



## **The Green Room Windsor**

### **Remote Education Provision - Information for Parents**

We strive to engage all pupils with our bespoke provision, through a blended education of remote learning and physical attendance in school. If pupils have any problems with remote, online or in school learning please contact the school for further support. We will always do what it takes to meet each pupil's needs.

#### **Unplanned school closures**

If we have to close our physical school offer and go to a full provision of online learning, there will be minimal disruption to the pupils' learning as the timetable has the flexibility to both in school or online.

#### **Accessing Online School**

Each young person has a chromebook assigned to them and has access to the G Suite for Education via their school email; this provides access to Google Meets, Classroom, Slides, Doc, Sheets etc. Each Google Classroom has a designated Meet link which when clicked on, will take the young person to the lesson or circle time.

We recognise that some pupils may not have suitable online access at home. If pupils have any issues with getting online they can let us know and we can support them with this.

An eSafety agreement has been signed by all students which outlines the expectations of pupils' use of the online platform. There are appropriate filters in place through our G-Suite platform and all student work and online behaviour can be monitored by school.

We also have records of chromebook numbers and chargers that have been issued to each pupil.

If students need further help accessing G Suite, how to' guides are available from school on request. Printed materials are also available for collection, delivery or by post. Hard copy work can be brought back on physical school days, posted or dropped in for feedback.

Currently all our pupils are able to access our online school. If this situation changes, we will do whatever is possible to keep the pupils engaged, healthy and making progress.

## **Online Lessons**

At The Green Room we recognise the challenges that students face and are conscious of their individual needs. Learning online can be difficult for young people and it is our intention to provide lessons that aim to facilitate them being in a 'flow' state. In order to maintain progress our core curriculum will focus on key skills similar to the approach we take in normal circumstances. Online lessons are differentiated so that the balance between challenge and skill level is maintained. We know that progress occurs on the edge of students comfort zones, in terms of academic ability, and we will continue to provide careful incremental challenges so that progress continues.

In class, teachers are also using Kahoot, the Smart board app, learning by questions, Jamboard and Tassomai to help maintain engagement. We will continue to explore effective digital tools and platforms to aid our content delivery but be assured that we will only use tools that the young people are comfortable using.

Given the nature of online learning and in consideration of students screen time we will not run our usual 4th Dimension options. We will instead run some passion led talks from staff and opportunities for additional literacy, numeracy and science aimed at preparing for GCSE. It is difficult to run sports options at the present time but we will make this a priority to include as soon as can safely do so. We continue to promote physical wellbeing and will provide healthy eating optand watch this space for a GR sport video soon!

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

Our Online school is open for 3 and half hours each day (2 and a half on Fridays). Which is where pupils can be part of live lessons and access the support on offer through Google Meet. The work set in these sessions and with the Google Classrooms can be completed at any time of day that suits the learner/home situation. With independent work and further study done outside of the classroom we would expect there to be no more than 5 hours work per day..

## **Expectations**

When not in physical school, all pupils are expected to attend daily Circle times at 10am Monday - Friday. This focuses on the mental and physical wellbeing of students and covers topics such as exercise and e-safety, as well as the world around us and our weekly pupil prize winning quiz, the Midweek Memory Mangler. This also gives staff a chance to monitor wellbeing and attendance.

After Circle time the pupils can access their timetable of live online lessons. If the pupil is struggling with this format, assignments and help guides are placed in each subjects Google Classroom.

We would expect pupils to engage in whatever way they feel most comfortable and are able to do. The most support is available in the live lessons, but support can also be given by email communication outside of lesson times or by telephone. Frequent contact is important and we monitor attendance online everyday. This can include live lessons as well as independent learning as long as the pupil has made contact and is working at home.

Maintaining good attendance in our physical school is really important as this gives us the chance to see everyone twice a week, monitor wellbeing and troubleshoot any problems with remote education.

If we have any concerns with attendance, well being or progress, we will make contact with home in the usual way.

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

Educators at The Green Room schools will provide a variety of qualitative and quantitative feedback to students in lessons. Feedback will take the form of, (but not exclusively) live marking online including the use of comments, interactive quizzes, whole class feedback, peer marking, updates to pupil learning checklist, summative comments and verbal feedback. Weekly marking deadlines, including for work submitted in hard copy, will be maintained.

We will still use the Arbor system for behaviour points and send weekly postcards for Work of the Week and Pupil of the Week and any outstanding achievements.

## **Additional support for pupils with particular needs**

We have previously invited all parents, carers and guardians to attend a virtual learning evening. This gave supporting adults the opportunity to navigate the remote learning experience in the same way as their young person would in the event of remote learning being implemented. Staff have since been readily available to offer support to supporting adults via email or telephone communication.

LSAs/support staff are available in every lesson with some dedicated 1:1 intervention available to help enable our young people to access and engage with remote learning and it is our hope that this level of support alleviates some of the pressure on supporting adults. Communication with parents, carers and guardians via letters, emails, our website, Arbor messaging, and telephone calls are ongoing.

## **Remote education for self-isolating pupils**

It is our aim to provide a blended school approach wherever possible so that the quality of both physical and virtual school is maintained. Some online lessons will involve live teaching simultaneous with physical school. At other times students accessing remotely will have videos and materials provided via the Google Classroom and a staff member will be dedicated to monitoring and supporting students online. The Head of Currency (Tom) will maintain an open door policy meaning students may contact him for support with lessons between 9am and 5pm via email.

In line with our blended school approach students self isolating will be able to access lessons and the associated content via Google Classroom. Should a young person be self isolating and not have access to online content we will strive to provide hard copy work as promptly as possible via, email to supporting adult, post, pick up or, if absolutely necessary, delivery.

## **Communication**

We give regular updates via email, phone and through our 'Coffee Corners'. We also use our social media to share the wonderful work the pupils are doing. Annual Review meetings will continue online or over the phone.

If you have any questions or wish to discuss this further please contact us:

Head of School - Richard Allen

Deputy Head - Callum Flanagan

Head of Currency and Curriculum - Tom Tilbury  
Head of Character and Wellbeing - Fardijah Treacher-Morley  
School Manager - Angel Allen  
Pastoral Manager - Charley Brewer

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