

This information is intended to provide clarity and transparency to pupils, parents and 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. All information sent to parents and pupils can be found on the [Covid-19 Information](#) page of school website.

We endeavour to continually deliver high quality education, including during periods of remote learning, for an individual pupil or for many. We aim to maintain high expectations in all areas of school life, ensuring all pupils have access to the learning resources and support they need to succeed. The designated lead for remote teaching and learning is Pippa Davies, Deputy Head.

The remote curriculum: what is taught to pupils at home

Pupils will be taught the same curriculum remotely that they would have received in school (see [curriculum overview](#) on school website) From the first day of working remotely from home, pupils are expected to access their timetabled lessons remotely through Microsoft Teams in all subjects except in core PE. Lessons in GCSE and A-Level PE will continue. Enrichment subjects, PSHCE, including careers, and practical subjects such as core PE, and Design and Technology will continue to be provided, although some tasks may be adapted for pupils who are learning online. After the first few days, all practical subjects, will provide access to learning.

Remote teaching and study time each day

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

As lessons will follow the existing timetable, pupils will receive five hours of remote study time daily. Where whole year groups or classes are taught remotely, form periods will be accessed less frequently, by invitation.

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

Pupils should log into Microsoft Teams at the start of the lesson and the staff will invite them to join. This may not be immediately at the start of the lesson if staff are moving between lessons.

A [pupil guide to remote learning](#) has been sent out to all pupils. If pupils encounter any technical issues, they or their parents should email the IT helpdesk (helpdesk@ermysteds.uk) or call the School Office (01756 792186) for support. Where a pupil struggles to participate in the remote lessons due to a lack of a suitable device, School may be able to lend a device.

How will my child be taught remotely?

Live online lessons are provided through the platform of Microsoft Teams. These lessons are taught in a variety of ways, depending on the nature of the task and subject. They may be delivered live in their entirety or in parts. Where longer tasks, projects or assessments are set, these may be explained at the start of that lesson or the previous lesson for pupils to then work on independently. The teaching member of staff will be available to support individuals during the course of the timetabled lesson through the chat function.

What resources are used?

Teachers will direct pupils to any electronic resources that are necessary for the lesson. Where text-books are required, these have already been provided to exam classes in Year 10, 11, 12 and 13. All pupils record their responses in either their class exercise book or they can type their responses and store them electronically. Staff may direct pupils to video or audio clips, and may use pre-recorded teaching materials, made either by the teacher themselves or taken from other on-line resources such as Oak Academy lessons. Where used, these will serve to complement one or a series of live on-line lessons.

What are the online behaviour expectations?

- All language and behaviours should be of the standard used in a normal lesson.
- Cameras are only to be used in timetabled periods, at the request of the member of staff
- Pupils have the choice if they wish their camera to be on or off
- All participants need to be aware of their surroundings (i.e. what is visible and audible in the background). Therefore, when video calling pupils must blur their background
- All participants need to be dressed appropriately (e.g. not in pyjamas)
- Video calling is not to be used for discussion with parents or include pupils not on roll at Ermysted's
- Any pupil not following protocols can be ejected from the meeting or lesson

Engagement and feedback

Pupils will upload copies of their work as directed by the teacher. Work can be provided in the form of typed word documents or photographs of handwritten work. It is the pupil's responsibility to ensure that these are legible and have been uploaded to the correct place, meeting the deadline set. Attendance will be recorded during each lesson. Any non-attendance will be recorded on ClassCharts to inform parents and pupils. This attendance is monitored closely. Subject teachers will contact parents in the first instance where pupils miss a consecutive number of lessons, and by Heads of Faculty or School where there are more serious concerns.

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

Research suggests that clear, targeted feedback can have significant impact on pupil progress. The key principles of the marking, feedback and assessment policy will apply through the following suggested methods:

- Verbally through the chat function in live lessons.
- Guided self-marking including the sharing of mark schemes, answers and modelled responses.
- Written feedback on key pieces of assessment submitted via Microsoft Teams and OneNote platforms.
- Other on-line resources, such as Educake and Mymaths in Science and Maths, will be utilised to support pupils in completing answers on-line and receiving feedback.
- The key principles of responsive marking and feedback will continue to apply: on identified pieces of work, pupils will be asked to respond to staff feedback, preferably in green pen (or highlighted in green). Time should be built into planning in order to allow pupils to respond to teacher feedback.
- In the case of pupils self-isolating for a fortnight or less, written work will be marked on their return.

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?

Some pupils, may not be able to fully access remote education without support from adults at home. This could include pupils with special educational needs and disabilities (SEND). The School SENCO, Kevin White, and pastoral staff are in regular contact with pupils and parents of identified pupils who may need extra support. Where it is necessary, pupils may be provided with further resources or invited to work in school.

Pastoral provision

Form tutor sessions will run at least weekly, and Head of School assemblies fortnightly. Provision of external counsellors will continue as appropriate for identified pupils through remote meetings (see [Remote Pastoral Provision](#) guidance on school website). Pupils are encouraged to email their form tutor or Head of School directly if they have issues. Alternatively, pupils can use the '[report a concern](#)' link on the school website to reach the School Designated Safeguarding Lead (DSL). The School texting service number **07544 239770** is live. All texts will be triaged and any concerns forwarded to the appropriate Head of School. This information is regularly shared with pupils and parents. Parents are encouraged to contact school via email admin@ermysteds.uk or telephone via (01756 792186) if they need further support.

Email addresses for Pastoral leads are listed below:

- | | |
|--|--|
| ○ Mr A Jackson Assistant Headteacher and DSL | ajackson@ermysteds.uk |
| ○ Mr S J King Head of Middle School and DSL | sjking@ermysteds.uk |
| ○ Mrs N Rose Deputy Head of Lower School | nrose@ermysteds.uk |
| ○ Mrs L Diccox Head of Lower School | ldiccox@ermysteds.uk |
| ○ Mrs K Waudby Deputy Head of Lower School | kwardby@ermysteds.uk |

Remote education for self-isolating pupils

Where individual pupils need to self-isolate, but the majority of their peer group remains in school, pupils join their timetabled lessons, and form times, in the same way as already described, through Microsoft Teams. The teacher will share their PowerPoint and allow access to class discussion or modelling through the audio and visual webcam. Any additional resources necessary for the lesson will be uploaded onto Microsoft Teams. The teacher will indicate where the resources have been saved.