



NORLINGTON SCHOOL and 6TH FORM

A SPECIALIST MATHEMATICS AND COMPUTING SCHOOL

Wisdom is Strength

Parent/Carer,

This document has been created with the intention providing information for students, parents and carers about Norlington School and Sixth Form's remote learning provision. This document is a brief reference for general information about Norlington School's remote learning provision and is not meant to stand in place of Norlington School and Sixth Form's Remote Learning Policy document.

Norlington's School's remote learning provision has been designed to comply with Department for Education guidance as set out in:

- Schools: guidance for full opening
- Supporting children and young people's mental health and wellbeing
- Guidance for parents and carers helping children learn from home
- Running a school during coronavirus
- Supporting children and young people with SEND in schools and colleges

The above documents can be found [Coronavirus \(COVID-19\): Education and childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/coronavirus-covid-19-education-and-childcare)

Due to the nature of the remote learning during the coronavirus outbreak this provision may be subject to change.

All students, parents and carers should be aware that Microsoft Office 365 serves as the primary software used for remote learning at Norlington School. The applications offered as part of the software, primarily Microsoft Teams and Microsoft Outlook, serve as the main communication hubs between students and teaching staff. Other online tools will be used as departments see fit, however, their use and instructions about their use will be communicated, in most cases, via Microsoft Teams.

Importantly, it should be remembered that all login details follow a set pattern. All students should be aware of their username and password.

Usernames: always end in '@norlington.school'

Passwords: the same your child uses in school to access computers

If there are any issues with logging on to Microsoft Office 365 contact:

Student@norlington.school

Thank you

Norlington School and Sixth Form

Remote education provision: information for parents

Norlington School is committed to providing immediate remote learning for students who cannot attend school during the coronavirus outbreak.

This includes students who:

- have tested positive for coronavirus
- are self-isolating due to close contact with someone who has tested positive
- are clinically extremely vulnerable
- are instructed by the government to remain home and receive remote learning.

In accordance with DFE guidance Norlington School will provide remote education commensurate to the core teaching a student would receive in school.

The term remote education encompasses many differing teaching strategies, including:

- Live online lessons
- Recorded lessons
- Assignments of independent learning tasks
- Formative assessments
- Summative assessments
- Independent reading tasks
- Watching educational videos
- Student recording of videos
- Short 'progress check' Q&A sessions with students
- Printed packs created by teachers

This is not an exhaustive list. Different departments will seek to use the possibilities of remote education in ways relevant to the needs of their subject. All types of remote education hold equal standing and should be engaged with fully by students.

1.1. 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.

All students have been provided with a Microsoft 365 account that gives them free access to a range of Microsoft Applications including Word, Power Point, Outlook and Teams. All students are notified of work through Microsoft Teams.

Students in Key Stage 4 (Year 10-11) and Key Stage 5 (Year 12-13) will receive remote education covering all of their core and 'options' subjects.

Students in Key Stage 3 will receive a broad and balance curriculum of remote education in all circumstances.

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

Students who are sent home from school and asked to self-isolate should expect to receive:

- Information about when they will return to in-school teaching
- Remote work provided via Microsoft Teams within 24 hours
- Alternatively, if a student cannot access online materials, printed work materials will be either given to the student to take home or sent to their home.

1.3. 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 in do in school wherever possible and appropriate. However, there may be some adaptations in some subjects due to the nature of particular subjects.

2.1. 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 Three [Year 7 – 9] | 5 hours a day |
| Key Stage Four [Year 10] | 5 hours a day |

| | |
|-------------------------------|---------------|
| Key Stage Four [Year 11] | 5 hours a day |
| Key Stage Five [Year 12 & 13] | 5 hours a day |

3.1. Accessing remote education

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

Norlington School's main remote learning platform is Microsoft Teams. All students have been provided with access to Microsoft Office 365 access. All departments use Microsoft Teams to either assign work to students directly or to notify students of remote work on other online platforms. Online tools used by departments include:

Google Classroom
 Ezyeducation
 Hegarty Maths

The nature of online learning means that departments will explore the use of resources as they see fit. However, for all departments, Microsoft Teams in the central hub for communication with students.

