



Tunbridge Wells Girls' Grammar School

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Remote Education Provision at Tunbridge Wells Girls' Grammar School – Information for Parents

Section A - The remote curriculum – what is taught to pupils at home.

Sections A-C are intended to cover what happens during a full school closure. For information regarding expectations if your child is self-isolating, please see Section D. This document operates alongside the "TWGGS Guide to Home Learning for Pupils and Parents" that was issued to all parents and pupils at the start of the academic year.

What should my child expect from remote education when my child is sent home from school?

Following a full school closure, the school will continue to offer the same curriculum as if pupils were in school. The teachers will deliver live teaching for the majority of lessons. Some may be delivered through pre-recorded teaching. This will start from the day after the school closes. Lessons may include assessments that are completed within the lesson time. Textbooks have been issued to pupils. Subjects unable to do this have provided access to digital textbooks.

Will my child be taught the same curriculum as they would if they were in school?

Yes - although subjects may reorder the curriculum to best suit remote learning. For example, particularly challenging material may be kept for when pupils return to school, unless circumstances do not allow this, or if a unit of work involves an educational visit, this may be delayed until later in the academic year.

Section B - Remote Teaching and Study time each day

Accessing Remote Education

How will my child access any online remote education that is provided?

Remote Learning is provided through Google's G-Suite for Education. All pupils have access to this platform through their school login details, and have received training in using this platform in school. G-Suite can be accessed on any internet enabled device. If you are using a tablet or mobile phone to access remote learning, then it is highly recommended that the following apps are downloaded to make remote learning function smoothly:

- **G-mail** - this is vitally important for communication between the school, staff and pupils. On a phone/tablet, you can add the school email account through the account menu in Gmail accessed by tapping on the initial in the top right hand corner.
- **Google Drive** - this is the cloud based storage area where departments have stored resources for pupil access.
- **Google Classroom** - staff will be using this to set work for pupils.

- **Google Docs** - works similarly to Word.
- **Google Sheets** - works similarly to Excel.
- **Google Slides** - works similarly to Powerpoint.
- **Google Meet** - teachers will use Google Meet to livestream and record lessons. Meet can also be accessed through GMail and Google Classroom.
- **Adobe Scan** - this free app allows pupils to take a photo of their work, which is then turned into a scanned pdf file which can be sent to their teachers for marking. This is particularly important for any hand written tasks, assessments or exam questions that may be set, and pupils with limited computer / printer access.

Once all these apps are downloaded, pupils will have access to everything they need to be able to complete and submit work at home, store all of their work, which cannot be lost as Google Drive is cloud based, and attend virtual lessons.

If my child does not have digital access or online access at home, how will they be supported to access remote education?

It is important that the school knows if a pupil does not have any access to an internet enabled device. Please inform Mrs Wybar if this is the case so arrangements can be made to provide your child with appropriate technology to access remote learning. The school has laptops which can be loaned to pupils needing them.

Pupils without access to a computer can still access their email, work, and virtual lessons through their phones or tablets, and return work to staff to mark as long as the appropriate applications are downloaded. If pupils need specific materials printed, they should inform their teacher, who may be able to make arrangements for these to be printed and posted; if pupils encounter problems with this, they should contact their Director of Achievement, who will ensure the pupils receive the materials required. Information has been sent to parents regarding the capacity to increase data allowances for those pupils dependent on mobile devices. The school has received a number of responses. If this applies to you, or you lose your broadband and become reliant on mobile technology, then please complete the Google Form accessed by this link so the school can apply for data increases on your behalf.

<https://forms.gle/dVfcz8hC2TxLT4UC7>

If pupils are unable to submit work remotely, then they may hand work into the school Reception, from where the teacher will collect it, and return it marked via the same route. Additional exercise books, etc are provided for pupils informally through requests to teachers, and more formally through an ordering system arranged when bulk orders are required.

How long can I expect work set by the school to take my child each day?

The school will continue to follow the timetable for each pupil. This means that KS3 and KS4 pupils will have five lessons of teaching on a Monday to Thursday and four lessons on a Friday.

KS5 pupils will follow the same lesson pattern as normal.

The following adjustments have been made to the school day:

- Lessons are 55 minutes instead of an hour to give pupils a break from the screen between lessons and to allow time to print material and transition between lessons appropriately.
- Y 9, 10 and 11 pupils have had their lunch break increased to an hour, so the afternoon break has been removed.
- Homework has been reduced to help support pupil wellbeing.

