



The Khalsa Academy Wolverhampton – A Khalsa Academies Trust School

Covid: Remote education provision TKAW

This policy is applicable to Khalsa Academy Wolverhampton

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1. Information for parents

This information is intended to provide clarity and transparency to pupils, parents and/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. This policy is written in conjunction with our remote contingency plan.

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2. 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. TKAW have a strong remote learning platform that staff and pupils are well versed in, the transition to remote education will be of minimum disruption.

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

In the first instance, students can expect to revert to learning online through lessons that are streamed live or pre-recorded lessons that follow our Curriculum. Pupils will access these live lessons through our online platform; Google Classrooms and Google Meet using their unique TKAW Google account details. Learning will continue as part of a sequence of lessons from the curriculum content taught in school. There may be a need to adjusted the sequence of content delivered to accommodate the remote nature of learning within some subjects, however this will still follow the Curriculum and content will be covered.

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, practical subjects such as Design and Technology and Physical Education will adapt their lesson to ensure appropriate health and safety precautions are in place. In other subjects, particularly demanding and complex content might be moved within the curriculum plan, to ensure it is comprehensively delivered once we return to school.

Will my child still be supported pastorally?

As we work on a two-week timetable, your child's Form Tutor will provide different aspects of form time support. Your child will receive a Personal Development form time that has been tailored towards support during lock down each week such as good mental health, wellbeing, nutrition etc.

In addition your child will receive a phone call fortnightly from their form tutor to "check in" with them. This phone call is tailored around how your child is coping with their remote learning, attendance to lessons as well as their mental health and well-being.

Your child will also receive their weekly assembly that covers current topics and events around the world. Your child will be provided with information on how to attend these through their form time Google Classroom.

Life Long Learning will also continue as part of the Personal Development Curriculum. Pupils will continue to focus on the school's universal Sikh values as well as British values.

3. Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

Your child is expected to attend their normal timetable of lessons that are in the form of either live lessons or pre-recorded 50 minute lessons with assignments. These lessons will follow the normal school day where lessons start at 8.45am and finish at 3.05pm. Pupils will have their normal break time allocation as well as lunch time. Therefore, your child will be working for 5 lessons each school day. In addition to this, GCSE and A-Level pupils *might be asked* to complete homework in accordance with our normal homework timetable.

4. Accessing remote education

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

Every pupil at The Khalsa Academy Wolverhampton (TKAW) has their own unique Google account which they will use to access Google Classrooms and Google Meet. Once logged in to Google Classroom, they will have access to all work that has been set by their subject teacher and read important notices posted by their Head of School or Form Tutor.

It is through Google Classroom that your child will access unique web address links that will take them straight to their virtual classroom so they can attend their live lesson.

Your child can access their live lessons using any device connected to the internet. We encourage pupils to access their lessons on a desktop or laptop machine rather than a phone or tablet because they will find it easier to engage in the lesson with a larger screen and keyboard.

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. Therefore, the school will be providing devices from the DFE scheme of laptops provided to the school, so that we can support families where there is a need, in order for our pupils to access their lessons. If you would like the school to provide you with a laptop so your child can attend lessons, please contact the school by selecting the 'contact us' tab on the school website or telephone the school reception. You will then be contacted and provided with a suitable time to collect a device from school.

For families that need support with internet connectivity, the school will be able to order mobile internet dongles and routers for use at home. If you would like more information regarding internet access, please contact the school. You will then be contacted and asked to provide further details in order for us to process any orders on your behalf.

It is our aim to enable every pupil to attend live lessons, access electronic resources and submit work online. However, if any family is having a technical issue whereby they cannot get online, pupils or parents can email for support at: googlesupport@tkaw.org

If access to online device or technical issues continue, the school will provide hard copies of all subject textbooks and lesson resources through the Heads of School, in conjunction with the Heads of Department so that your child can continue their learning.

How will my child be taught remotely?

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

1. The Teaching and Learning approach (pedagogy) will mirror what your child receives physically in school.
2. Delivering a combination of live streamed lessons, which are recorded and shared with pupils or pre-recorded lessons where pupils will be able to access learning and assignments.
3. Utilising hard copies of textbooks and study guides which pupils have at home.
4. Providing access to commercially available websites and other platforms supporting the teaching of specific subjects or areas, including video clips or sequences.
5. Guided learning through resources shared on Google Classroom.
6. Homework for GCSE and A-Level pupils *might be* set up as usual through Google classroom assignments in accordance with the weekly homework policy.
7. Pupils will receive feedback as per our school policy through Google Classroom.

