



Remote education provision at Priestley Smith. 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 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?

- In the Primary department we will email work home - please ensure your email address is up to date. Alternatively link to work on SharePoint will be text home
- In the Secondary department remote education will be provided on Google Classroom.
- Students will have a classroom for each of their subject areas. This involves a feed of notices and announcements of work and an area where they access the work/ assignments and submit completed work.
- They can contact the class teacher via Google Classroom with any questions regarding the work.
- Each subject will post resources and tasks onto the Goggle Classroom Stream to complete.
- All work will be tailored to their needs from both a VI perspective and for any additional needs they may have.

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 wherever possible and appropriate. However, some subjects which have a large practical element will be taught the theory aspects of the course eg food technology will be mainly theoretical but the opportunity to practice skills at home could be supported by parents / carers if able.

We have needed to make some adaptations in some subjects. For example, PE lessons will be a mixture of online lessons looking at nutrition, health and fitness as well as independent activities to be completed.

Some resources will be posted out so that students can still access tactile activities appropriate to their vision impairment. Students can have the opportunity to access some lessons via Microsoft Teams. Details of how to login to Microsoft Teams are at the end of this document.

Remote teaching and study time each day

We acknowledge that for a student with a VI it is far harder to undertake independent work and that braille, large print and tactile resources can be especially tiring. Please support your child to complete the following and do not hesitate to contact school if you are struggling.

- Key Stage 1: three hours of remote education a day . Provision will predominantly be tactile activities and hard copies of resources, though some live activities will be provided via Microsoft Teams
- Key stage 2: four hours remote education a day. Provision as above due to the tactile nature needed for VI education
- Key stage 3,4 and 5: four hours remote education a day. Resources will be provided via Google Classroom, and where necessary tactile resources posted home.

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

Primary students can email their class teacher. Hard copies of work should be returned to school on their return. Email addresses of classroom teachers are as follows

- Lower Infants – l.herbert@priestley.bham.sch.uk
- Upper Infants – v.karim@priestley.bham.sch.uk
- Lower Juniors c.ward@priestley.bham.sch.uk
- Upper juniors e.cardinal@priestley.bham.sch.uk

Secondary students - All online remote work is accessed via the Google Suite for Education.

Google Classroom has a classroom for each subject studied by year group/ class.

Microsoft Teams is used for the delivery of online lessons.

Following completion of assignments work is uploaded for the teacher to see and feedback is given privately to students next to their submitted work on the classroom.

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

- All work is remote, any booklets needed will be posted out to students when needed
- Where there are known issues regarding connectivity the school will communicate with parents and provide support so their child can access the lessons and remote work.
- If parents have problems with their child accessing the work they must contact the school enquiry@priestley.bham.sch.uk immediately to seek IT support with devices/ Wi-Fi.
- The school has a number of devices funded by Department of Education and can apply for free data from phone providers on behalf of students who need access for educational needs.
- Please contact the school for support with any Wi-Fi connectivity and devices if needed: enquiry@priestley.bham.sch.uk

How will my child be taught remotely?

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

Some examples of remote teaching approaches:

- live teaching (online lessons) via Microsoft Teams
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- BBC bitesize audio recordings
- printed paper packs produced by teachers (e.g. workbooks, worksheets) including braille and tactile resources
- textbooks and reading books pupils have at home -students may access the RNIB book share or resources shared via Google classroom

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:

1. Engage in the online learning programme by:
2. Attending live lessons wherever possible
3. View the recording of the lesson if access to the live online lesson was not possible
4. Completing set work by the deadlines

Parents can support their child by:

1. Setting routines to support your child's education such as getting up on time to have breakfast and be ready for any online lessons.
2. Helping your child by creating a weekly timetable to structure their day. Start with the fixed items, for instance the live lessons and then fill in the gaps around this.
3. Making sure that they have adequate breaks and ask them to come up with ideas and suggestions of what they could do in these times.
4. Ensuring they are suitable dressed and prepared for online live lessons.
5. Providing a suitable work space where they can concentrate and have room to work alongside the device transmitting the lesson.
6. Helping your child organise their resources.
7. Encouraging your child to present their work neatly so it can be uploaded to Google Classroom and read easily by teachers.
8. Encouraging your child to communicate with the class teacher when they are having difficulties and need support, or for parents to make contact with school if there are issues or concerns
9. Supporting your child to complete any independent work by helping, when needed, with the reading of instructions slowly to them to support them with their understanding of the task.
10. Encouraging daily exercise and activity.
11. Encouraging your child to have time away from screens, see the list of independent activities for ideas that doesn't involve phones, tablets or PCs
12. Encourage your child to leave all phones and devices downstairs when going to bed and try to keep a suitable bedtime routine during the school week.

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

- Class teacher in Primary and Subject teachers in secondary will monitor all assignments. In secondary, if a deadline is missed teaching staff will contact the student via Google Classroom on the assignment page that is missing the work. Where more than one deadline is missed subject staff will contact home.
- The school will track where a student falls behind in more than one subject and home contact will be made by the form tutor, progress leader or subject staff
The school will do its best to remedy any lack of engagement eg support with online learning access.
- Form tutors, progress leaders and subject staff will contact home and try to support with the completion of work and discuss with students their well-being.
- Form tutors/ class teachers will make weekly checks with students and support families working with outside agencies where applicable to help with academic aspects and other needs where relevant.

