



MAYFIELD GRAMMAR SCHOOL

GRAVESEND

REMOTE LEARNING PROVISION

Last reviewed on: 1st September 2023

Next review due by: 31st August 2024

1. THE REMOTE CURRICULUM

What is taught to pupils at home?

A pupil's first day of remote education may look a little different from our usual face to face approach, while our staff take all necessary actions to prepare for periods of remote teaching, particularly when notice to begin full remote delivery is short.

a) What should my child expect from immediate remote education in the first day or two of self-isolation or school closure?

We endeavour to make the transition from school-based learning to remote education as smooth as possible and will post a full day's worth of tasks for all pupils in self-isolation within 24 hours on the school's VLE. Pupils will be sent details of their remote learning tasks via their school email by signing into www.office.com. From there they will receive notifications of their tasks which will be accessible using the school's VLE or Microsoft Teams.

If the set task is a live lesson, these will be conducted using Microsoft Teams. Pupils can access Microsoft Teams using www.office.com and by clicking the 'Teams' icon. If the set task is for a non-live lesson, details of this can be found by selecting the 'Tasks' tab at the top of the VLE homepage <https://mgsg.fireflycloud.net>. Additional subject support for all pupils will be available via email or by using a drop-in session on Microsoft Teams. This support will be at the class teacher's discretion.

All pupils will continue to be reminded of how to access and submit their work remotely before any period of national lockdown.

b) What should my child expect from remote education if there is a full school closure?

After the first 24 hours of school closure, pupils will be instructed to follow their published timetable. All live lessons will be conducted via Microsoft Teams. All pupils have been provided access to www.office.com, and can access Microsoft Teams by selecting the 'Teams' icon on the left-hand panel of the homepage. The minimum expectation is for 25% of remote education to be delivered via live lessons, which will give all pupils the opportunity to ask any questions they may have regarding their work. In practice, our offer of live lessons will be significantly above this expectation. Pupils are encouraged to email their teachers at any time about their work, and staff will respond as soon as is practicable around their timetable commitments. If a lesson is not live, pupils can expect to be able to contact their class teacher during the lesson via email should they require support. If a class teacher is unwell, the class will be asked to contact another teacher in the same department.

The remote education curriculum follows planned programmes of study in all subjects. For some subjects, the teaching strategies and style of delivery may be adjusted, but the content will remain unchanged.

c) What should my child expect from remote education if they are self-isolating?

Teaching staff will do everything they can to ensure that lessons are prepared for remote and/or classroom-based learning. We are also working hard with our teaching staff to ensure they feel confident when delivering lessons to pupils both in the classroom and in self-isolation.

It is not always possible for teaching staff to operate a live lesson whilst also running a lesson on site. Our teaching staff use their professional judgement and aim to deliver this live provision

wherever appropriate. When this is not appropriate, our teaching staff will provide learning materials to all self-isolating pupils via MS Teams or the school's VLE. Pupils will receive notifications of work set via their school email. Under these circumstances, pupils will be able to contact their class teacher via email to discuss any issues they have. Staff will respond as soon as is practicable around their timetable commitments.

All pupils have been provided access to www.office.com, and can access Microsoft Teams by selecting the 'Teams' icon on the left-hand panel of the homepage. Pupils may also use the 'Outlook' icon to access their emails and the 'OneDrive' icon to access their files.

2. REMOTE TEACHING

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

In Years 7 – 11, we expect that remote education will take pupils five hours per day to complete in line with the published timetable. This may be slightly different for pupils in the Sixth Form, as independent study will be required outside of the school's daily timetable in line with our normal expectations for pupils at this stage of their education.

All remote learning tasks are set with the aim of filling a complete hour's timetabled lesson. Homework may be set following the school's Homework Timetable when it is appropriate to do so. If you are concerned about your child's remote learning experience at the school, please contact us by emailing enquiries@msgq.kent.sch.uk.

3. ACCESSING REMOTE EDUCATION

How will my child access any remote education?

All pupils will be informed of their remote learning tasks via email. Pupils will be required to access either MS Teams or the school's VLE to attend and participate in their lessons. Attendance to live lessons is compulsory for all pupils.

Useful links:

- Office 365: www.office.com
(Pupils will use their school email address and password to log on)
- MSGS VLE: <http://msgq.fireflycloud.net>
(Pupils will use their school email address and password to log on)
- The school's email system may be accessed by visiting Office 365 and selecting the 'Outlook' icon.
- The school's Microsoft Teams system may be accessed by visiting Office 365 and selecting the 'Teams' icon.

All pupils are reminded how to do this when on site prior to any period of lockdown. They can access support by emailing helpdesk@msgq.kent.sch.uk.

What if my child does not have digital or online access at home?

The school is committed to providing devices for all pupils who need to access their learning remotely.

If a pupil is in need of a device, please contact Mr Boyce, Assistant Headteacher, on boycer@mgsq.kent.sch.uk detailing the needs and reasons for your request.

