



Central Foundation Girls' School
Remote Education
January 2021

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 to remain at home.

The remote curriculum: what is taught to pupils at home

A student'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.

We aim to deliver excellent learning and teaching and ensure that remote learning is delivered in line with the CFGS curriculum. The curriculum has been planned for alignment between classroom based learning and remote learning in the event that students are self-isolating or the school is partially or fully closed.

Remote learning: overarching principles

- **Curricular alignment** - remote teaching will follow precisely the same sequence as face-to-face delivery of the curriculum.
- **Challenge and accessibility** - students will be challenged with remote learning as they are in the classroom. All students will be able to access the learning resources designed or adapted for remote learning, either through Microsoft TEAMS or Satchel One (Show my Homework - SMHK)
- **Keeping students motivated and engaged** - through the use of high quality and varied resources. All efforts will be made to mirror best practice used in face-to-face teaching where applicable and appropriate. Resources should be easily accessible and break learning down into small steps.
- **Feedback and assessment** of learning will remain regular, in line with normal CFGS expectations.

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

Your daughter will be working from home and she will receive immediate provision of the curriculum through MS Teams in the form of live lessons. Some teachers will upload the lesson and resources on the previous day on Show My Homework (SMHW) for your daughter to following according to her timetable.

- Students who are learning from home must follow their normal timetable each day
- All instructions for learning that day will be accessible via Satchel One [SMHW]. The teacher for the subject will clarify to the individual student whether the learning will take place on MS Teams or on SMHW. These instructions will also clarify how the work should be submitted.

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 have adapted the curriculum taught in school to be suitable for remote learning.
- Live lessons are taught in the same format as taught in the CFGS classrooms and adapted where necessary. For example, PE lessons will provide instructions for students to be physically active in a safe space at home.
- All students must follow of their normal timetable, a copy of which can be found in the student planner.
- Work will be available for students on the day of their timetabled lesson.
- Tutor time will take place on MS Teams 1-2 times per week and on other days students should complete private reading of fiction or non-fiction books.
- PSHEE lessons will be provided on TEAMS on Tuesday week B for all tutor groups.

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 students broadly the same number of hours each day as if they were in school.

If students are self-isolating and the majority of students are in school, they will continue to follow their timetable and be invited into the class via MS Teams for live lessons where possible. Where this is not possible, the work will be set for students using SMHW Students may be asked to complete tasks independently where appropriate. Students who are in exam year groups will be advised to revise topics independently and use any recorded lessons for revision purposes.

Remote Learning Checklist

- Work and instructions will be clearly laid out on Satchel One (SMHW) so that students are able to identify the subject, day and lesson. For example, English, Period 1&2. Most learning will be accessed through live lesson shared on Microsoft TEAMS
- If sharing a PowerPoint it will be clearly labelled and the message on first slide will show the title of the topic and the lesson objectives.
- Where necessary, teachers will adjust the length of the live lesson to give time for students to complete independent work.

- Instructions are very clear throughout the lesson.
- There is a review of prior learning
- The 'Big Picture' will be made clear at the start of the lesson so that students understand the purpose of the lesson. This should be clear from the learning objective and an explanation where necessary.
- Key vocabulary will be included and revisited where appropriate throughout the lesson. In some lessons, this should be recorded for students to be able to hear the pronunciation.
- Teachers will model by providing examples worked through before a student attempts to complete the task.
- Work will be differentiated by scaffolding and include activities that ensure higher order thinking and challenges the student.
- The independent work that students complete will be in the form of exam questions, quizzes, research, report writing and essays.
- Adequate feedback and marking will be given to students via the CFGS methods established in class.

Accessing remote education

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

- Our remote learning platform for live lessons is Microsoft Teams. Students will receive an invite(link) for these lessons using their school email address. These links will be found in a student's calendar on MS Teams and will be in accordance with their timetables. Alternatively, the teacher will place the link to the lesson in the General channel of the class (Team).
- Students may also have work uploaded to SMHW which will include instructions for their lessons and resources. Students may be asked by teachers to submit work via SMHW or the assignment feature on MS Teams.
- Help sheets and recordings explaining how to access MS Teams and SMHW will be provided to students through SMHW and tutor time presentations and to parents via links on SIMs Parent App.

