KSA Parent & Carer Guide

*What to expect in the event of a **partial closure or whole school closure.***

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1

General Expectations

Expectations about the timetable and how students will receive work during a partial closure.

2

Live lessons

Guidance about live lessons and when/how these may take place. Reminders about how to use MS Teams.

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Feedback

How will students receive feedback and what can they expect during a partial closure?

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Kettering science Academy

How much work will my child receive?

Year group	How much work to expect?
Year 7-10	Equivalent of a normal timetable of **tutor time** AND **5 x 60 min lessons per day**. Students may also be expected to **complete additional home learning** tasks.
Year 11	Equivalent of a normal timetable of **tutor time** AND **5 x 60 min (Monday and Friday) 6 x 60 min lessons per day (Tuesday – Thursday)**. Students may also be expected to **complete additional home learning** tasks.
Year 12-13	Equivalent of a normal timetable and **tutor time** AND **to include any lessons timetabled 3-4pm**

How will my child know what to complete?

Microsoft Teams

- **All teachers will set work through Microsoft Teams**. Students can access this throughout the day and return work to teachers to check and provide feedback where necessary.
- Students will be provided with **deadlines** for completion.
- If students have a **'live' lesson on Microsoft Teams**, staff will notify them by posting this on Teams so they can join and participate. These live lessons will follow the school timetable. *All key stage 4 and 5 lessons will be live lessons.*

- Whilst all students will receive work through Microsoft teams, they may be directed to use **other subject-specific resources** and online content.
- Teachers will aim to **ensure consistency** so students are not having to use multiple different platforms throughout the week.
- Students will already be familiar with these platforms from lockdown and homework and so hopefully will feel **more confident** in accessing the work.
- All relevant links will **be set through Teams** using the Assignment function.

Rosenshine's principles

At KSA, we are clear about what makes effective teaching and learning in the classroom and our teaching is shaped around core principles (Rosenshine's principles)

These are also at the heart of our online curriculum too and students will continue to experience the same aspirational expectations and routines that they have in the classroom.

1

Explanation
Clear explanations are essential for students to acquire and understand new knowledge.

2

Modelling
Students are shown how to acquire new knowledge through concreate examples, exemplars and live modelling.

3

Deliberate and guided practice
Students are given the opportunity to practice new concepts with support and then more independence

4

Questioning
Students demonstrate their understanding and are given time to think with greater breadth, depth and accuracy.

5

Retrieval Practice
Students apply their knowledge and understanding and draw on prior learning

6

Feedback
Students can address any gaps and misconceptions in their knowledge and skills with follow-up tasks to support.

The Curriculum

Our students will follow a curriculum as close to the normal curriculum as possible during lockdown. All students will have lessons in all of their normal subjects.

The situation for students due to take GCSE and A level examinations this year is still far from certain, and we know this will be a cause of stress for many young people.

According to news reports the Secretary of State for Education has said that "Although exams are the fairest way we have of assessing what a student knows, the impact of this pandemic now means that it is not possible to have these exams this year. I can confirm that GCSEs, A-levels and AS level exams will not go ahead this summer", and that "we will use a form of teacher-assessed grades".

As of 8th January there is no further guidance on this from the Department of Education. We will continue to support students through this unsettling time, and students should continue to progress through their courses. Whatever form of assessment takes place, students should aim to learn the material for each course as fully as possible.

Methods you could use to reinforce expectations…

1. **Reward** your child when they complete particularly challenging or impressive work.

2. Offer **regular praise** for simply sticking to a routine.

3. Create a **point-based reward system** where students can 'cash-in' their points for other privileges.

4. Email **form tutors** with your feedback so they can also congratulate students and aware K points.

5. Remind them to take short rest-breaks **every 45-60 minutes** to help maintain focus.

6. Following the normal timetable will help with routines and ensure that students build in break and lunch times.

7. Reinforce **sanctions** when students fail to complete work i.e. confiscate phones/consoles and restrict screen time where necessary.

8. Email **form tutors** with any major concerns so they can liaise with Heads of year where necessary.

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Will lessons be delivered live?

The majority of lessons and materials will be delivered live through Microsoft Teams.
Live content may be delivered in **2 ways**:

1. Teachers may introduce the **lesson materials at the start** via MS Teams or a pre-recorded PPT with voice-over instructions. Students then complete work independently but can ask the teacher for support **during the timetabled lesson via the MS Teams chat function.** Any pre-recorded content will be shared on Microsoft Teams.

2. Teachers may deliver the whole lesson 'live' using MS Teams. Students will be able to follow the lesson and submit responses via the **live chat**. Live lessons may be used to introduce new content before allowing students to complete more independent work. Students will have **their cameras and microphones deactivated** but may be invited to use them at specific points in the lesson.

Some subjects may set work directly onto Microsoft Teams rather than delivering live lessons. This may use other platforms such as Oak National Academy or BBC bite size.

Students can ask teachers for further guidance and support **during the timetabled lesson** via the Microsoft Teams chat function.

Microsoft Teams

Does my child need to follow their timetable?

