

TITLE: Remote Learning Procedure UTCH	REF: GOV120.2	VERSION: Version 1
APPROVAL BODY: Principal	DATE: 20/01/2021	REVIEW DATE:
LEAD PERSON:		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. Version 1	Principal	New procedure

Remote Learning Procedure – UTC Heathrow

Our mission is “to deliver excellence in education and to transform lives through learning”, bringing to life our core values of empowerment, enterprise, connectedness and transformation. We work hard to ignite confidence, expand opportunities, energise the community and generate prosperity.

These values are further supported by [our learning philosophy](#), rooted in the dynamics between the brain, motivation and our emotions.

Statement

This procedure sets out expectations regarding remote learning

Principles

- We believe that every learning is important and may have needs that require teaching and learning environment and resources reasonable adaptation.
- The most impact in learning happens when learners know why, how etc therefore we seek to provide learning through practical experience etc.
- As an organisation we seek opportunities to embed learning and make knowledge and skills relevant to the learning.

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 if 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 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?

Week beginning 4th January 2021

A Normal timetable followed by all Year groups.

Live lessons for Y11 and Y13.

Remote lessons and work set via MS Teams, GCSEPod, Vidlearn, MathsWatch and Oak National Academy. Some students will be completing work sent home.

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 do in school.
- 9am – 3pm. 60-minute lessons made up of live and/or independent lessons.
- Students will follow their timetable as normal.

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:

Secondary school-aged pupils not working towards formal qualifications this year	5 hours
Secondary school-aged pupils working towards formal qualifications this year	5 hours

Accessing remote education

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

If you are using online tools or digital platforms, either for delivery or for assessment, please share the names of these resources.

- ClassCharts, Seneca Learning
- GCSEPod
- Mathswatch
- Vidlearn
- Oak National Academy and BBC bitesize
- MS 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:

How we issue or lend laptops or tablets to pupils - where can parents or carers can find more information?

- Contact School via email or phone. info@heathrow-utc.org or 01923 602130

How we issue or lend devices that enable an internet connection (for example, routers or dongles) - where can parents or carers can find more information?

- Contact School via email or phone. info@heathrow-utc.org or 01923 602130

How pupils can access any printed materials needed if they do not have online access

- Printed materials posted home or collected by parent.

How pupils can submit work to their teachers if they do not have online access

- Parents can drop off pack for marking or arrange for us to collect.

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, 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.

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 all students to attend online lessons. Attendance will be monitored by teachers, the pastoral team and SLT.
- We expect parents to support with set routines.
- We will regularly contact home for all.
- We will feedback weekly to pupils.

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

We will check daily to see if your child is engaging with their work. We will inform parents and carers via the following means:

- Class charts contact via App
- Emails home
- Phone calls from the pastoral team
- Phone calls by subject leaders
- Phone calls by SLT

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:

- digital platform marking
- formative feedback
- quizzes using MS forms and others
- exam questions
- extended writing pieces

how often pupils will receive feedback on their work?

- weekly

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:

- Invite students in as part of vulnerable group to work with LSAs.
- Regular feedback to parents via SEND Team.
- Arrange a time slot where the LSA can work with student via MS Teams.
- Support arranged via LA.

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?

- Independent work will be set in MS Teams.
- Resources and activities will be available on MS Teams for students to complete when they can.
- Submission via MS Teams.
- Once self-isolation has finished, contact is made to assess what the student has been able to complete and support via send team to catch up

[Links with other policies](#)

This procedure is linked to our:

- Behaviour policy
- Behaviour policy coronavirus addendum
- Child protection
- Child protection policy coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Remote learning policy
- Staff standards of conduct policy