



Remote Learning Guidance for Parents

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What is remote learning?

Remote learning allows students to continue accessing the curriculum beyond the classroom by tasks set online. This allows them to learn through a guided study programme set by their teachers.

A remote learning task could include:

- An extended task over a series of lessons
- Worksheet and questions
- Background reading or supporting materials
- Assessment opportunities
- Past Papers, model answers and solutions
- 'Live Lessons' on Microsoft Teams

When will students be set work?

Students will be set work on Show My Homework for every lesson during the School day. They may also be asked to attend 'Live Lessons' on Microsoft Teams. Students must ensure they attend any 'live lessons' promptly.

Students will be able to easily differentiate classwork from homework as the cell will be coloured pink and the word 'Absent' will be in the title of the task.

If there are specific questions about the work set, these should be directed to the relevant teacher. Please could parents ensure that this work is being completed?

How will their work be assessed?

Students will not be asked to submit work every lesson.

Work to be assessed will be completed digitally and may be submitted using the Show My Homework *Submit* feature. Assessment may also be via Teams, Moodle, online assessments/quizzes or via testing upon their return to school.

It is recognised that, at times, students may have limited access to technology at home, especially if they have several siblings vying for access. Students should, nonetheless, aim to complete the task as soon as possible. Please can you ensure that your son/daughter informs their teacher if they are unable to complete work for any reason.

Please ensure that, as well of the details of the task to complete, students read carefully any instructions that a teacher gives them about how to submit their work.

They must take photos of their work from directly above, not at an angle, and steps should be taken to avoid shadows and poorly lit images.

If students do not understand the instructions, or have technical difficulties submitting work, then they must let their teacher know through the messaging function on Show My Homework.

If they are submitting work on **Show My Homework**, unless their teacher specifically requests otherwise, they must submit work either as a Word file (saved as .docx) or as a PDF (using CamScanner or One Drive or by saving/printing your file to .pdf). They must not submit JPEG files (photographs).

If they are submitting work on **Teams**, unless their teacher specifically requests otherwise, they must use Word (saved as .docx) or One Note. If they want to submit handwritten work, they should take a photo and insert this as a picture in to their Word or One Note file. They must not submit a PDF or a JPEG file (photograph).

Following these instructions carefully will allow teachers to be able to mark students' work efficiently and provide them with feedback more easily.

What about homework?

Students should follow the normal homework timetable. Students will be asked to complete the work set by staff on Show My Homework.

What about 'Live Lessons'?

There is strong evidence, including from Ofsted, that a blended approach to remote learning provides the best approach to support students' progress, and that this should include a mixture of live, interactive teaching and independent study. Whilst a full day of live lessons may appear desirable as it occupies a student's time, it is not optimal for the depth or breadth of their learning. Indeed, research shows that students' levels of concentration are considerably lower for online work than they are in a normal classroom environment and that excessive screen time leads to fatigue. The blended approach allows teachers to stay in contact with students, to discuss work and answer questions through regular live interaction but also allows them to set directed independent learning for students to deepen their knowledge and understanding as part of a sequence of lessons. This approach also has the important advantage of providing a degree of flexibility to families during the day, which is desirable, and in some cases necessary, for practical and personal reasons.

Attendance will be expected by all students when teachers arrange 'Live Lessons'. It is understood that not all students will be able to participate due to, for example, not having access to the appropriate device at home, or because their personal circumstances do not allow it. If a student is unable to attend for any reason they should contact their teacher in advance of the session and they will be responsible for catching up any missed work.

- All staff leading 'live lessons' have enhanced DBS checks.
- 'Live lessons' will only be scheduled during normal School hours.
- You should read the guidance on 'Live Lessons' carefully with your son/daughter.

Expectations of students during 'Live Lessons'

- All remote learning will continue to be set using Show My Homework, although teachers may also organise 'live lessons' or set tasks on Microsoft Teams. Students will be informed of this via Show My Homework.
- Students can access Teams from any internet browser and log in using their School login details. We recommend students download the Teams app to their Mac/PC/Tablet.

