



Putting young people first

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# WHEELS VOCATIONAL & LIFE SKILLS CENTRE

## Remote Learning Policy

**Adopted March 2020**

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**Next Review: September 2024**

Company Registration No. 06608327

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Remote education provision: information for parents and home school. 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 (or bubbles) to remain at home.

### **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?**

All students (via their parents email) will have access to IMI Awards e-Portfolio, centre email portal (including secure delivery of log on details and passwords, etc). Additionally they will receive, either via Royal Mail or hand delivered paper based learning to complete whilst the remote learning is being set up.

### **Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in the centre?**

Timetables for Year 10 and Year 11 students will be uploaded to Wheels VLS Centre website, cascaded via email to all parents. The timetables will be separate and tailored for both year groups and will encompass all lessons that would be followed within the centre setting. All tutors will invite their student into the lesson where all subjects will be taught remotely.

### **Remote teaching and study time each day**

### **How long can I expect work set by the school to take my child on each day of attendance when at Wheels VLS Centre?**

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 | On a daily basis, the following timetable times will apply:<br>Lesson 1 – 10am – 11am<br>Lesson 2 – 11.15am – 12.15pm<br>Lesson 3 – 12.45pm – 1.45pm<br>Lesson 4 – 2pm – 3pm |
|-------------------|--|

### **Accessing remote education**

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

Within the initial email that parents and carers received at the start of the current lockdown period, links to portals for ie; (Motor Vehicle) - IMI Awards – e-Portfolio <https://www.theimi.org.uk/eportfolio> will be included within the email. Also, timetables for

remote lessons are attached as well as available to view upon our website. Parents will also be sent log on details and passwords for each individual students accounts separately.

The remote lessons are accessed via <http://portal.office365.com> using the students Wheels VLS Centre student email account ([jobloggs@wheelsvlsstudent.co.uk](mailto:jobloggs@wheelsvlsstudent.co.uk)), which will also have been provided to parents/carers.

Once students have logged into their centre email account [jobloggs@wheelsvlsstudent.co.uk](mailto:jobloggs@wheelsvlsstudent.co.uk) they will receive and invitation to their lesson which they accept by clicking on 'Join the Meeting'. Students will be allowed into the lesson by their tutor and online lessons will commence.

### **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: Student's home schools will be contacted to arrange for a suitable device to be collected by parent from their home school.

Contact has been made with parents (and will be kept up to date) to elicit families that do/don't have access to technology, devices, and connectivity.

Information regarding remote learning will be regularly updated as appropriate upon our website/Facebook page.

Parents that have requested paper based learning for their child will receive this via post or hand delivery. This will also include a stamped addressed envelope for ease of return.

### **How will my child be taught remotely?**

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

- Live teaching with all tutors, On attending days at Wheels VLS Centre 10am – 3pm
- Portal access into their individual portfolio which will be assessed, and further work set by the tutor.
- Portal access to IMI e-Portfolio to facilitate access to their individual portfolio which will be assessed, and further work set by the tutor. The use of YouTube videos to demonstrate some of the practical parts of the course and websites to shown working models in the area of motor vehicle currently being taught. Concluding with questions and answers.
- Work will be emailed out to student groups prior to the lesson taking place
- Tutors identify the work that has been completed or needs to be finished
- Introduction and explanation of new work that has been sent and how best to complete
- Tutors discuss and support the students to research and gather the correct information by discussion and shared screen to help with any spellings or unsure how to complete the template.
- Once completed work is saved and where possible emailed back for checking through.

## **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?**

It is an expectation that students who have access to or have been provided with technology, devices and/or connectivity will fully engage with their remote timetable. It is an expectation that students who have been provided with paper-based learning will fully engage with their studies and that work is returned to the school within the set time frame.

It is an expectation that parents/carers fully support their child's education and encourage them to engage in their lessons, work set and establish a routine for their child to participate, learn and achieve.

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

Registers will be taken for each day of expected attendance at Wheels VLS Centre. Tutors will monitor and record on a daily basis all activity and progress within the learning platforms, ie, e-Portfolio. If concerns arise regarding attendance or engagement tutors will contact a member of the Senior Leadership Team who will then make contact with parents to discuss any issue that may have arisen.

### **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:

- Tutors will monitor and record, on a daily basis, all activity and progress within the learning platforms, ie, e-Portfolio etc
- Paper based work returned to the centre will be marked and assessed by the relevant tutor. Students will receive feedback on a daily basis.
- Live teaching feedback to students.

Feedback will be sent via student and parents email addresses.

### **Additional support for pupils with 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:

- Families are able to make contact with the centre at any point of each day via the manned telephone line and should they require support of any kind they can reach us via the “ Contact Us” tab on our web site .
- Tutors will be happy to make contact with the parent and provide telephone mentoring and support for their child.
- Welfare calls will be made three times per week with all parents/carers by a member of the Senior Leadership Team.
- The Home School can be contacted for additional support when required.