

Meadows School

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Remote Education Provision Information for Parents

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1. Introduction:

Meadows School is committed to Barnardo's Basis and Values, which provides the framework within which we can engage in giving young people a better start in life.

- We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.
- We endeavour to provide a safe and welcoming environment where children are respected and valued.
- We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.
- We understand that as a Special School we are working with some of the most vulnerable young people in the UK and therefore have a duty to ensure stringent procedures and training must be in place and available to all staff.

The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of the Kent Safeguarding Children Board (KSCB).

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| 2. Aims: | <p>The school aims to ensure that:</p> <ul style="list-style-type: none"> we 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. |
| 3. Remote Curriculum: | <p>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.</p> <p>Each student has a Microsoft 365 account and has been added to different Teams for each of their classes. In the first instance, there will be Teams assignments set for each subject on this platform.</p> <p>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, if it is not possible to follow the same objectives as the students in school, tasks set will assess the same skills; alternatively, assignments set may focus on bespoke tasks set for individuals to help support them and make progress in individual targets.</p> <p>Meadows will provide a curriculum of blended learning. This may include a mix of: live lessons for different subjects via Teams, work set on Teams assignments, teachers providing 1:1 'face to face' teaching sessions (where appropriate), teachers available for feedback at set times on Teams, work posted home, pre-recorded teaching sessions, online learning through various learning platforms.</p> <p>This education offer is the same to all students, whether they are in school or learning at home.</p> |
| 4. Remote Timetables: | <p>The timetable covers a broad and balanced curriculum. The timetable has taken into account breaks away from a screen. Timetables (and changes therein) are emailed to all parent/carers and can also be found on the Student SharePoint page.</p> |
| 5. Accessing Remote Education: | <p>Students have had dedicated computer science lessons to access the basics of their 365 accounts.</p> <p>A 'how to guide' to accessing Microsoft 365 and Teams has been emailed out to all parents/carers and can also be found on the student SharePoint area.</p> |

6. Logging on to 365:

Username: first.lastname@meadowsschool.org.uk
Password – originally set as meadows2020 your child will have changed this. If they have forgotten it or it needs resetting, please contact the school.

7. Invites to Teams Lessons:

Log on to Teams. The app version usually works best. On the left hand side tool bar there will be a calendar.

On the calendar, there should be invites to Teams live lessons at particular dates/times. To join a class, hover the mouse over the invite on the calendar and click 'join'.

Top tip:

On the Teams app you can change the view to gallery view that way you'll see all people in the class, rather than just the person who is currently talking.

We recommend you mute yourself until you need to talk to prevent any background noise or possible reverb.

Please note that ALL Teams Lessons are recorded.

8. Accessing Recorded Lessons:

Should you miss a Teams Lesson or want to review the lesson at a later time, all Teams Lessons are recorded and saved in the Student SharePoint via the 'Watch Again' link.

9. Engagement & Feedback:

We recognise that students have different ways of learning and they must find what works best for them. If your child is struggling with the set format of live lessons, please let your child's teacher know. Many learning opportunities can be accessed at a later time. Teams assignments can be completed when suits the child best. Teachers will be keeping a record of attendance to live lessons and completion of assignments.

It is important that as a family you are able to find a balance that suits you, alongside the pressures of working from home or home schooling any other children. We are happy to support where we can, as best we can.

Teachers will be regularly checking the progress of your child in their lessons. Many staff are also providing students 1:1 live sessions via Teams, where appropriate to discuss further their individual targets and progress.

You can expect regular communication from the school. Any concerns you or the school have can be discussed and appropriate, bespoke action taken to support your child in

accessing their education.

10. Your 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. Teachers will also give verbal feedback 1:1 during live lessons on their engagement and interaction within the 'class' as well as in Teams assignments.

11. Exams & Qualifications:

Students completing a GCSE or A level this academic year will not sit a formal exam. Instead, it is likely that students will be awarded grades based on teacher assessment but there is still some discussion taking place. Therefore, it is imperative that your child completes any work set by the teacher as evidence they are working to a particular grade. Where appropriate, your individual subject teachers will be in touch with you regarding this.

12. Available Tech:

Teams can be accessed on any device that can connect to the internet. This includes, computers, laptops, smart phones, tablets, smart TVs, smart TV devices such as Amazon firesticks, internet enabled games consoles such as an Xbox or PlayStation. To communicate, you will need speakers, headphones, mic – such as you may have for Xbox live games. If you have any issues regarding gaining access onto the internet, please do contact the school.

We recognise that some students may not have suitable online access at home.

Meadows School is in the process of purchasing and networking laptops to be allocated to each student for their time at Meadows School. Your child will either be allocated a laptop when they are in school or, if your child is not currently attending a Keyworker will contact you to arrange delivery.

In the meantime, your child should inform their Keyworker if they do not have a device suitable to access their remote learning. Meadows can support you with lending out various devices whether that is a laptop, a tablet, smart phones or Wi-Fi dongles.

Staff are also preparing hard copies of work should this be the preference for your child's learning. Keyworkers are regularly making home visits to deliver resources, work and also collect any work completed.

13. Tech Support:

If you require any technical support with setting up your device or trouble shooting any problems with either the device, or access to Microsoft teams, please call the school 01892 529144 and speak to your child's keyworker in the first instance.

14. Well-being Services:

The well-being services: Occupational therapy, Speech and Language therapy, Choices, school counsellor and Clinical psychologist remain available to your child. Staff are maintaining their sessions with the students virtually, via telephone or via Teams.

15. E-Safety:

Whilst at Meadows School systems are monitored by the school and fall in-line with all relevant Barnardo's and Meadows policies. The school can disable and block access to 365 should any unacceptable behavior be reported. Although we have procedures on our internet in school buildings we do not have any controls over the access that your child has to the internet at home. Please visit <https://nspcc.org.uk/keeping-children-safe/online-safety/> for additional advice on how to support your child to keep safe in a digital world.