Students must follow their normal timetable to ensure that they can participate in any live content and ask teachers any necessary questions.

How does my child access Teams?

All students have been reminded how to access Teams during assemblies. They can access it through their KSA email or by downloading the software and logging in to view their classes.

If students struggle to find Teams, they can follow this guidance. They should use normal school log in.

Follow the link below for a full user guide

http://www.ketteringscienceacademy.org/_site/data/files/users/21/files/9F8F5DCDEC72738CB6EDDFD93DE8969B.pdf

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How can my child submit their work?

Students can submit work through the assignments which their teachers have set on Microsoft Teams.

If students complete work by hand, they can also use the Office Lens app to take pictures of multiple pages or a tablet/mobile phone and upload into the assignment.

How will my child receive feedback?

Teachers will monitor work as students submit completed tasks via Teams.

Feedback may be given in a *variety of ways*, depending on the nature of the task:

1. Students may receive **immediate feedback** via the 'live chat' function in Teams during a lesson.

2. Students may ask their teacher for **1-1 help and support** during their normal timetabled lesson when completing independent work set through Teams.

3. Students may receive **whole class feedback** after responding to a task, this may be part of a lesson or pre-recording. Teachers will identify areas of strength and development, clarify misconceptions and set follow-up tasks where necessary.

4. Students may be asked to **complete a quiz/test** through Microsoft Forms or similar which will provide immediate feedback and marks.

5. Students may be asked to **submit a piece of extended work** through Teams. Teachers will then provide appropriate feedback depending on the nature of the task.

6. **Immediate feedback** through additional teaching platforms such as Educake, Hegarty and Seneca.

How will I know if my child is not completing work?

All students know what is expected of them during any period of school closure. Teachers will be monitoring the work to ensure that students are engaging with the lesson materials and submitting any necessary work.

If students persistently fail to submit work or join any live lessons, **your child's Head of Year will be in touch via email or phone** to inform you and potentially speak to the student.

We are in the process of setting up a system on Teams which will allow you to receive notification by email if your child has missed a deadline for an assignment on Microsoft Teams.

How can I create a space at home where my child can work?

Students do not require a dedicated study space where they complete their work, but you can help in other ways:

✓ Try to ensure they are working away from other devices and distractions such as phones and TV.
✓ Encourage students to choose a regular spot with a table/desk that supports them with a routine
✓ Encourage students to complete some work by hand so they are having breaks from screen-time

HIGH
EXPECTATIONS
ARE THE KEY
TO EVERYTHING.

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What are some of the tools we use to help deliver online learning?

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What if my child can't access a computer/device throughout the day?

If your child has any issues with access to the
necessary equipment, please contact your
child's Head of Year who can advise you further.
Or email
adoherty@ketteringscienceacademy.org

Some tasks will be possible to complete on
paper if students wish to do so. They can then
upload images of their work using the guidance
on slide 16.

What if my child can't access a computer/device throughout the day?
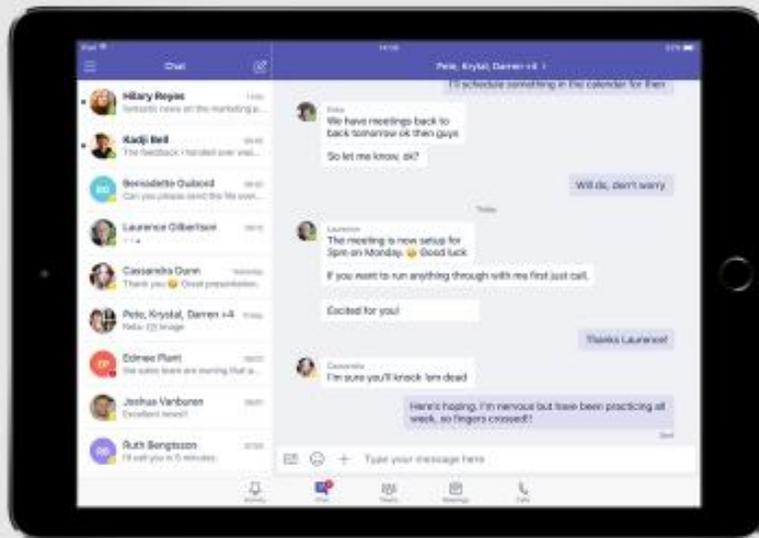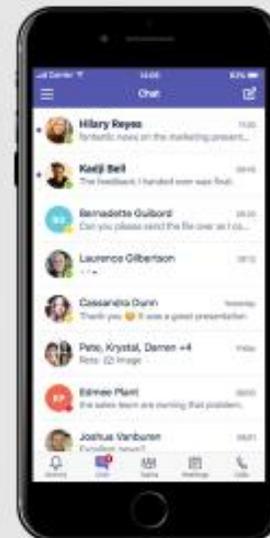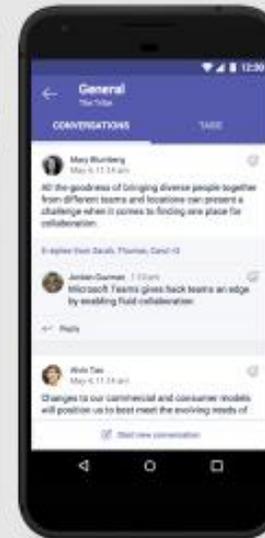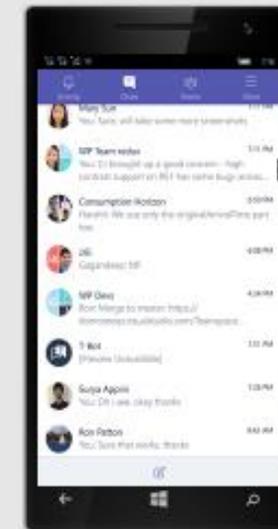
How do I log in to Teams?

