

13 January 2021

Dear Parents/carers

Home Learning

Firstly can I thank you all for your patience and understanding during the first weeks of term as we all get used to this form of teaching and learning. We fully appreciate that the current circumstances present real challenges for many families who all find themselves in very different situations at the moment. I would also like to take this opportunity to thank all of you who have been in touch with us to express your appreciation for the work we are doing to support students in their learning, your comments are very much appreciated by all the staff in the school.

We would like to provide you with some clear information about what you can expect the school to provide for students in terms of learning from home, and what level of engagement of students we expect in return. The school is keeping registers for all students' attendance to lessons and will contact you if your son/daughter is not engaging with online learning.

Online Learning

Students in all year groups are expected to follow the lessons on their usual timetable. Copies of timetables can be provided by the school if you contact the relevant Head of Year.

Please note the timings for Wednesday lessons are now the same as other weekdays.

All Year Groups

Students are expected to log-into their Google classroom according to their timetable and class code. The class codes are available on the school website, students need to join each of their class groups. For the first 15 minutes of each lesson teachers will be online to present the lesson, and provide the opportunity for questions and answers. They will give verbal feedback and ensure students are clear about the expectations of the work set for the remainder of the lesson. Students should then complete and return the work set via the google classroom within 24 hours of the lesson taking place.

Key Stage 3

Some practical subjects will be project based: Music, Drama and PE have provided activity-based lessons to reduce 'screen-time' for students. Students are expected to engage with these subjects and complete the work set.

Some returned lessons will receive a mark through the 'marks' function, this may not be appropriate for all individual lessons or activities.

Students work will receive written feedback from the class teacher through the 'private message' box according to the following frequency:

Maths, English, Science, History, Geography, Spanish / French - once a fortnight
Other subjects - every 3 weeks.

www.wellingschool-tkat.org

Headteacher:

Mr R Pett BA Hons, MA, NPQH

Executive Headteacher:

Mr D Hatley B.Ed (Hons), NPQH

Welling School
Elsa Road,
Welling,
Kent, DA16 1LB

Tel: 020 8304 8531

Fax: 020 8301 6414

Email: admin@wellingschool-tkat.org

Twitter: @welling_school



Key Stage 4

Some lessons will receive a mark through the 'marks' function as appropriate, this may not be appropriate for all lessons or activities, so frequency will vary.

Students work will receive written feedback from the class teacher through the 'private message' box according to the following frequency:

Maths, English, Science - once a week
Option subjects - once a fortnight

Key Stage 5

Students will receive marks and written feedback for work submitted no less than once a week and as appropriate to content and activities.

If you are not able to provide IT access at home you should notify the school of this immediately. Paper resources can be provided. These should be completed and returned weekly if possible.

If you have any questions regarding the arrangements in place, please first contact the Head of Faculty via email if it is a subject-based enquiry or the Head of Year if you have any pastoral concerns or information to share regarding your son/daughter's well-being.

We would also like to invite you to join an online meeting with Mr Charlie Gibbons (Director of Learning) to share information and offer support with the online learning platform. The code to join this meeting is listed below with the date of the meeting offered.

Wednesday 20th 6pm:

meet.google.com/sxm-boji-vtz

Thank you again for your support in these challenging times.

Yours faithfully



Ms Major
Deputy Headteacher

Welling School Remote Education Provision: Information For Parent/Carers January 2021

This information is intended to provide clarity and transparency to students and parent/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 students at home

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.

What should my child expect from immediate remote education on the first day or two of students being sent home?

In the first day or two of remote education students will be able to access online education through Google classrooms. The codes for each subject are available on the school's website. The initial lessons may comprise lessons from the Oak Academy in core and EBacc subjects only as we review our full curriculum content to meet the needs of remote learning.

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 will broadly teach the same curriculum as we do in school. There will be changes to the way practical subjects such as Drama, Music and DT at Key Stage 3 are delivered to make the content accessible for students working at home. Key Stage 4 practical options will continue to deliver lessons that meet exam specification requirements wherever this is possible.

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:

Students will follow their timetable for each day as if in school.

