



# Summerfield Education Centre

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## 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 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.

## 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.

At Summerfield we have timetables prepared for many different eventualities. Many of our pupils fit into protected categories that must attend school even in the harshest of restrictions and as such it is our ambition to provide face to face teaching for all pupils.

In order to reduce risk of transmission we have altered our daily routines and practices that allow us to provide physical classes for all pupils. Some of these include:

- staggered the start and finish times to directly control high traffic areas
- staggered break and lunch times to ensure that children can eat their lunch in social distanced space
- Careful use of staffing, resources and accommodation to reduce congestion and transmission opportunities
- Extra cleaning and enhanced hygiene practices
- Hygiene materials made readily available e.g. antibacterial hand gels and cleaning stations
- Lateral flow testing for pupils and staff
- Availability of free PPE to all staff and pupils
- Procedures and rules for use of PPE and social distancing to keep the school community safe

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

### Tier 4

If your child is instructed to stay at home because somebody in the school community has come into contact with a person who has tested positive we have an isolation timetable of 100% remote learning ready to go, as teachers in this instance will be instructed to isolate also by Public Health England. We call it our **Tier 4 timetable**. It involves lesson being delivered through Microsoft Teams:

- Monday 10-11am (Session 1) & 1-2pm (Session 2)
- Tuesday 10-11am (Session 1) & 1-2pm (Session 2)
- Wednesday 10-11am (Session 1) & 1-2pm (Session 2)
- Thursday 10-11am (Session 1) & 1-2pm (Session 2)
- Friday 10-11am (Session 1) (PM Teacher assessment)

At the end of each day the Academic and Restorative Mentors (ARMS) will follow up with your child to check their understanding of the lesson and help them organise their work.

### Tier 5

Tier 5 is the timetable reserved for the harshest of restriction imposed, usually a National Lockdown. During these times it is essential that Summerfield stays open to educated pupils that fit into protected categories of pupils. During these times Summerfield provides 5 levels of service that your child access:

- 1) **Physical Lessons** – some children will be asked if they can attend school. They will receive all usual curriculum lessons and lunch. Their school day will be slightly shorter because there will be no morning break and less time for lunch
- 2) **Group Microsoft Teams** – some pupils will receive 6 morning lessons that are taught in small groups via Microsoft Teams. They will then receive a follow up session with an ARM to help organise their learning and ensure they return any outstanding work to the teacher for assessment
- 3) **One to one Microsoft Teams** – some pupils will be offered one to one sessions via Microsoft Teams with an afternoon follow up by their tutor to make sure they are completing work and undergoing teacher assessment
- 4) **Work Packs** – some pupils may be more compatible with a non-digital form of education. School prepare work packs that contain one weeks' worth of lessons. This will be dropped to your doorstep on a Tuesday or Wednesday and swapped the week after, collecting completed work and dropping new work packs. You can expect daily call from school to check that you are able to complete your work.
- 5) **Alternative provision** – If you normally attend a different site to Summerfield you will be educated using the systems your regular provider has. You will still receive calls from Summerfield to check that you are okay and working well.

You will be notified which timetable will be activated by:

- **Text** – Teachers to parents
- **Telephone call** – by a member of our administration team who will tell you which group your child is in and issue a personal timetable for your child
- **Website** – all details of information shared by the administration team
- **Twitter** – more brief account of which protocol is being activated

## 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?

At Summerfield we teach the same subjects curriculum remotely as we do in school. You can find all of our subjects on our website.

There may be a few subjects where there may be small adaptations for example in Media we teach using Photoshop, this section of the curriculum will be deferred for all pupils until non-restricted timetables are back in operation.

## 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:

Tier 4 – 100% remote learning from your home	
➤	Monday 10-11am (Session 1) & 1-2pm (Session 2)
➤	Tuesday 10-11am (Session 1) & 1-2pm (Session 2)
➤	Wednesday 10-11am (Session 1) & 1-2pm (Session 2)
➤	Thursday 10-11am (Session 1) & 1-2pm (Session 2)
➤	Friday 10-11am (Session 1)
The ARMS will follow up your learning at around 3pm in the week and 1pm on Friday.	

Tier 5 – Blended Services	
Physical Lessons	In School 10am-1.30pm, Monday -Friday
Group Microsoft Teams Lessons	Lessons - 9am- 12.30pm, Monday to Friday Follow ups – between 1.30-3pm
One to one Microsoft Teams Lessons	These are bespoke times. Your tutor will contact you for your individual lessons and follow up times
Work Packs	Work Packs contain various subjects that will facilitate one week of work. It is recommended that total work load for KS3 & KS4 is around 5 hours a day.

## Accessing remote education

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

If your child accesses on of our digital services all lessons are delivered using Microsoft Teams. If your child would like to switch services and does not have the equipment, please contact the school on 0121 779 8090 who will arrange for you to receive a device with the correct software and safeguarding applications.