Follow this user guide

http://www.ketteringscienceacademy.org/_site/data/files/users/21/files/9F8F5DCDEC72738CB6EDDFD93DE8969B.pdf

10/16/2019

What is my username? What do I do if I have forgotten my password?

Follow this user guide which outlines your username and email address

http://www.ketteringscienceacademy.org/_site/data/files/users/21/files/9F8F5DCDEC72738CB6EDDFD93DE8969B.pdf

If you have forgotten your password you should contact your head of year (you may need to use your parents email account)

Year 7 – wbaines@ketteringscienceacademy.org

Year 8 – hfennon@ketteringscienceacademy.org

Year 9 – fallen@ketteringscienceacademy.org

Year 10 – mstock@ketteringscienceacademy.org

Year 11 – lfeely@ketteringscienceacademy.org

Year 12 and 13 – rdavies@ketteringscienceacademy.org

10/16/2019

Where should I log in in the morning?

Your first session is tutor time at 8:45am.

Log in to your Form tutor team and join the meeting.

How can I contact my teacher?

You can contact your teacher via email.

Their email address is their first initial and surname@ketteringscienceacademy.org

If you are having difficulty contacting your class teacher you should speak to your form tutor during form time who can help you.

# How do I access my work for different lessons?

You will be a member of a team for each subject.

The work for your lessons can be located here.

Work will be set as an assignment and your live lessons will be a meeting that you can join from here or from your calendar on teams.

What else can my child use if they complete all the set work?

- ✓ **BBC Sounds app is also launching separate podcasts to support everyone learning at home. The daily shows, each around 10 minutes long, will link with content on Bitesize to support students' educational needs and their emotional well-being.**

- ✓ **Bitesize also has an app. This will be providing daily lessons for 14 and 15 year olds. Find out more about the app here: https://www.bbc.co.uk/bitesize/articles/zgd682p**

- ✓ **Oak National Academy have released all of their lessons and online curriculum for students to use. Students can search by subject and topic to further support their studies. The online classroom can be accessed here: https://classroom.thenational.academy/**
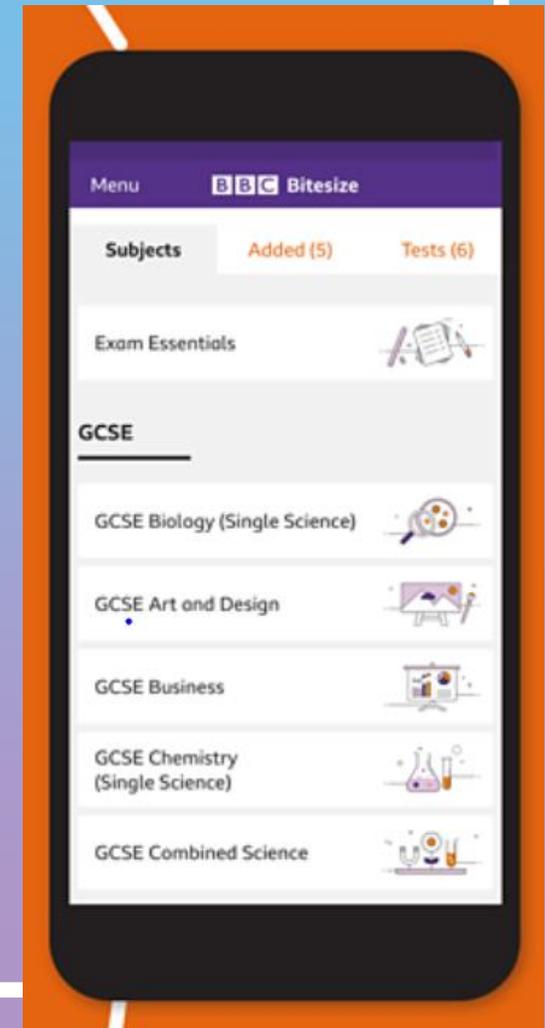
Additional resources and links

Newsround:

https://www.bbc.co.uk/newsround

Seneca: *Pick from 1000+ KS2, KS3, GCSE & A Level courses based on **exam board specifications**.*

https://www.senecalearning.com/

Quizlet: *Interactive flash cards and knowledge tests to check understanding.*

https://quizlet.com/en-gb

Duolingo: *Continue to develop language skills in MFL*

https://www.duolingo.com/