Woolwich Polytechnic School for Girls
Remote education provision: information for parents and carers

This information is intended to provide clarity and transparency to pupils and parents/carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home. For more detailed information, see the **PolyMAT Remote Learning Policy** on our website
https://www.woolwichpolygirls.com/policies--procedures/84.html

For details of what to expect where individual pupils are self-isolating, please see this section of this document.

The remote curriculum: what is taught to pupils at home

*"**Education is not optional-** all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.*
***The curriculum remains broad and ambitious -** all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment." DfE guidance 2/10/2020*

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?

In the case where schools are open and your child is sent home, they will be provided with booklets for their subjects which they must work through at home. Teachers will send live lesson links to pupils on microsoft teams (https://teams.microsoft.com), so that pupils can follow their remote learning timetable to attend lessons. Microsoft teams will be the main hub for pupils to access lessons, resources and a way to communicate directly with their subject teachers.

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 line with recent government guidelines, all subjects have designed a condensed COVID curriculum which covers key concepts of the curriculum that are essential to your child's progress. This however may vary slightly depending on subject due to the online method of delivery. If you would like more information about the curriculum, please do not hesitate to email the head of department responsible.

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:

Year 7 and Year 8: **5 hours**

Remote Learning Timetables

Year 7

Day	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9:00	Form Time	Form Time	Form Time	Form Time	Form Time
9:05-10:05 10:10-11:10	English Drama	Maths Art	French English	Maths PE	Science Music
11:10-11:30	Break	Break	Break	Break	Break
11:30-12:30	Geography	Computing	Science	DT	History
12:30 -13:30	Lunchtime	Lunchtime	Lunchtime	Lunchtime	Lunchtime
13:30-14:00	Reading (30 mins)	Reading (30 mins)	EBC	Reading (30 mins)	Reading (30 mins)
14:00-15:00	Catch-up Session	Catch-up Session	Catch-up Session	Catch-up Session	Catch-up Session

Year 8

Day	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9:00	Form Time	Form Time	Form Time	Form Time	Form Time
9:05-10:05 10:10-11:10	Science Music	English Drama	Maths Science	English Art	Maths PE
11:10-11:30	Break	Break	Break	Break	Break
11:30-12:30	History	Geography	French	Computing	DT
12:30 -13:30	Lunchtime	Lunchtime	Lunchtime	Lunchtime	Lunchtime
13:30-14:00	Reading (30 mins)	Reading (30 mins)	EBC	Reading (30 mins)	Reading (30 mins)
14:00-15:00	Catch-up Session	Catch-up Session	Catch-up Session	Catch-up Session	Catch-up Session

Accessing remote education

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

We will deliver remote teaching and learning through Microsoft Teams (https://teams.microsoft.com). Your daughter will be able to login to this platform using their email address and the same password she uses to log on to the school computers. The school may utilize additional platforms when setting work (e.g. Hegarty Maths, Oak National Academy) - this will be outlined in the assignments set via Microsoft Teams.

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:

- We may issue or lend a laptop or tablet to your child. This is subject to availability (which is limited).
- We may issue or lend a device that enables an internet connection (dongles) to your child. This is subject to availability (which is limited).
- We may offer your child a place in our on-site "hub" as part of our provision for vulnerable pupils. This is subject to availability (which is limited).
- We may provide printed materials for students to study from, if none of the other options are available. In this situation, pupils will be provided with details of how they can return work to their teachers (usually by post).

For further information on any of the above, please contact the appropriate Head of Year.

How will my child be taught remotely?

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

- live teaching (online lessons in Microsoft Teams)
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- pre-quizzes and exit ticket quizzes on Ms Forms to assess progress made
- independent tasks (e.g. digital assignments in Microsoft Teams)
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- printed paper packs produced by teachers (e.g. workbooks, worksheets) – usually by request

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?

- Your child must check school emails and teams daily as this is our main form of communication during lockdown.
- Your child is expected to attend morning form registration at 8:45am
- Your child is expected to attend weekly assembly at 8:45am
- Your child is expected to attend all live lessons scheduled in Microsoft Teams according to the published timetable.
- Your child is expected to complete all work set by teachers and compete pre quizzes and exit ticket quizzes at the end of each lesson via Microsoft Teams using MS Forms by the published hand-in dates.
- Your child is expected to abide by our rules for engaging in live lessons, including keeping themselves muted, only using the chat space for work-related discussions, and following teachers' instructions.