Engagement and Feedback

What are the expectations for my child's engagement and the support we as parents or carers should provide at home?

The school expects pupils to be present, punctual, and ready to engage in their live lessons. Help your child maintain an effective routine that keeps them closely aligned with the school day.

Cameras on laptops, tablets and phones should be turned on (if possible) and pupils should be ready to unmute themselves to answer questions. Pupils will be expected to participate in class discussions and verbal activities as they would be in a normal classroom situation. If pupils do not have a microphone, then they should expect to have to answer questions via the chat function. On many devices, backgrounds can be blurred or customised on Google Meet. Pupils are welcome to do this, although custom backgrounds should be appropriate, should not be a distraction, and can affect wifi speeds.

Staff will issue work to pupils in time for their lessons, and often well in advance. Pupils must make sure that they have materials ready, printed if possible, and to hand so that they do not impact on the pace of lessons.

Behaviour should match the high standards that pupils set themselves in school. It is not appropriate to be applying beauty products, brushing hair or otherwise modifying one's appearance during lessons. Pupils should be dressed appropriately. Mobile phones should only be present in lessons if they are the device through which a pupil accesses the lesson, or they are required as part of the lesson.

Pupils should remember that all live lessons are recorded and that these recordings include any comments on the chat function. Poor behaviour will be reported to Curriculum Leaders, Directors of Achievement and the Senior Leadership Team in turn. Members of staff possess the ability to mute pupils, turn off the chat function, and to remove them from the lesson. This would be a last resort if pupil behaviour were of a particular concern.

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

Live lessons mean that a very effective picture can be built of pupil engagement. Pupils who do not turn up to lessons, do not participate, turn cameras off, do not complete work and miss deadlines will be reported to Curriculum Leaders, Directors of Achievement and the Senior Leadership Team in turn. Directors of Achievement are conducting daily checks of pupil attendance and engagement and will contact parents of pupils who are a concern on a weekly basis.

How will the school assess my child's work and progress?

Live lessons mean that pupils will be assessed as close to how this would operate in a normal classroom situation as possible. Assessment of pupil progress is at the heart of every lesson, and will remain so during this live lesson delivery. Pupils should expect to be questioned directly to gauge their understanding. Staff will use a variety of quizzes, mini tests and questioning strategies to gauge pupil knowledge and understanding, and provide feedback to them on a lesson to lesson basis.

Work to be marked can be submitted on Google Classroom and provides the mechanism for staff to provide detailed feedback. Graded assessments and end of unit tests can be sat remotely. Pupils should follow staff instructions very carefully, and should expect to complete these under timed conditions while remaining part of the Meet during live lessons.

SECTION C - 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:

- The SENCo and SENCo support, along with pastoral support will liaise with families to ensure that any approved Access Arrangements can be used at home. Parents may need to help support their child with time management if the arrangement is extra time. We ask parents, wherever possible, to help their child record when their Access Arrangement is used, in order that we have accurate records once we return to school.
- Pupils requiring modified resources will continue to have these provided for them.
- Where parents are not able to provide support for their child or feel this is not working effectively, we encourage pupils to attend school in order that they can access support from support staff, and teaching staff wherever possible.
- Pastoral staff will monitor engagement with work and carry out regular check-ins to discuss how pupils with SEND are managing their work, as well as providing guidance on motivation and focus. If a child with particular needs is struggling, we will liaise with teaching staff, support staff and parents in order to help the child manage the demands of the curriculum.

SECTION D - Remote Education for Self Isolating pupils

If my child is not in school because they are self isolating, how will their remote education differ from the approaches above?

When self-isolating, as long as your child is well, they should be joining lessons remotely using the Google Meet live stream provided by staff. Staff will also provide lesson materials via Google Classroom. Therefore, they will be able to continue to follow the curriculum delivered in school. Lessons will be recorded for those pupils who are unwell due to Covid-19 so these can be accessed via Google Classroom at a later date.

Access to these live streamed lessons depends on two scenarios:

Scenario 1 - Your child has to self-isolate due to a close contact in school, having arrived at school that day.

If this occurs early in the morning and the pupils have all returned home by mid-morning, then pupils should expect to join lessons remotely using the livestream provided by staff teaching the lesson in school from that afternoon. If this occurs mid-morning or in the afternoon, pupils can expect to join lessons remotely from the next day.

Scenario 2 - Your child is self-isolating due to a positive case from a close contact at home.

As long as you have informed the school of your child's absence for this reason, then they should expect to join lessons remotely using the livestream provided by staff teaching the lesson in school.