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 student work is as follows:

- Verbal feedback will be given during the lesson alongside questioning using the chat function to check understanding.
- Staff will monitor assignments submitted.
- Google Forms are used by many departments that give instant feedback on the questions answered correctly and information regarding anything to improve.
- students will receive feedback in various forms over the topic covered.
- Comments on the quality of the content of the work are made and marks given where relevant.
- Staff will award reward points for engagement in the live lessons and the quality of work submitted

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, especially at Priestley Smith given the context of our school, 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:

Our school teaching assistants are used throughout the week in various capacities to help students engage in the remote learning programme. Where possible this is done remotely.

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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?


- For Primary – Work will be posted home and where possible, students will be invited to join the live lesson via Microsoft Teams
- For Secondary - Work will be set on Google Classroom for remote access – this will include an outline of the lesson content, tasks and resources such as the lesson PowerPoint/ assessments/ homework
- Where possible subject staff are setting up an online lesson link using Microsoft Teams for students isolating to join the live lesson. If this is an option for the lesson it will be shared in the Google Classroom and on the students Google Calendar

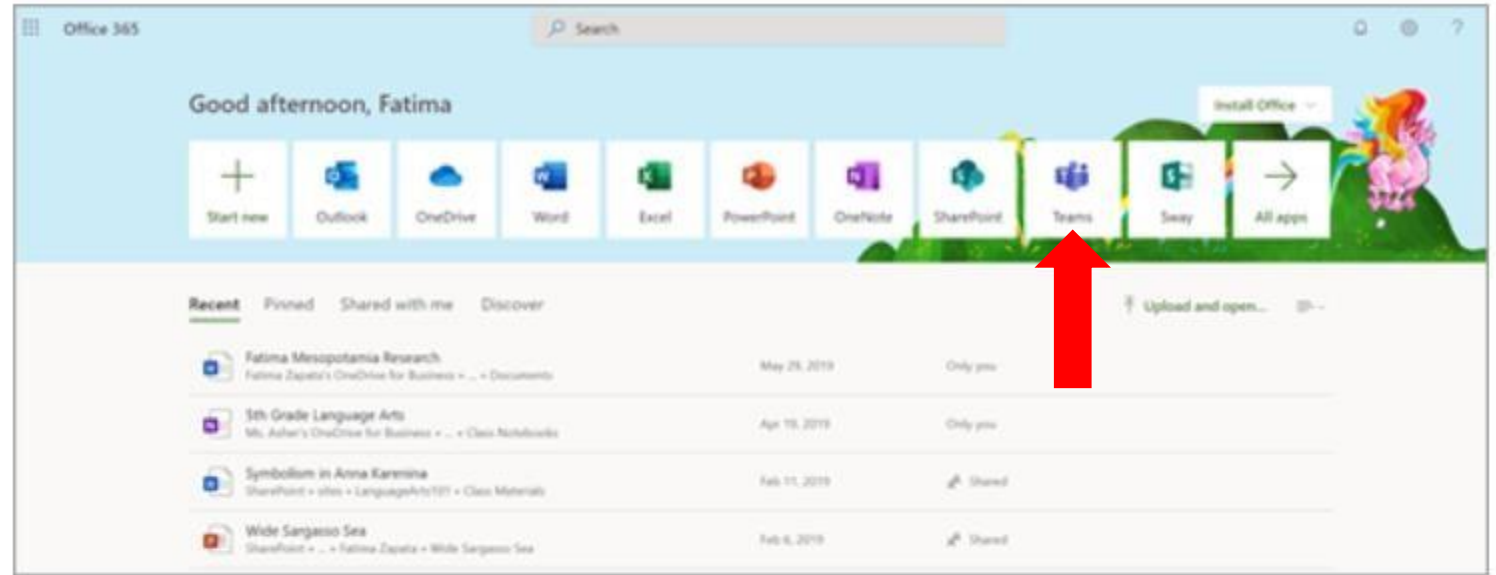
Using Microsoft Teams

Sign in to Teams

1. Open [Office.com](https://office.com) and sign in with your school email and password.

2. From your Office.com homepage, click on the **Teams** app to open right in your browser.

3. Select **Teams**  in to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.



How to Install Teams on your own Device

[How to Install Microsoft Teams on your Device at Home - YouTube](#)

Introducing your new Virtual Classroom

[Students Guide to Microsoft Teams - Introducing your new Virtual Classroom - YouTube](#)

Attending Live Lessons in Microsoft Teams

[Students Guide to Microsoft Teams - Attending Live Lessons in Microsoft Teams Meetings - YouTube](#)

Completing Assignments in Teams

[Students Guide to Microsoft Teams - Completing Assignments \(Homework/remote learning tasks\) in Teams - YouTube](#)