- Your child should have a paper/ pen (and other resources required) available for the live and pre-recorded lessons
- You should ensure that your child has a quiet/ organized space in which to work and encourage them to show you the work they are producing. There is no requirement for you to support them during live lessons.
- If your daughter is unwell to attend lessons, please call the school office so information can be passed to appropriate subject teachers. All our lessons are recorded, and your daughter will be expected to catch up with any material and tasks missed once she feels better.
- If your child no longer has space in the dark green self-quizzing book provided by school, she may work on any other appropriate paper. This must be kept safe to show teachers upon her return.

Online lesson etiquette for students:
- In advance of the lesson, set up your space. This should be somewhere quiet, preferably with a neutral wall behind you and must not be in your bedroom
- Make sure you are dressed appropriately
- Warn others in your house you are about to go online
- Make sure you are muted when not talking
- Respect others
- Ask questions using chat
- Think before you write
- Use the raise your hand feature if you want to ask a question live
- Always use formal language

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?
- Tutors will take a register during the remote registration period each morning at 8:45am, and you will be contacted on the day if your child is not present.
- Form tutors will weekly update you on your daughter progress, check on your daughter's well-being and address any concerns raised by subject teachers.
- Heads of Year will have an overview of daily and weekly live lesson attendance, and you will be contacted if your child's attendance to live lessons is below 80%.
- Subject Teachers will have an overview of task/ assignment completion, and will pass on concerns to Heads of Year, who may then contact you to discuss their concerns.
- Communication will take place with you via Weduc, or in some cases via telephone calls
- When concerns are raised, we expect that your child will immediately rectify these.

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:

A mixture of:

- Daily self-marking quizzes through Microsoft Forms (or other 3rd-party quiz products, HegartyMaths etc.)
- Whole-class feedback during live lessons following sample marking of the work that students have submitted
- Regular Q&A, and other formative assessment activities, during live lessons to provide ongoing feedback
- Individual feedback on specific assignments using a simple grading rubric (mostly used for written work)

Your child will receive feedback via a combination of the above methods from each subject every week. They may also receive personalized feedback on assignments submitted (where this is deemed suitable).

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:

- We will provide information, advice and guidance to help you support your child (as required) when accessing remote education. This advice includes:
  - Ensuring your child understands what is expected of them
  - Discussing the work set with your child
  - Encouraging your child to write down key words and sentence starters
  - Checking your child's understanding, and if necessary, re-explaining
  - Helping your child with task timing
  - Giving praise and encouragement
  - Reading or repeating instructions for your child
  - Encouraging your child to write down difficult spellings
  - Avoiding pressuring your child unnecessarily
  - Encouraging your child to take rest and movement breaks if needed
  - Build in fresh air breaks/walks to your child's schedule
- We may provide your child with paper-based resource packs (where appropriate);
- We may offer your child a place in our on-site "hub" as part of our provision

for vulnerable pupils, where they will continue to receive support from LSAs/ Mentors/ Counsellors and other staff. This is subject to availability (which is limited);

- We will contact you and/ or your child for regular check-ins to make sure your child is accessing remote education;
- We will continue to keep in contact with external agencies in order to ensure your child is getting the level of support they require.

For individual strategies and concerns, please contact the SENCO,
Mrs S Dizel-Cubuca (SDizel-Cubuca@woolwichpolygirls.co.uk)

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?

This section applies in situations where school remains open and working as normal, but an individual student is unable to attend lessons as normal for a period of 3 or more days but is otherwise well and able to work, e.g. a period of advised self-isolation or an absence that has been authorised by the school in advance.

In these cases, the school will provide the following, coordinated in the first instance by the student's Form Tutor and overviewed by Head of Year.

- Form tutors will request that Subject Teachers after consultation with the Subject Leaders provide a suitable task or tasks and will share these with parents/carers via an appropriate means e.g. email, Ms Teams, Hegarty Maths, etc. Class teachers to share live stream/record lessons via Ms Teams with individual students if possible and appropriate. However, printed materials must be posted home if a student has no access to computer or internet at home.
- SENCO will work with families and coordinate support needed e.g. teaching assistants phone calls, video conference on Ms Teams, etc.
- If an absence of this sort continues for more than one week, additional work should be requested by parents/carers and provided by Form Tutors on a weekly basis until the student is able to return to school.
- Form Tutors will call parents/carers at least once a week to monitor student's engagement and progress, offer support with tasks and check on student's well-being. Any safeguarding concerns must be immediately reported to the DLS – Ms Emma Smith.
- Subject teachers will check tasks completed by students on their return to assess progress made and plan appropriate interventions if needed. Subject teachers will provide brief feedback highlighting 3 strengths and 3 areas for development. These will be shared with parents/carers via an appropriate means e.g. email, phone call, etc.