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 access to IT and being able to access the internet at home. We have put in place the following to support students in this situation:

- All parents/carers are invited to request laptops or mini routers (dongles) if they are unable to provide a device for their daughters' learning. You can request support at welcome@central.towerhamlets.sch.uk and provide your daughters' name and her form group. IT support will be provided as quickly as possible.
- If your daughter does not have access to a laptop or other device, exercise books, worksheets and books are available for collection at the student reception and can be arranged by the subject teacher. If work can only be submitted on paper, this must also be done by arrangement with the subject teacher.
- If remote learning at home is difficult for any reason and where appropriate, students will be invited to work at school where they will have access to IT. Students must remain socially distant at all times from other students and staff. These arrangements must be authorised by a member of the Senior Leadership Team.

How will my child be taught remotely?

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

- MS Teams live learning and teaching for some or part of the lesson (online lessons)
- Recorded teaching which is when lessons, video/audio recordings are made by CFGS teachers.
- Recorded lessons from online resources, for example, Oak National Academy
- Printed resources or packs produced by teachers (e.g. workbooks, worksheets)
- Textbooks and reading books students have at home

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?

- Your daughter must follow her school timetable. If possible, she will need a quiet space to work, a table that she can work at and access to a laptop or other IT device. Where this is not available at home, parents/carers must notify the school so we can support where needed. It is important that your daughter is ready to learn at the beginning of the school day.
- Your daughter must have equipment for learning, such as pens and paper. Families who need support to provide these should notify the school via your daughter's subject teacher.
- Your daughter should be encouraged to contact their teachers if they need extra help in using MS Teams or with her learning. Your daughter should do this ideally in the lesson itself where they can private message teachers if necessary.

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

- CFGS teachers monitor student engagement in lessons daily. The register is taken for live lessons and if work has been uploaded to SMHW, your daughter's completion of the work will be checked.
- It is an expectation that students participate in all of their timetabled lessons and access learning materials on MS Teams or SMHW.
- If your daughter does not log in and attend live lessons or complete work that has been set on SMHW in a particular subject, we will contact parents/carers directly. The subject teacher or Head of Year will make contact with parents/carers when engagement becomes a concern and they will support students to re-engage with their learning.

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

- Assessment of work will take a variety of forms as in school, these could include :
- Whole class feedback (WCF), Whole class quizzes, marked automatically via MS Teams, written tasks that students submit on SMHW or MS Teams, responses in lessons through questioning. All of the above are effective methods to assess and feedback used by teachers in classes
- Feedback may be provided to the whole class (WCF), where teachers will support students with misconceptions during their lessons.
- Students' understanding will be checked during lessons through questioning, as they would be in school lessons.
- Whilst assessment of learning is ongoing as described above, there will be at least one piece of centre assessed work across a term for non-core subjects and for core this will be two pieces of work. Students will receive personal diagnostic 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 students, for example some students 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.
- During a full school closure, all EHCP students and those with specific additional needs are invited into school where they can access their remote learning with the support of SEND staff and Teaching Assistants
- Support students with 1:1 or small group online teaching
- This will ensure we continue to provide targeted learning and interventions to meet students individual needs.
- We prioritise our students with SEND when issuing laptops so they can access their learning at home.
- We will provide families with additional learning resources, if requested, (such as paper packs of work, textbooks, specialist equipment)
- Maintain regular contact with students by school staff from the Inclusion Faculty.
- We will continue to provide students with remote specialist support. This may include speech and language therapists and the Educational Psychologist. This support may take the form of an on-line meeting

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains 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?

Our aim is that all students are taught a planned and well-sequenced curriculum with meaningful and ambitious work each day. In the event for individual students or small groups of students needing to self-isolate is as follows:

- All instructions for each day's learning will be accessible via SMHW.
- Your daughter will join any live lessons as instructed by her teachers according to her normal timetable and they will clarify whether this is on MS Teams or SMHW.
- If the lesson is a live lesson on MS Teams, your daughter will receive an invitation on her MS Teams calendar or in the General channel of the Team (class).
- The teacher will clarify how your daughter's work should be submitted.
- Your daughter will use her normal exercise book or booklets that will have been provided.
- It is acknowledged that this is a lot of time for students to be working independently, so students are encouraged to inform their teachers if they