Are the live lessons safe for my child?

Our robust safeguarding procedures are still in place. Although your child is not physically in school during this period, we will ensure the virtual learning is a risk free environment and that pupils are aware of who to contact if they would like to raise a concern and how. You may raise a concern at any time by reporting any incidents via Toot Toot, emailing a member of our safeguarding or pastoral team or alternatively phoning school reception.

Every one of our online lessons are recorded and kept securely in line with our Privacy Policy. These recordings are reviewed regularly by middle and senior leaders for quality and training purposes.

Each pupil has agreed to a set of "Pupil protocols for online learning from home" the school diligently enforces. You can view these protocols [here](#).

All staff have also agreed to adhere to a set of safeguarding protocols specifically outlined for staff, to ensure that they also conduct their lessons following the school safeguarding protocols.

The Senior Leadership Team will regularly visit live lessons for quality assurance purposes ensuring lessons are effective in providing a safe and engaging environment for your child to learn.

5. 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?

Our expectations of your child are as follows:

- To attend every lesson on their timetable without exception and to arrive to their lesson on time.
- To participate in every lesson by engaging in activities and answering questions using the chat facility or the microphone, as instructed by the teacher.
- To complete all work set by the teacher to the best of their ability and submit it on time.

You can support your child by:

- Implementing effective daily routines for example establishing and monitoring sleep and meal times.
- Providing a quiet workspace with all the required resources available such as exercise books, textbooks and stationery.
- To ensure that your child has a good routine and structure in order to follow their daily timetable for lessons.
- Providing a working microphone and webcam and ensuring it is turned on during lesson. This will increase your child's engagement and allow the teacher to assess their understanding more effectively.
- To encourage or support your child's home learning so that they can successfully continue to learn.

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

Your child's teacher will take a register in Classcharts every lesson. This will determine whether your child is in attendance of that particular lesson. The registers are checked as they would normally be done in school and an attendance log furnished your child Head of School and Form Tutor with this information. Your child's form tutor will discuss this with yourself or your child during their fortnightly telephone conversation. If this is a regular occurrence, your child's Head of School will call sooner.

If your child is absent from a lesson and we have not been notified of any reason why by a parent or carer, our Pastoral team will contact you by phone.

If your child has failed to submit work set by a teacher or if they impede the learning of others in lesson, you will be notified by our automated system Classcharts via email or text message. This notification may be followed up with a phone call from a member of the Pastoral Team.

On a regular basis a member of the Senior Team will monitor work submission and if your child is of a concern to us, you will be contacted by your child's Head of School by phone to discuss ways we can support further.

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

In line with the school policy, teachers will provide whole class feedback in conjunction with the timescales outlined in the policy.

Feedback can take many forms and may not always mean extensive written comments for individual child. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others.

6. 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 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.

Our SEND pupils fall within the vulnerable category (as defined by the DfE) and have been invited to attend school throughout the lockdown. Parents and carers can check if their child is eligible to be in school by clicking [here](#). We have provision for our vulnerable pupils to be in school during partial school closure and be supported on site by teaching staff and our teaching assistants.

As with onsite provision, teachers continually adapt their teaching and resources so they are fully accessible to pupils with additional needs.

Our teaching assistants attend the live lessons of pupils with additional needs and they provide additional one to one support virtually when a teacher has set an assignment with scaffolding resources to support learning. This is done by providing additional support in the Inclusion Google Classroom, where small groups or individuals can work with staff from the Inclusion department.

Remote provision through Google Meet is still provided to support pupils and families reviewing their targets in line with EHCPs. All other provision i.e. tackling school attendance is conducted in line with the schools provision above.

7. 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. This is reflected in the schools online contingency plan.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

The school will continue to provide remote learning for all pupils who are absent from school due to self-isolation. This will be available in your child's Google Classroom for every one of their subjects. Teachers will upload lesson resources such as Powerpoint slides, worksheets and when appropriate pre-recorded video and/or audio recordings to support pupils understanding. Work will be set accordingly and in line with the curriculum plan as much as possible. Pupils will be required to submit work if they are well enough to do so and will be given feedback regularly as described above.