

Information for parents, carers and pupils about Remote Education 2020/21

Stages of Remote Education

Where a class, bubble or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will offer immediate remote education and access to our DEEP Curriculum via the following staged approaches:

Stage 1: Individual Pupils

- Work, including any 'Key Tasks', will be set in Foldr
- Pupils should follow their usual timetable and use the resources, activities and online links to complete lessons

Stage 2: Classes and/or 'Bubbles'

- Work, including any 'Key Tasks', will be set in Foldr
- Virtual lessons will be offered via Microsoft Teams - **teachers will send an email invitation to join a TEAMS lesson via your child's school email address (see below)**
- Pupils should follow their usual timetable and use information provided in virtual lessons, along with any additional resources in Foldr, to complete work set

Stage 3: Full School Closure

- Work, including any 'Key Tasks', will be set in Foldr
- Virtual lessons will be offered via Microsoft Teams according to a school closure timetable which will be issued at the point of closure
- Pupils should follow the timetable issued and use information provided in virtual lessons, along with any additional resources in Foldr, to complete work set

Planning the school day whilst learning at home



It is really important to try to stick to a routine whilst learning at home and your child should try to follow their school timetable wherever possible. Teachers and departments will be setting work based on the number of lessons your child would normally have each week. By following the usual timetable, your child will be able to complete a good variety of work each

day and finish any tasks set. Learning at home can be very different to learning in a classroom of 29 others. Your child may find that they complete some work quicker than usual. If so, they can take the opportunity to check their work carefully and to make sure the learning sticks! Once they've done that, there are a lots of resources on the virtual enrichment section of the school website ([LINK](#)) that they can use to enrich their learning. Equally, they may find that work takes a little longer to complete without the teacher or their peers around them – they shouldn't be worried about asking for support from their teachers should they need it (see below). There are also lots of links to useful websites in each subject area within Foldr – pupils can use these as sources of information to find videos, worked examples and support via the internet.

Accessing 'Foldr'

All activities, resources and instructions for completing work remotely can be found in 'Foldr' which can be accessed from the [resources page](#) of the school website or via the following web address: foldr.venerablebede.co.uk



Pupils will need their school login details to access Foldr. They will find accessing and editing files much easier if they also log in to their school email account at the same time they log into Foldr, as email accounts will give your child full access to all Microsoft applications, such as Microsoft Word, Excel, PowerPoint etc. Instructions for downloading and editing resources using Foldr can be found via this [\(LINK\)](#)

Instructions for completing work

Following feedback from our Summer 2020 pupil/parent/carer surveys, we have adapted our 'Foldr' structure and further standardised pupil instructions for remote learning. All work in Foldr is consistently organised and instruction sheets, outlining the work that needs to be completed, are the same across the curriculum to ensure your child can access learning as easily as possible. Within each subject area of Foldr, work is structured as follows:

 **Subject**

 **2020-21 REMOTE LEARNING**

 **Year Group**

 **Class Code and Teacher Name**



Remote Learning Instructions for XXXXXXXX.docx

Within in each class folder, there is a word document which is labelled 'Remote Learning Instructions for XXXXXXXX.docx'. This has a weekly list of work to be completed, details and deadlines of any key tasks set and links to activities, resources, teaching videos etc. as appropriate.

What if we don't have online access?

Please contact school, via your child's Head of Year, to let us know if your child can not access remote learning via online tools/platforms. In the first instance, in order to ensure that all pupils can access learning as soon as possible, we will provide printed resources for anyone who does not have suitable online access. The Pastoral and Curriculum teams will then contact you to discuss individual circumstances and work with you and your child to find the best long-term solution. Should you need to contact your child's Head of Year about online access, current Heads of Year are listed, along with their email addresses, here:

Head of Year 7 – Mrs T Willetts (terri.willetts@venerablebede.co.uk)

Head of Year 8 – Mr M Crampton (mike.crampton@venerablebede.co.uk)

Head of Year 9 – Mrs R Scott (rebecca.scott@venerablebede.co.uk)

Head of Year 10 – Mrs D Outen (dawn.ouden@venerablebede.co.uk)

Head of Year 11 – Mr R Earl (bob.earl@venerablebede.co.uk)



Marking and Feedback

Department areas will set **"key tasks"** for your child to complete. These are pieces of work which will be used to provide feedback to your child about their understanding of work set. **Your child should aim to complete these and send them via their school email**

account to their class teacher, (or to the teacher listed on the work should this differ in any way), **by the due date set**.

Key tasks can be found in the Student Resources area of Foldr, (the area where all work will be set), and will be clearly shown via the following labelling:

YEAR XX Key 'Subject' Task DUE 'Date' 2020

Email addresses of teachers will be listed on the pieces of work themselves. Once received, teachers will then mark and provide feedback to your child via the school email system. Please note: Teachers will NOT be able to communicate with pupils via personal email addresses, so it is extremely important that your child sends the work using their **school email account only**. [The current exception to this process is Maths – the Maths department will be using the marking and feedback facility, which allows for direct/secure dialogue, within 'Mathswatch' for specific sets of questions in the first instance.]

Supporting pupils

Where any pupils are unclear about some work set or need some additional support and guidance, they can email their teachers with any questions. Again, teachers will NOT be able to communicate with pupils via personal email addresses - it is extremely important that your child communicates using their **school email account only**. Teachers will respond as quickly as they can, but it must be remembered that email is not an instant form of communication.



A reminder of how to access pupil email accounts

Pupils can access their email account via the resources page of the school website ([LINK](#)). Email addresses for pupils all follow the same format:

aperson23@venerablebede.co.uk

The first letter of
your first name
(lowercase)

Your surname
in full
(lowercase)

The last two digits for
your year of leaving
VB e.g. Leaving in
2023 would be 23

then finally,
@venerablebede.co.uk

If your child has forgotten their password, there is a technical issue form on the school website ([LINK](#)) where they can request that their password is reset. Similarly, if your child encounters any other problems, they can complete this form to let us know. We will work to respond to technical requests as soon as possible but it is not an instant form of communication.

TEAMS Lessons

Virtual lessons will be offered for stages 2 and 3 of remote education. Full instructions about how to use TEAMS are available within each subject area of Foldr:

 **Subject**

 **2020-21 REMOTE LEARNING**

 **Remote Learning Support**



A Pupil Guide to TEAMS

We recommend that pupils check for an email link to a 'live' lesson 5-10 minutes before their usual timetabled lesson is due to start. This helps to ensure that TEAMS calendars reflect current circumstances, minimises cancellations wherever possible and avoids disappointment and/or confusion should a member of staff be absent or if there are technical issues that affect our ability to offer a TEAMS lesson. Usually, the 'live' lesson will be followed by tasks set in Foldr and all resources in Foldr will mirror those delivered during the 'live' lesson.

When using Microsoft TEAMS to access live lessons, we expect pupils to:

- follow the school rules of READY, RESPECTFUL and SAFE when working remotely
- make sure that all communication with other pupils and teachers is responsible and sensible
- keep their microphones on mute and cameras turned off for ALL online TEAMS lessons
- respectfully ask the teacher any questions they may have via the conversation function during online lessons or via email after the lesson
- complete the work set in Foldr after a live lesson
- email any KEY TASKS to their teacher for marking
- understand that TEAMS lessons will be recorded and may be stored in Foldr for use by any pupil who missed the live conferencing
- avoid sharing resources or videos created by teachers with anyone who is not a pupil or member of staff at Venerable Bede CE Academy