Issues in setting work, please talk to the relevant Subject Lead:

▪ English	Miss A Shadbolt	AShadbolt@woolwichpolygirls.co.uk
▪ Maths	Mr G Adomako	GAdomako@woolwichpolygirls.co.uk
▪ Science	Ms L Osbourne	LOsbourne@woolwichpolygirls.co.uk
▪ Geography	Miss E Parrott	EParrott@woolwichpolygirls.co.uk
▪ History	Miss A Cleland	ACleland@woolwichpoly.co.uk
▪ MFL	Mrs P Alamu	PAlamu@woolwichpolygirls.co.uk
▪ Art	Miss S Lyle	SLyle@woolwichpolygirls.co.uk
▪ Computing	Ms L Tipper	YTipper@woolwichpolygirls.co.uk
▪ Design & Technology	Mrs L Almond	LAlmond@woolwichpolygirls.co.uk
▪ Drama	Mrs. H. Azman	HAzman@woolwichpolygirls.co.uk
▪ Music	Ms J Stamp	JStamp@woolwichpolygirls.co.uk
▪ PE	Mrs Z Hodgson	ZHodgson@woolwichpolygirls.co.uk

Issues with behaviour, workload or wellbeing, please talk to the relevant Head of Year:
- Year 7 Mr M McLeggan (MMcLeggan@woolwichpolygirls.co.uk)
- Year 8   Mr T Leadbetter (TLeadbetter@woolwichpolygirls.co.uk)

SENCO - Mrs S Dizel-Cubuca (SDizel-Cubuca@woolwichpolygirls.co.uk)

Issues with IT systems and devices landed by school, please email
Helpdesk@woolwichpoly.co.uk

Concerns about safeguarding – talk to the DSL Ms Emma Smith
(ESmith@woolwichpolygirls.co.uk)

- https://classroom.thenational.academy/ (additional recorded lessons)

- https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3

- https://www.mathsgenie.co.uk/gcse.html

- https://corbettmaths.com/contents/

- https://hegartymaths.com
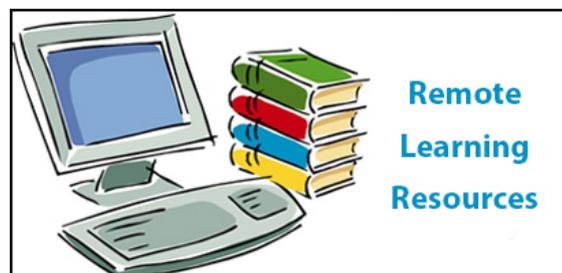
Reading Resources

Here is a list of various ways you can access books, ebooks and audiobooks whilst the school is closed.

Ebooks: https://woolwichpolygirls.eplatform.co

This is our school subscription to books online, where you can download ebooks and read them on any computer/smart phone/tablet.

1. Either download the "ePlatform" app (by Wheelers books) on a tablet or smartphone and find our school. OR go to https://woolwichpolygirls.eplatform.co (no, there isn't a .uk on the end)

2. Enter your barcode/username which is the enrolment number which is on your lanyard

3. Enter your password which is 'library1'

4. You can then either download a book you want to read or, if someone has already borrowed it, request to have it when they have finished it.

Greenwich Libraries

If you go into any branch of Greenwich libraries, they have agreed that Woolwich Poly Girls will be allowed to join without an adult with them, so long as you take your school badge (the one you wear on your lanyard) with you and the letter which states that the school is closed.

You will need to know your address and postcode, and if you have something with this written on, then the person who joins you will be very pleased! It makes their jobs much easier.

This will give you access to any books they have in stock - you will be able to take two at a time – as well as short slots on their computers.

If you have a library card already which your parent/guardian got for you, or you are able to take a parent/guardian with you, then you will be able to borrow up to 20 books at a time.

Audiobooks & Ebooks

Greenwich Libraries - Libby App

If you have your library card for Greenwich Libraries (see above how to join) then you can access their app, which is called 'Libby', where you can download audiobooks and ebooks for free. If you need any help downloading and logging into this, you are welcome to email me – but the only information you need for it is the barcode number which is on the back of your library card.

· Download 'Libby' app – it has a purple logo with a head reading a blue book.

· Select which libraries you use – Greenwich (but make sure you pick Greenwich, London as Greenwich in New York is also there and you won't be able to log in if you pick the wrong one!)

· Enter the barcode from the back of your library card. You should not need a password.

Any problems with any of the above, please email our librarian:
rspencer@woolwichpolygirls.co.uk