# Manchester Secondary Pupil Referral Unit 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 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?

1. A work-pack will be collated and delivered to you with a copy of the timetable for your child’s Centre.
2. Copies of CGP workbooks and revision guides have been provided for core subjects.
3. A member of the Centre team will contact you to discuss whether you have appropriate technology for your child to access remote learning at home. You will be offered the opportunity to loan equipment, if that is necessary.
4. Live streamed lessons and off-line activities will be planned during this time and they will be communicated to you from the third day.

### 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?

* In the majority of our Centres 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, we have had to adapt our Universal Sport, Carousel and PSHE offers due to the restrictions placed on us in lockdown/isolation.

## 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 | Our timetable is deliberately planned to meet the needs of our students. At each Key Stage and within each Centre, the balance between online, live streamed lessons and offline, independent work will vary. The number of subjects studied, and the time allocated to each subject, will be communicated by your child’s Centre Manager. As a guide, we aim to meet the Government’s guidance of up to five hours of remote education per day. |

## Accessing remote education

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

Digital tools used for remote education vary between Centres and Key Stages. The appropriate online websites/apps will be communicated by your child’s Centre Manager. For MSPRU Core Centres your child will have a school Microsoft Office 365 account. Live streamed lessons are delivered through ‘Teams’ and assignments set either in Teams or through emails to your child’s email account. Other site used across subjects include:

* Seesaw
* Mathswatch
* Youtube
* BBC Bitesize

### 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:

In this section, please provide high-level information (where applicable, and ensuring parents know how to contact the school for further details) about:

* Your child’s Centre Manager will provide details of how you can request support with a laptop, tablet or internet connectivity
* If you do not have access to a printer, and paper copies of the task is required, these will be provided by the Centre. All Centres will provide a home study pack which will include basic equipment and exercise books.
* It may be possible to use a mobile phone to take photographs of completed work which can be emailed to your child’s Centre Manager. Otherwise, hard copies of completed work can be returned to your Centre Manager who will scan it and distribute it to the appropriate teacher.

### How will my child be taught remotely?

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

* live teaching (online lessons)
* recorded teaching (e.g. Oak National Academy lessons, BBC Bitesize 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

## 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 that pupils working at home will be able to follow the timetable provided by the Centre Manager. For younger pupils, parents may need to support their understanding of the timings for each session. Specific expectations include:

* Pupils will be online at the start of any live streamed activities to meet with the teacher and discuss the lesson/tasks.
* Pupils are expected to complete all work set. Should your child require further work in a particular subject they should request it directly from the class teacher.
* Parents should support their child to maintain good sleeping habits and support them to be ready to learn at the start of the day.
* Parents should discuss with their child whether they are able to engage with the lesson at home. Any problems should be reported to your child’s Centre Manager.

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

* Every day, your child’s engagement with each timetabled session will be recorded by the teacher and Centre Manager as either Full (F), Partial (P) or No engagement (0).
* When engagement is judged to be a concern, a member of staff from your child’s Centre will telephone you to discuss these concerns.

### How will you assess my child’s work and progress?

The school’s policy for assessment and feedback on Remote Learning activities mirrors that for any of our face-to-face learning activities. Staff will use a range of tasks to assess pupils’ learning and this will determine the sort of feedback given.

**Assessment**

The majority of subject teachers have identified online learning resources or are developing electronic assessment resources which are shared through email, Microsoft Teams or using Microsoft Forms. These will be a mixture of:

* Paper based activities
* Self-marking quizzes (eg Microsoft Forms)
* Short-answer and Long-answer electronic worksheets (eg Microsoft Forms)
* Online learning platforms (eg Dr Frost, Mathswatch, etc … )

**Feedback**

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. In live-streamed lessons teachers will provide prompt, verbal feedback whenever possible.

* Feedback for self-marking quizzes or online learning platforms should be instantaneous.
* For other tasks, where it is possible, teachers aim to provide feedback as part of their review at the end of the lesson.
* Where a substantial, extended writing task has been undertaken, feedback will be more detailed and may take a little longer to return.

## 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:

* In the first instance, any pupil who cannot access the Remote Learning offer at home will be identified as ‘vulnerable’ and will be entitled to an on-site education offer.
* Teachers have received training in providing adapted resources to support pupils with specific special educational needs or disabilities.
* The school’s SEND team are available to offer individualised support to parents or pupils who are having difficulty accessing the learning at home. A referral for support can be made via your child’s Centre Manager.

## 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?

Due to the number of pupils in Manchester Secondary PRU who are eligible for a face-to-face offer in their Learning Centre we have developed a range of approaches to dealing with this regularly occurring issue.

* In some Centres, teachers are teaching to a group in the Centre and simultaneously live streaming lessons to pupils at home.
* Where this is not possible work packs are provided to the students learning at home which match the work being studied by the students in the Centre.

In this way we aim to ensure that the self-isolating students who are studying at home do not fall behind.