



LANTERN OF KNOWLEDGE  
EDUCATIONAL INSTITUTE

# LoK Remote Education Policy

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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.

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

- When pupils are sent home (due to lockdown) they must take all their exercise and text books home. Teaching will continue according to the normal timetable on Google Classrooms.
- All pupils must check, their Google Form Classes at the start and end of each day for any announcements (on the STREAM tab of the Form Class) from the school. e.g timetable changes will be announced in the Form Class.

### **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, all classes will do PE at the same time hence some of the other lesson times will need to change.

## 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:

Key Stage 3 and 4:

- The school day will start at 8:15am and finish at 3:10pm every day.

## Accessing remote education

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

- All lessons will be taught using Google Classrooms.
- Pupils have been given Google Suite logins for this.

### 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:

- Independent school are not eligible for government grants for laptops or other equipment hence, as an independent school we expect all pupils to have access to a PC, laptop or tablet as well as having internet access at home and to be able to do their homework and to be able to do remote learning under lockdown conditions.
- The device used for homework must have a microphone and camera to communicate with teachers.
- Please note that mobiles phones are suitable for homework.
- if parents are experiencing difficulty in this regard and have no other available option, please contact the head teacher to discuss the matter.

### How will my child be taught remotely?

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

Our main method for remote teaching is:

- live teaching (online lessons)

Other approaches that are used for remote teaching are:

- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers) or suitable Youtube videos
- textbooks and reading books pupils have at home
- 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

## 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?**

We expect all pupils to engage fully in all of their timetabled on-line lessons. This means that pupils must:

- Attend all lessons on time
- Have their microphones muted until the teacher asks a question to the pupil
- Have their cameras on, so the teacher can see the pupils
- Do any work required during the class and any homework set by the teacher

Pupils must NOT

- Use the chat feature to chat amongst themselves. This feature is ONLY for asking a question to the teacher or replying to a question from teacher.
- Make any noises or have any music/other sound in the background when unmuted

Parental must support their child with remote learning by:

- Ensuring that your child has a suitable quiet space to do their online learning. This includes not having younger siblings around whilst lessons are going on.
- Ensuring that your child has suitable devices for online learning (preferably a PC or laptop; tablet is less efficient; mobile phone are not suitable).
- Setting routines to support your child's education
- Checking daily that your child has done class and homework

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

- All teachers will report to administrators when any child is absent or hasn't done their work or is in any other way not engaging in the online learning.
- Administrators then then report this to parents by text message or email as soon as possible usually before the end of the school day.

### **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:

- Teachers will feedback verbally to individual pupils during the live lessons
- Work that is uploaded by pupils on Google Classrooms will be marked according to the school's marking policy

### **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 in the following ways:

- For each SEND pupil, we will have an individual plan for remote learning according to their particular needs

### **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?**

- We expect that there will be minimal difference to the approach for those learning in school and those at home due to isolation or any illness.
- The live lesson will be delivered to the class in school through Google Classroom Meet functionality and hence pupils can access the exact same lesson, live at home.
- At home pupils will be able to upload their work for the teacher to see and mark.
- The teacher may ask questions to pupils in school or those at home.