- Students must attend all 'live lessons'. If students cannot attend, they must let their teachers know in advance. If a student misses a lesson, they are responsible for catching up any missed work.
- Students must wear suitable clothing (as per non-uniform days) when taking part in 'live lessons'.
- Students' devices/computers should be used in appropriate areas and, where possible, free from interruptions.
- If students' devices have a camera these must be switched on to facilitate positive interactions between students and teachers. If there is a specific reason why students wish to keep their camera switched off, their parents must contact their Head of School so that teachers can be informed.
- Students should take care to respect their privacy and check what their camera reveals in the background of their home. There is an optional blur background feature that they can use. Students should not use virtual backgrounds as these may be off putting to the teacher or other students.
- Normal School rules on behaviour in lessons will apply. Students may be asked to leave the 'live lesson' if their conduct does not match the high expectations of teachers.
- 'Live lessons' may be shorter than normal lessons and may be used, for example, to introduce an activity, or share feedback, as well as for explanation of new material.
- Students must arrive on time and as lessons cannot be repeated due to late arrival or absence. If students cannot attend the lesson/meeting, then students should contact the teacher to give apologies as they normally would in School. Teachers will keep a register of attendees.
- Wherever possible, students should make sure they are connected to the mains or that their battery has sufficient charge for them to complete the lesson.
- Students must remove other distractions from their workspace, for example mobile phones and televisions so that students are fully focussed on the lesson/meeting. Students must not use social media or messaging services during the 'live lesson'. Students may be asked to use the message function of Teams, but should only do so under the direction of the teacher.
- Students should not start a 'live lesson' meeting unless given express permission by a member of staff. Students should remain in the 'lobby' until admitted by the teacher, unless otherwise instructed by their teacher. Students should generally not be in a 'live lesson' when a teacher is not present.
- Students must not screen print or screen record any element of 'live lessons'. Students must not share any recorded lessons with anyone else.

How will you check that my son/daughter is engaging with their work?

Teachers will keep a register of attendance at 'Live Lessons' and will also check how well students are completing work. Parents will be contacted via email if there are any concerns about a lack of engagement.

How will students with special education needs and/or disabilities (SEND) be supported during remote education?

Our SENCO, Mrs Freer, is the first point of contact for students who have SEND. Parents are invited to contact her on sf@kes.net if there are any additional requirements for these students.

How do I contact a member of staff?

If you need to contact a teacher, you can continue to do so via the member of staff's email address. Addresses are prefixed by the member of staff's initials followed by @kes.net and are also available on the School website.

Teachers may be required to work from their homes. **Please do not expect an immediate response to any communications as you cannot be certain that the member of staff is in the position to do so due to their personal circumstances.**

What if my son/daughter is ill?

If your son/daughter is ill during this period of remote learning, they should inform the relevant Head of School who will alert the staff regarding the reported illness.

Lower School Mr Temple (st@kes.net)

Middle School Mr Dunford (cd@kes.net)

Sixth Form Ms Biggs (rb@kes.net)

Can I access Show My Homework to support my son/daughter?

All work is currently set on Show My Homework which can be viewed by using the link provided on the School website homepage, with, or without, the need of a log-in. Your son/daughter has a personal log-in which automatically filters the website to only show their classes and allows them to submit work using the *Submit* feature.

What if we do not have access to a suitable device or cannot access the internet at home?

If you do not have access to the internet at home, or don't have a suitable device to use, you should contact Mr Walton tmw@kes.net

Difficulties in accessing Remote Learning

If your son/daughter is having difficulties in accessing any aspect of remote learning, they should contact the following staff via email or through the School Office:

Show My Homework Mr Randall (rjr@kes.net)

Moodle Mr McCrink (sm@kes.net)

Email Mr Clarke (aac@kes.net)

Microsoft Teams Mr Clarke (aac@kes.net)

What if I have a safeguarding/well-being concern?

If you have a safeguarding concern, you are reminded that Mr Mills is the Designated Safeguarding Lead (pem@kes.net)

Students should be mindful of their own mental health whilst working at home without the usual interactions. We encourage them to maintain an appropriate level of digital contact with their School friends.

Whilst working at home they should:

- Limit the length of screen time to 50 minutes per hour
- Take regular breaks where they should exercise.
- Sit at a desk or table and not complete work lying down
- Follow departmental Twitter feeds for enrichment and extension activities.

Please contact Mr Mills if you have any concerns about your son/daughter's well-being so support can be put in place.