remote education, this work can be handed in for marking remotely.

FUEL will be issuing as many laptops as we can to pupils who do not have one at home to use during the period of remote education.

FUEL use GCSE Pod within school, for homework and to access work remotely, pupils log into this using the FUEL office account, and it can be run on the phone app.

Links to tasks on GCSE Pod are posted in the Class Team on Microsoft Teams.

FUEL uses SAM Learning to set additional work for all pupils related to work being completed in school.

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 pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

FUEL have collated a list of all pupils who require a laptop to enable them to access online learning at home.

Over the first week of remote learning – FUEL will drop off laptops to pupils' home addresses for those who need to borrow a laptop to access remote education.

Laptops are set up by our ICT department, with all the sites they will use and same filtering software as in school. All pupils are expected to comply with the ICT Safe usage agreements they have already signed which cover the use of school laptops at home.

The loan of laptops is recorded and tracked through our CPOMS system.

FUEL may offer onsite placements for pupils with no access to the internet where paper based learning is inappropriate.

FUEL delivers and collects weekly paper-based home learning packs, which contain the same work as online and in school, including lesson power points, tasks and paper.

How will my child be taught remotely?

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

As a school FUEL uses the Microsoft Office 365 Schools platform.

For the academic year 2020-21 all lesson resources and pupil work tasks will be saved onto the class team, so all pupils are able to access the work remotely during the year.

All pupils have their own individual log-in to Office 365, from this they can access their email (Outlook) and Online Office Documents (Word, PowerPoint), pupils have used these functions previously and routinely within school. Pupils will now be able to access the new Student Zone on SharePoint, specific subject Team's and Class Notebooks. They will be able to use these apps within Office 365 to look at resources, chat to teachers, complete learning activities, complete assessments and take part in live lessons.

FUEL is going to run the majority of their online teaching and learning through Office 365 and Teams because it allows the school to control the options available for specific users or groups of users. FUEL is able to set who should be allowed to use private chat, private calling, meeting scheduling, content types that can be shared, and more to ensure pupils' safety during participation within our online learning. The FUEL Office 365 system is GDPR compliant and enables FUEL to safeguard all pupils. All data shared within the Office 365 system is protected and when live classrooms are used within Teams the data is encrypted and only invited guests, pupils and teachers can access the meeting or live lesson.

Remote teaching approaches used at FUEL:

- live teaching (online lessons)
- Assignments on Teams
- Class notebook on Teams
- recorded teaching (e.g. Oak National Academy lessons, GCSE Pod videos)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- Student Zone – lesson resources, pre-recorded Mechanics Practical videos.
- SAM Learning - Teachers set tasks which include learning videos, revision activities and mini quizzes to test knowledge
- GCSE Pod – Teachers set tasks which include learning videos, Check and Challenge Quizzes and Assignments.

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?

Expected support from Parents and Carers:

- Encourage and support their children's work,
- Find an appropriate place to work,
- Checking that set work is completed
- Ensuring their child is awake and ready to learn at the start of the school day
- Ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- Ensure their child has logged into the live lesson
- Contact the pupil's tutor if there are any concerns, this can be done using parenthelp@fueeducation.org.uk.
- Answer the phone to reception for Safe and Well calls

Pupil Expectations:

- Maintain structure to their day, getting up on time and following their normal school timetable
- Log in to Teams and E-mails every day by 9.30
- Join all scheduled live lessons on time.
- Complete all work set
- Hand in assignments on their deadlines.
- Return paper-based work each week on collection day
- Use designated Team and Class notebook pages to communicate with their teachers and ask questions if they do not understand/require help within normal school time hours.
- They may need to email the teacher as appropriate/if they are having difficulties with the system or other questions, pupils should use studenthelp@fueeducation.org.uk to contact teachers.
- Pupils must sign off that they have completed set work as per teachers' instructions using the 'submit' function in class notebook
- Pupils may need to photograph work of a visual nature and use the class notebook to submit this to teachers.

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

- Pupils attendance to all live lessons will be recorded and tracked.
- Parents will be sent a Failed to Attend Notice via Parent Hub for any live lessons which are not attended.
- Weekly engagement tracking will be completed by teachers.
- This will identify any concerns, which will then be reported back to parents via phone calls home or Parent Hub.

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:

FUEL will follow our normal marking and feedback policy and literacy marking policy for all work completed in school and through remote learning:

- Assignments and Work tasks on class notebook will be marked electronically and feedback provided electronically. These will be returned to pupils each week through the Teams system.
- Work completed on SAM Learning is marked automatically via the digital platform.
- Teachers will ask all pupils who get a red or amber score on SAM Learning to re-do the learning activity and quiz.
- Check and Challenge quizzes on GCSE Pod are automatically marked via the digital platform, and feedback is given to pupils asking them to watch specific Pods to revise the topic.
- Assignments set on GCSE Pod are marked weekly by teachers and feedback completed and returned to pupils through GCSE Pod.
- Paper-work packs will be collected weekly, then teachers will mark the work during the following week and send feedback out with the next work pack.
- Verbal feedback will be provided during live lessons based.
- Progress will be logged through FUEL's normal tracking systems.

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:

- All our lesson resources and learning tasks are differentiated and designed to meet our individual pupils' educational needs.
- Target groups will still have high staff to pupil ratios as in school.
- Pupils with SEND who are unable to access remote education will be offered an in-school place.
- Live lessons are taught by teachers who know the pupils and can support pupils with SEND in remote learning.
- We have alternative work/online learning platforms which can be set for pupils when it has been identified they work better on a particular system such as setting additional SAM Learning tasks as these include bite-sized activities and chunked learning.

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?

Where a pupil is self-isolating, but the majority of their peer group are in school remote education will largely follow the above approaches.

Pupils should still follow their normal school day.

Pupils should log into Teams and E-mails by 9.30 to check work set for that day.

Pupils will have individual live lessons set, these may be run by a different teacher or a senior manager but will include the same materials being taught in school. They may also have specific recorded lessons set from Oak National Academy that cover the same topic as being studied in school.

The same work as their class will be set through both assignments and class notebook on Teams and as a paper pack.

Pupils will be set GCSE Pod activities which relate to the work in school and/or which are being set as homework for other pupils.

Pupils will be set additional tasks on SAM Learning to complete to go alongside live lessons

If a pupil is unwell due to having COVID-19 usual sickness procedures in place and for those few days' pupils would not be required to completed work.