Some children do not like the digital approach. If this is the case, then there is a door to door service for work packs that are delivered weekly.

### **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:

If your child would like to switch services and does not have a laptop of suitable, please contact the school on **0121 779 8090** who will arrange for you to receive a device with the correct software and safeguarding applications.

We issue devices with a contract to be signed by both child and parent to ensure that appropriate care of the computer is taken and all parties understand terms of acceptable usage and safeguarding measures.

The school is open between 8am- 2.30pm Monday to Friday to telephone to settle any specific questions you may have regarding your own personal circumstance.

## How will my child be taught remotely?

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

- Summerfield predominantly use live lessons with a teacher to interact and engage. They may also use a range of strategies to set further work for pupils. During these lessons teachers may use videos or other resources to illustrate knowledge and concepts
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have at home
- Work packs delivered and collected door to door
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- long-term project work and/or internet research activities (as per the schools full opening guidance, schools are expected to avoid an over-reliance on these approaches)

Your teacher will at all times give your guidance about resources. It is vitally important that you attend all of your sessions, please do not disadvantage yourself by skipping, the school will follow up with your parent/carer, sometimes multiple times every day.

## **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?**

It is vitally important that your child maintains a consistent routine and is ready to learn at their allocated times. The timetable utilizes every member of staff to every second of every day and your child can play their part by being ready to learn at the start of their lesson.

There may be times when unforeseen obstacles prevent the timely arrival to you lesson. You could either email your allocated ARM or telephone the school on 0121 7798090 to let us know you're having problems and we can help.

To make sure that your child is prepared to learn could you please make sure your child:

- Has a sensible regular bed time that allows them plenty of time to sleep and is not distracted by digital devices
- Eats a nutritional balanced diet
- Drinks plenty of water, avoiding sugary fluids or energy drinks
- Has limited access to personal devices while they are completing school work

### **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 taught remotely via Microsoft Teams an allocated ARM will follow up your child's learning at the end of every day. If your child has not appeared on any of their allotted sessions the ARM will immediately try to find out what has happened and rectify any issues so that learning time is not lost.

Physical work packs are delivered door to door once a week and swapped every Tuesday or Wednesday. Daily phone calls will be made to check that learning is happening, you could discuss any issues we might be able to help with.

### **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:

Our teachers complete a slip on our school monitoring system for every lesson that your child does in every subject. This enables us to assess and monitor progress of each child in the absence of physical folders or exercise books to mark.

Feedback is usually given in lessons, real time and the school reward scheme is being used in the same way as a normal school day. The ARMS also give feedback at the end of the day and help your child organise their learning.

Completed work for teacher assessment is usually emailed to the teacher and your child will be chased for this. If this is way of communicating is difficult, you or your child can either ask the advice of allocated ARM or contact the school to establish an alternative method.

This year the lack of any GCSE examinations for Year 11 pupils means that we are gathering assessment evidence to contribute towards a portfolio that can be used to assess grades in every subject. It is vitally important that your child commits to their best effort.

If there are any concerns about your child's progress you will be contacted by your child's ARM, Teacher or member of the Senior Leadership Team to help rectify issues. If you have any concerns that you would like to talk through, please contact the main office on 0121 799 8090 who will direct your call to a member of staff who can help.

## **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:

We have carefully thought through the needs of your child and matched them with an Academic and Restorative Mentor (ARM) who is able to reduce anxiety and facilitate successful learning. They will be in touch with your child every day and you may speak to them with requests.

If you have any concerns or would like to talk through any Special Education Needs please contact:

Mrs Duffy, Deputy Head & SENCo on 0121 779 8090

## 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?**

#### **Normal timetable**

If Summerfield is operating with a normal timetable and your child is isolating because they have come into contact with a positive covid-19 case outside school, then the school would not be part of the isolation and not change the timetable. In this instance your child can expect work to be delivered door to door once a week. This work will be swapped and new packs issued. The link below gives advice on when to self-isolate and what to do:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

#### **Tier 4 timetable**

If your child has come into contact with someone at school who has tested positive for Covid-19 they may be required, along with the rest of the school bubble, to self-isolate. This will activate Tier 4 timetable, please see the earlier section in this document for protocol.

#### **National Restrictions**

The School will operate a normal service timetable in National restrictions for:

- Tier 1
- Tier 2
- Tier 3

In the event of a National Lockdown the School will trigger the Tier 5 Timetable and operate the 5 service levels discussed earlier in this document:

- Physical Lessons
- Group Microsoft Teams
- One to one Microsoft Teams
- Work Packs
- Alternative provision

If you would like more information about which timetable is operating, please call 0121 779 8090.

Alternatively, you could look at the school website:  
[www.summerfieldec.solihull.sch.uk](http://www.summerfieldec.solihull.sch.uk)