Students Microsoft Teams account can be accessed here: [Office.com](https://office.com)

Alternatively, students can access the Norlington Website, click on 'quick links' and then click 'Office 365 and Teams'.

Students will be prompted to enter their usernames and passwords.
 All usernames end in @norlington.school.
 Passwords are the same that is used on school computers by students.

If there are any issues logging on email: Student@norlington.school with the name and year group of the student affected. Give a short description of the issue and any request you have. We will respond promptly.

3.3. 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 a student lacks access to a suitable device [e.g. laptop or PC]: The school has a very limited number of laptop devices available for students to borrow for a short period of time. They are for students who have no access to a suitable device at home. They

are reserved for situations where a student has no access to any suitable device and their family do not have the financial means to provide him with one. If you feel that your son fits these criteria, please contact the school with details of your claim as soon as possible. Final judgement as to the distribution of devices will rest with the school and will be based on various factors including whether the student is due to complete a formal external examination this academic year. If supplying your child is not possible the school will quickly facilitate alternative remote learning provision e.g. printed materials.

If a student lacks internet connection: The school has a very limited number of devices for internet connectivity available for students to borrow for a short period of time. They are for students who have no internet access at home. They are reserved for situations where a student has no access to any suitable device and their family do not have the financial means to provide him with one. If you feel that your son fits these criteria, please contact the school with details of your claim as soon as possible. Final judgement as to the distribution of devices will rest with the school and will be based on various factors including whether the student is due to complete a formal external examination this academic year. If supplying your child is not possible the school will quickly facilitate alternative remote learning provision e.g. printed materials.

How students can access printed materials: Any students that require printed materials will have them sent to their home address once it is established that they are incapable of accessing online material.

4.1. Engagement and feedback

We recognise the difficulty students may find in engaging in the new type of learning that remote education entails. That is why at Norlington School we take a collaborative approach to student engagement and work with parents/carers in aiming for a smooth as possible transition to remote learning.

4.2. What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

It is the expectation that all students receiving remote education:

- Complete all work assigned to them before any deadline set by their teachers
- Attend all live online lessons they are scheduled to attend unless they provide a valid reason for non-attendance prior to the lesson.
- Check their Microsoft Teams calendar at 8am every morning and at least twice more during each school day.
- Check the assignment area of Microsoft Teams at least three times a day

- Check their Outlook email accounts in the morning and at twice more during each school day.

It is the expectation that parents and carers will support their son/daughter's remote education by:

- Ensuring that, as far as possible, your child has a suitable device to access remote education
- Supporting your child to attend any live lessons scheduled for them
- Supporting your child in completing any independent learning tasks assigned to them
- Supporting your child in completing at least 4 hours of remote education per day
- That you support your child in upholding an effective routine ensuring that they maintain engagement with remote education.

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

Teachers assigning work to students will communicate clear and distinct deadlines that will be expected to be met.

Students who do not meet deadlines or attend live lessons will be contacted by their teachers to ascertain reasons why.

If student engagement with remote education becomes a concern, teachers will contact parents and carers with their concerns. Teacher will usually ask parents or carers to support getting their child back on track with regards to remote learning.

If student engagement with remote education continues to be of concern, then there will be Head of Year involvement and an improvement plan put in place for the student of concern.

4.4. 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.

5.1. 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.

Norlington School's SEN department works closely with all department in school to cater for all SEND students. This is the case with remote education. The requirement for schools to use their best endeavours to secure the special education provision called for by the students' special educational needs remains in place.

Norlington School will work collaboratively with families, putting in place reasonable adjustments as necessary, so that students with SEND can successfully access remote education alongside their peers.

Where a student has a provision specified within their EHC plan, Norlington School, in conjunction with the local authority and any health bodies named, will secure the delivery of this plan. However, there may be times when it becomes very difficult to do so, for example, if they are self-isolating. In this situation, decisions on how the provision can be delivered should be informed by relevant considerations including, the types of services a student can access remotely. These decisions will be considered on a case-by-case basis, avoiding a one size fits all approach.