



## **Lingfield College Senior School – Remote education provision: information for parents**

This information is intended to provide clarity and transparency to pupils and parents about what to expect from remote education where national or 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?**

Work will be set on Firefly for each lesson, apart from Monday period 1. Pupils are expected to complete this work independently and submit work on Firefly that is specifically requested from their teachers.

### **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 aim to teach the same curriculum remotely as we do in school, as much as practically possible. However, for some subjects, the order of lessons may be changed due to the difficulty in delivering some elements remotely. For example, practical components of Music, Science, Art, PE and F&N lessons will be adjusted. Where possible, practical components will be delivered using simulations, demonstrations or videos, but some will need to be delayed until students return to school.

### **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 take pupils broadly the following number of hours each day:

Key Stage 3	4.5 hours of lessons. Up to 1 hour of independent homework.
Key Stage 4	4.5 hours of lessons. Up to 2 hours of independent homework.
Key Stage 5	4.5 hours of lessons, including study periods. Up to 3 hours of independent work.

On many days, the homework requirement will be significantly less than the maximum times listed above for each Key Stage.

## Accessing remote education

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

Microsoft Teams will be used for live lessons. Firefly will be used for sharing resources and submitting work. All students have access to both platforms using their school logins, including the ability to download Office 365 to multiple devices at home.

### How will my child be taught remotely?

Lessons will be taught live on Teams, apart from period 1 on Mondays. All lessons will be 45 minutes long to give a 10-minute break from screen time between sessions. Teachers will provide live instruction and students will often be given time to complete tasks. Teachers will either be live on screen or available to respond through the chat function for the duration of each lesson. Resources for lessons will be shared on Firefly. Teachers will specify which work should be submitted for marking on Firefly. The usual homework timetables will apply, but quantities of homework will be reduced by approximately 50% for Key Stage 3.

When teachers are absent or ill, then work will be set on Firefly for students to complete. The teacher will email to direct students towards their work and to confirm that no live lesson will be taking place.

## **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 expected to be dressed for lessons, but they do not need to wear their school uniform. Please, no pyjamas.

Students should turn on their webcams and microphones when asked to do so by the teachers.

For safeguarding purposes, all lessons will be recorded and retained for up to 20 days.

Parents can support their children by making sure they complete all tasks set on Firefly. Students are encouraged to contact their teachers if they struggle to understand lesson content or have trouble completing set tasks.

Please provide your children with a suitable workspace, including all necessary equipment (pencil case, paper, device for accessing lessons).

Please help to minimise the potential for distractions by limiting phone and television usage during lesson time.

Between lessons, please encourage your children to exercise and take a break from screen-time.

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

Registers will be taken every lesson.

Tutors will check in with each student each week through an individual Teams call.

Teachers will monitor the submission of work on Firefly.

Teachers will call on students during live lessons to answer and ask questions. Students should turn on their cameras when requested by the teacher.

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

When students submit work, teachers will provide feedback on Firefly. This will be in the form of marking, scores, grades, written feedback or voice notes, as deemed most appropriate by the teacher. Feedback will be in line with the frequency specified by the school marking policy. This will mean students should have feedback for each subject approximately once every fortnight, although many teachers will provide more frequent feedback.

## **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 to support those pupils in the following ways:

Students who have regular SEND lessons will continue with these lessons remotely. The SEND department will maintain their usual frequency of contact with students through meetings on Teams.

Teachers will differentiate online lessons as much as practicable. Teachers will be mindful of the extra time required for some students to complete tasks and will take this into account when planning lessons.

## **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?**

Teachers will set work on Firefly to match classroom learning as much as possible. Students will be expected to use the tasks and resources provided to complete work independently. In most instances, student will NOT have access to live lessons. All teachers have submitted times when they will be available to support isolating students, so Teams calls will be available each week for isolating students to ask questions or get feedback from their teachers.