Pupils are not generally required to print any of their remote learning work but should upload files to the school's VLE/MS Teams and mark each task as complete. All feedback can be completed by the teacher over the Internet, but where items require printing staff can arrange for this on site.

Pupils are entitled to apply for additional mobile data for their smartphones and can email mobiledata@mgsq.kent.sch.uk to apply. Pupils should include in their email:

- the name registered on the mobile phone account.
- the contact telephone number.
- the name of the mobile network provider used.

The school will apply to the appropriate network provider for the increase in mobile data. If the application has been successful, the pupil will receive a text message detailing the addition mobile data that has been issued.

How will my child be taught remotely?

Our minimum expectation is for teaching staff to conduct 25% of their lessons through Microsoft Teams video conferencing. This will mean that pupils who are accessing lessons from home can access and participate in these lessons remotely.

In some cases, teachers may upload educational packs for each unit of study. Pupils will then complete the pack from home before the deadline and submit for feedback, as directed by their class teacher.

Teachers may set tasks using our wide and varied range of e-learning platforms. These tasks may include videos, quizzes, assessments, and podcasts that will also develop key independent learning skills.

Long term project work may be set, which will enable pupils to manage their own time across a pre-determined set of lessons. However, regular checks on pupil progress will be made according to our 25% minimum expectation of live learning.

If a remote lesson is not live, unless unavoidable, for example due to illness, teaching staff are contactable via email or MS Teams to provide support.

4. ENGAGEMENT AND FEEDBACK

What are the expectations for my child's engagement? What support can we as parents/carers should provide at home?

In the transition information provided for parents/carers before the start of Year 7, the school states that we expect parents/carers to provide a safe and quiet working environment at home. In addition, we would ask that parents/carers actively discuss the remote learning provision with

their daughter/son and offer support when required. It is important to us that all parents/carers communicate any issues to the school as quickly as possible, so that these are rectified. In the first instance, this contact should be directed to the class teacher if the concern is subject related or the Form Tutor for pastoral matters.

We expect all pupils to follow the published timings of our school day and their normal school timetable. We have found that pupils who operate a strict period 1 – 5 working day, in line with our published timetable, are able to work effectively and complete a higher quality of work than those who work outside of this timeframe. Regular breaks are required for all pupils to complete schoolwork to the best of their ability, and the school timetable is the most familiar routine to all pupils.

For this reason, we retain our school movement breaks when operating remotely to provide a short comfort break between periods.

Pupils are expected to complete all tasks and meet the deadlines set by their teachers. If deadlines are not met, this can mean that vital feedback is not given to pupils at the most appropriate time.

What checks will be made to ensure my child is engaging with their work and how will I be informed of any concerns?

If a pupil does not engage with a scheduled live lesson, parents/carers can expect a telephone call from the school informing them their child has not attended a live lesson. It is the pupil's responsibility to ensure they can access the school's remote learning provision at home and, if there are particular difficulties in accessing the set work, the school must be informed. Teaching staff will monitor attendance and the submission of all remote learning tasks daily and communicate with parents/carers any concerns.

How will my child's work be assessed?

As part of the remote learning curriculum, teaching staff will set assessment tasks for pupils to complete. These may include written tasks that will need to be uploaded to the school's VLE (marked by the class teacher), or may be set on a subject specific e-learning platform (marked automatically online). Feedback will be provided to all pupils in line with the school's Assessment Policy and will be sent to pupils via the school's VLE if marked by the teacher, or immediately scored by the e-learning platform.

Setting assessment tasks using the school's e-learning platforms can be an effective way for pupils to get instant feedback on their work at home. These assessments are automatically marked by the online software and will then reviewed by the teacher once completed. Any issues highlighted in these assessments may then be addressed during the next live lesson.

5. CHILDREN WITH ADDITIONAL NEEDS

How will children with additional needs be supported at home to access remote education?

We recognise that some pupils, for example those with Special Educational Needs or Disabilities (SEND), may not be able to access the remote learning content without support from adults at home or additional support and guidance from us. We acknowledge the difficulties this may place on families, and we endeavour to work closely with parents/carers to support these pupils.

If you wish to raise a concern regarding SEND provision for pupils, please contact our school SENCO Mrs Lee on leet@msgg.kent.sch.uk.

We recognise that this is a very difficult time for all pupils and periods of school closure may affect a child's general wellbeing and mental health. During periods of school closure, or individual self-isolation, the school will aim to contact all pupils who have a history of anxiety and make all necessary provisions to ease the stress levels on these pupils.

The school will operate a specific email address safeguarding@msgg.kent.sch.uk where safeguarding concerns can be reported. This is regularly checked by specialist staff throughout periods of lockdown and during holiday periods which fall under periods of national lockdown. We inform parents/carers and pupils of when this is operating via our weekly Bulletin and Learning Leader Newsletters. We publish a wide range of support available for pupils to access during holiday periods should a pupil require additional support.