

Remote education provision

Khalsa Secondary Academy



INFORMATION FOR PARENTS:

This information is intended to provide clarity and transparency to students 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 students are self-isolating, please see the final section of this page.

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The remote curriculum: what is taught to students 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.

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

In the first instance, students can expect to revert to learning online through lessons that are streamed live. Students will access these live lessons through Google Classroom and Google Meet using their unique Khalsa Secondary Academy Google account details. Learning will continue on from the curriculum content taught in school or may be adjusted to accommodate the remote nature of the learning.

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?

Each week, your child's Form Tutor will dedicate a 2 hour slot whereby students will communicate with each other over their Google Classroom Stream. It will be facilitated by their Form Tutor and the foci will be on a range of relevant and current topics. This will be one method of keeping in touch with your child outside of their academic subject lessons.

To maintain your child's social interaction and engagement with school outside of lessons, our Heads of Learning offer virtual drop in sessions focussing on wellbeing and maintaining cohesion and communication among the Khalsa community.

Your child is also encouraged to attend their weekly spiritual assembly which will focus on promoting and developing our core values of honesty, compassion, generosity, humility, integrity, service and spirituality.

Our virtual workshops on wellbeing, meditation and keertan will continue and your child will be provided with information on how to attend these through their Google Classroom.

On a weekly basis, your child will receive tips on how to physically stay healthy by choosing the right foods and exercising, how to stay mentally well by meditating, staying focussed on their goals and keeping safe online at home.



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 will attend their first virtual lesson of the day at 8.30am. They are expected to be either attending a live streamed lesson or working independently on set work until 2.30pm. Each student will have a 20 minute break at 10.30am and a 40 minute break at 12.30pm. Therefore, your child will be working for 5 hours each school day. In addition to this, your child is expected to complete homework in accordance with our normal homework timetable.

Accessing remote education

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

Every student at Khalsa Secondary Academy has their own unique Google account which they will use to access Google Enterprise for Education. 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 Learning 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 streamed lesson.

Your child can access their live lessons using any device connected to the internet. We encourage students 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 students may not have suitable online access at home. Therefore, the school will be providing laptops to families where there is a need, in order for our students 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. 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 by selecting the 'contact us' tab on the



school website. 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 student 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, the school will provide hard copies of all subject textbooks and lesson resources.

How will my child be taught remotely?

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

1. Delivering live streamed lessons, which are recorded and shared with students
2. Utilising hard copies of textbooks and study guides which students have at home
3. Providing access to commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
4. Guided learning through resources shared on 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 our care during this period, we will ensure the virtual classroom is a risk free environment and that students 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 selecting the 'contact us' tab on the school website and selecting 'KSA Safeguarding Lead' from the contact list.

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 student has agreed to a set of Terms and Conditions which the school diligently enforces. You can view these Terms and Conditions [here](#).

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.



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
- 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 sleep and meal times
- providing a quiet workspace with all the required resources available such as exercise books, textbooks and stationery
- 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

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

If your child is absent from a lesson and we have not been notified of any reason why by a parent or carer, our attendance 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 staff.

On a weekly 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 Learning by phone to discuss ways we can support further.



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.

Where a student has submitted work online, they will receive feedback digitally. Teachers will also offer whole-class feedback, whereby commonalities are addressed.

In line with government guidance, teachers will provide feedback at least weekly, using digitally facilitated or whole-class feedback where appropriate.

Additional support for students 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 to support those students.

Our SEND students 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 students to be in school during partial school closure and be supported on site by teaching staff and our teaching assistants.

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

Our teaching assistants attend the live lessons of students with additional needs and they provide additional one to one support virtually when a teacher has set an adapted task or activity. This is done by providing a virtual breakout space where small groups or individuals can work with staff on their tasks.

Remote provision through Google Meet is still provided in line with EHCPs and a weekly call home to families is conducted by our teaching assistants.



Remote education for self-isolating students

Where individual students 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 students 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?

The school will continue to provide remote learning for all students 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 and worksheets and when appropriate video and/or audio recordings to support students understanding. Work will be set accordingly and in line with the curriculum plan as much as possible. Students will be required to submit work if they are well enough to do so and will be given feedback in line with current guidelines of at least once weekly.

Currently, if a student is self-isolating when their year group bubble is in school, they will not have access to live streamed lessons. This will be reviewed in due course.