



## **Distance Learning**

### **Information for Parents and Students**

**EXPECT TO ACHIEVE**

**The named person with overall responsibility for distance learning at Holly lodge is Mr A Keen (Headteacher)**

### **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.

### **What should my child expect from immediate remote education in the first day or two of pupils being sent home?**

For the first 3 working days of any closure, work for every lesson will be set for students to do Google Classroom. This will be reading, revision or worksheet-based work which will prepare students for their upcoming 'Live' lessons. Details of live lessons will be published and circulated from day 2 onwards. Students should follow their usual timetable at all times.

### **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, we have needed to make some adaptations in some subjects. For example,

- PSHE is delivered through twice weekly uploads of our PSHE resource "The Day"
- Subjects taught for one period per week at KS3 will assign students short term projects which are monitored and supported through contact with their teachers.
- Practical aspects of subjects are delivered, where possible, through online video demonstrations. The emphasis during isolation will be on the theory side of work with a view to concentrating on the practical side once school reopens.

### **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:

Government guidance states that students should receive the equivalent of 5 hours of teaching per day and we will meet this requirement. It is important to note that this will include tasks set for students to work on as well as lessons taught online. In terms of "Live" teaching, our hours are below;

#### **Year 10 / 11 and Year 12 / 13:**

Subjects with 5 lessons per week (all Sixth form subjects and English, Maths and Science in Y11/Y10) – 4 live lessons per week

Subjects with 3 lessons per week (all Y11 options and some Y10 subjects) – 2 live lessons per week

Subjects with 2 lessons per week (French and most Y10 options subjects) – 1 live lesson per week

#### **Year 9:**

Subjects with 5 lessons per week (English, Maths and Science) – 3 live lessons per week

Subjects with 3 lessons per week (French and Options subjects) – 2 live lessons per week

#### **Year 7 / 8:**

English / maths – 2 live lessons per week

Science / MFL / Geography / History – 1 live lesson per week

Remaining subjects will set project work but will be online to deal with student queries once every two weeks. Students will be informed of this through online posts in Google Classroom.

## **Accessing remote education**

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

We use Google Classrooms. All students have a log in and have had training in how to use this package to manage their remote learning. It is accessed by signing in at Google.com. Support materials are posted on our website, on YouTube, Parentmail updates and on our weekly bulletins to parents.

If you forget your username or password, please contact IT support at Holly Lodge by emailing [itsupport@hollylodge.liverpool.sch.uk](mailto:itsupport@hollylodge.liverpool.sch.uk)

### **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:

All parents will receive regular welfare calls, part of which will focus on how students are accessing and coping with the work.

Parents who identify that they lack access to equipment at home will be issued with a laptop if possible. This laptop will remain with the student until they leave Holly Lodge. Parents will need to sign an end user agreement upon receipt of the device. Priority will be given to students in exam years in the first instance.

We are also able to provide methods for accessing the internet including routers, dongles and SIM cards. Again, these will be prioritised for students in exam groups and will be issued with an end user agreement.

Where either of the above are not possible, we will issue paper copies of the work to students which will be dropped off and collected by staff every two weeks.

Parents can make us aware of any issues around accessing online work by;

- Raising it during their welfare contact calls
- Contacting their daughter's Year Leader
- Phoning school on 0151 228 3772
- Emailing [hollylodge@hollylodge.liverpool.sch.uk](mailto:hollylodge@hollylodge.liverpool.sch.uk)

## How will my child be taught remotely?

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

Lessons will be set on Google Classroom for each lesson on a student's timetable. These can take a number of forms:

- Live Lessons for students to log in and receive direct input from teachers, who can then also deal with any queries from students. Live lessons can be:
  - Teachers delivering a lesson to camera to a class of students watching on Google Classroom
  - Teachers delivering while running a PowerPoint/Google Slideshow and asking for questions.
  - Pre-recorded lessons of either of the above.
  - Posting some work onto Google classroom and being available online to deal with any queries students may have.
- Google Classroom posted assignments, projects and quizzes
- Revision material loaded to Google Classroom
- Links to external materials such as Oak Academy units. Mathswatch or GCSE Pod for materials to review and task to complete

Some tasks may be set to cover a number of lessons. Where this is the case, it will be made clear in the materials posted online and teachers will still run the requisite number of live lessons to check understanding, completion and support students.

## What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

<b>BE ON TIME</b> Wake up early Log on a few minutes before class 	<b>BE IN A QUIET PLACE</b> Find a quiet place Check your surroundings 	<b>BE PREPARED</b> Computer is charged Camera is on Use headphones if you have them 
<b>PRESENTATION</b> Wear appropriate clothing Sit up straight Be in camera view 	<b>MUTE YOURSELF</b> Mute yourself when your teacher or another student is talking 	<b>PARTICIPATION</b> Be focused Be attentive Be an active participant 
<b>CHAT RESPONSIBLY</b> Raise your hand to speak Type your question in the chat box 	<b>COMMUNICATION</b> Speak clearly Look up when speaking Stay on topic (No side conversation) 	<b>BE RESPECTFUL</b> R-E-S-P-E-C-T Be kind Be considerate 

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

- Welfare calls will check engagement
- Teachers may also contact parents directly to report low engagement where their timetable allows.
- Every student in every subject will have their engagement formally assessed, by each of their teachers and recorded centrally every two weeks. Parents of students who are not engaging will be contacted following this assessment.

## **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:

In school, feedback is targeted at those pieces of work which will have the greatest benefit to the students' learning and progress. This will also be the case when working remotely so not all pieces of work will receive feedback. Some work will require submission just to check that it has been completed.

We recognise that feedback is essential to student progress and teachers will do this a number of ways during distanced learning:

- Quiz tasks on Google Classroom or other packages which test a student's factual knowledge and will instantly feedback on how secure they are in the areas tested.
- Submitted responses on Google Classroom which can be reviewed by the teacher and feedback provided.
- Uploaded files from students on Google Classroom which are reviewed by teachers and feedback provided. Note: This may be provided when students return to school.
- Q&A response and verbal teacher feedback during live lessons.
- Use of chat function during lessons to answer student questions.
- Use of hands up function in Google classroom to check student understanding or for them to identify they need further support.

## **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:

To support cognition and learning differences, lessons and tasks will be differentiated appropriately and delivered through Google Classroom by the specialist subject teacher. Teaching Assistants will be connected to Google Classrooms live lessons by the subject teacher. This will be subject to staff availability.

For those students who require support with their social, emotional and mental health, information is shared for outside agency contacts via our school website. We will endeavour to maintain continuity of wellbeing schemes such as the Blues Programme throughout lockdown. ALL students will receive welfare calls regularly throughout the period of lockdown from the Pastoral or SEND Teams.

### **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?**

When students are at home isolating individually staff will communicate with them via Google Classroom.

Wherever possible all students who are isolating will be invited in to live lessons.