Key Stage 3 and 4	5 hours per day
Key Stage 5	5 hours per day + independent study

Accessing remote education

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

Students will access their work online through the Google Classroom platform. Students must ensure they have 'signed in' to each of their classes using the specific google code. Codes for each class group are available on the school website

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 students may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- If students have no laptop or tablet at home, parent/carers can contact the school via the enquiries email address (enquiries@wellingschool-tkat.org) to request a device. Laptops will be prioritised to students who qualify for free school meals, although additional numbers of devices are expected to be available.
- Information about this can be found on the FAQ sheet posted home to all parent/carers and available on the school website. Parent/carers will also be asked about access to online learning during a 'welfare' call which will take place at least once a fortnight.
- Devices will be lent subject to a parent/carers signing for responsibility for the reasonable care of the device whilst it is not on school premises. These forms are available on application through the enquiries email address. Please title your email 'chrome book request' and include the name and year group of the student in the body of the email.
- If further support with broadband capacity is required, this should be communicated through the same enquiries email address.
- If a student would prefer printed material this request can be made through the enquiries address or by directly emailing the appropriate Head of Year. Please allow 24 hours for printing to be completed. This should be collected for the week ahead and returned at the end of the week's lessons.

How will my child be taught remotely?

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

- Live teaching (online lessons).
- Recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers).
- Printed paper packs produced by teachers (e.g. workbooks, worksheets).
- 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.

Wherever possible, all lessons will include a live-element of teaching by the class teacher. This will be at the start of every timetabled lesson for 15-20 minutes. During this time the teacher will provide: explanation of the lesson content, question students on their understanding, provide opportunities to discuss misconceptions and give verbal praise and feedback. Students will be given the opportunity to raise any questions about the content of the lesson with the teacher. Students may use the 'comments' stream to raise questions or be asked by the teacher to turn on their microphone. Students must have

cameras and microphones turned OFF at all other times during the live element of lessons.

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?

Students are all expected to attend live lessons unless we have been notified of illness or other barriers. Parent/carers should inform the school in the normal way. The easiest way to do this is via email (attendance@wellingschool-tkat.org).

The rules regarding expectations of behaviour in the Google Classroom will be displayed on screen at the start of each lesson. Any breaches of these rules will result in the student being removed by the teacher from that session, parent/carers will be informed of the reasons for this. Students will be expected to return to the next live lesson.

Parent/carers should encourage students to keep to the daily routine of school so that they are aware of their timetable for the day and log into the Google Classroom in good time for the lessons. Breaks away from the screen, meals etc. should be planned to fit around the live-learning elements.

Parent/carers should encourage students to find a quiet working space if available and avoid distractions such as mobile phones when taking part in the live element. Following the live element students will be set tasks to complete and return these within 24 hours.

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

Teachers will record attendance to live lessons and keep records of work returned, this is analysed on a weekly basis. Parent/carers and students also have access to a record of work completed or missed through the 'marks' page in the Google Classroom.

Every week we will assess student engagement across each subject for the week. If engagement is a concern we will inform parents via parent mail weekly. This will also be raised during the 'welfare calls' made by the pastoral support team - this is primarily to identify if any additional support is required.

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 student work is as follows:

- Instant feedback via online platforms: Hegety maths and google quizzes.
- A mark via the google 'marks' function according to the content of the lesson.
- Whole class verbal feedback during the live lesson element of teaching.
- Questioning in the google classroom.
- Written feedback via the 'private message function'.

How frequent will written feedback be?

KS3 - Once a fortnight

KS4 - Once a week

KS5 - At least once a week

Written feedback will include: praise, formative comments on how to improve, identifying and correcting misconceptions in work, specific exam-courses related feedback for KS4 and KS5.

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 students, for example some students 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 parent/carers to support those pupils in the following ways:

- Teacher's will initially differentiate lessons according to the need in their class. If this is not providing access to the lesson content for any student, parent/carers should contact the Head of Faculty/Department outlining their concern with accessibility to content so amendments can be made to teaching resources.
- Parent/carers of a child with an EHC plan or otherwise identified as vulnerable will be contacted at least weekly by the school to discuss welfare and participation in online learning.
- Parent/carers of children who are 'Looked After' will be contacted daily by the school to discuss welfare and participation in online learning.
- The school SENCO can be contacted directly to discuss specific challenges and needs of any student with additional educational needs at: naas.swart@wellingschool-tkat.org

Remote education for self-isolating pupils

Where individual students 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?

If a student is self-isolating while their peers are in school, work will be provided through the 'Study Hub' facility on the school website. This provides curriculum-linked online learning including video instruction and online assessment and feedback. This is currently available for all core and EBacc subjects. Students in KS4 studying technical and vocational qualifications will have their work provided through the google classroom. Key Stage 5 students will be provided work through the Google classroom for each lesson they miss in school.