



**Crispin  
School**

Aspiration - Compassion - Excellence

# Remote Education Plan



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## Contents

|  |    |
|--|----|
| Information for Parents.....                               | P2 |
| Isolation of Year Groups.....                              | P2 |
| Remote Teaching and Study Time for Each Day.....           | P3 |
| Accessing Remote Education.....                            | P3 |
| Engagement and Feedback.....                               | P4 |
| Additional Support for Students with Particular Needs..... | P5 |

## 1. Information for Parents

The aim of this document is to outline Crispin School's key procedures relating to online provision in the event of national restrictions or the need for emergency school closure. Crispin School is committed to providing and delivering the highest standard of remote education. This remote education consists of a blend of online tasks and live lessons.

Crispin School uses Microsoft Teams as their virtual learning platform, allowing a range of lessons to be set. Microsoft Teams will also be used to share resources with students.

All live lessons will be delivered using Microsoft Teams.

### **National Restrictions: Full Lockdown (Online Provision)**

In the event of national restrictions being implemented resulting in a full lockdown, the following provisions will take place:

- All students will continue to be taught remotely in-line with their normal timetables.
- Tasks will be set on Microsoft Teams the day immediately following a full school closure.
- Lessons will be delivered using a blend of Microsoft Teams and live lessons.
- A minimum of 50% of lessons delivered will be live.

### **National Restrictions: Full Lockdown (In-school Provision)**

- Students attending as part of the key worker / vulnerable student group will receive a full curriculum.
- These students will access the remainder of their curriculum remotely using the school's ICT facilities.
- Students will not be able to engage in the practical aspects of some subjects.

For all students, both at home and in school, a morning tutor programme will continue, delivered live on Microsoft Teams.

In the event of staff illness or absence we will endeavour to continue to provide live lessons and tutor time.

## 2. Isolation of Year Groups

If the school needs to act and isolate a year group, the following provisions will take place:

- All students will continue to be taught remotely in-line with their normal timetables.
- Tasks will be set on Microsoft Teams the day immediately following a school closure.
- Lessons will be delivered using a blend of Microsoft Teams tasks and live lessons for the remaining time of the school closure.
- A minimum of 50% of lessons delivered will be live for full year group closures.
- Where part year group closures are in place, our aim will be to deliver as close to 50% of live lessons as possible.

### 3. Remote Teaching and Study Time for Each Day

#### How long can I expect my child to work each day to complete the work set?

Key Stage 3 and Key Stage 4 students would normally have five one-hour lessons every day, plus tutor activities. The expectations of student workload each day will be in-line with this.

If the work set daily is taking your child significantly longer, please contact your child's Tutor.

### 4. Accessing Remote Education

#### How will my child access the remote education provided by Crispin School?

Crispin School uses Microsoft Teams as their virtual learning platform. Students will log on to Microsoft Teams to access work which has been set by their teacher. Lesson resources will be attached to tasks.

All live lessons will be delivered using Microsoft Teams.

For many subjects, the instructions and lesson guidance placed on Microsoft Teams provides links to secondary resources / learning platforms.

In the event of national restrictions, all students will be provided with a home-learning exercise book for completion of work, unless otherwise instructed. If your child requires a new home-learning exercise book, please email the school office ([office@crispinschool.co.uk](mailto:office@crispinschool.co.uk))

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

Live lessons are delivered via Microsoft Teams with staff continuing to recap prior knowledge, explore new ideas and concepts and then assess understanding. Remote lessons are set on Microsoft Teams. These tasks may take a variety of forms including:

- Presentations for students to view and complete embedded tasks.
- Worksheets for completion and submission where appropriate.
- Pre-recorded lessons or directions on how to complete tasks.
- Assessment tasks requiring marking and feedback.
- Literacy tasks.
- Online quizzes.

#### If my child does not have digital or online access at home, how will Crispin School support them?

We recognise some students will not have suitable online access at home. We will take the following actions to support these students with their remote education:

- Parents / carers who are experiencing difficulties accessing the online curriculum, or do not have the necessary devices, can email the school office ([office@crispinschool.co.uk](mailto:office@crispinschool.co.uk)) or telephone the school office (01458 442714) to advise us of their current situation.
- All students will be contacted by their Tutor or a member of the Pastoral Team so they can discuss any difficulties they are having accessing remote education.
- Paper based / hard copies of work will be distributed where necessary.

## 5. Engagement and Feedback

### **What is Crispin School's expectation in terms of engagement and support from parents and carers?**

To allow parents and carers to make plans to support their child's remote education, teachers will schedule live lessons the day before using the Microsoft Teams calendar. Work set on Microsoft Teams will be posted by 09:00am on the relevant day.

To facilitate your child to perform to the best of their ability, please consider the following:

#### **Your child is:**

- Encouraged to establish a daily routine and complete their work, if possible, in a quiet well-lit space away from distractions.
- Expected to have the following equipment available to them; pen, pencil, eraser, ruler, calculator and pencil-sharpener.
- Expected to fully engage with their remote education, attending live lessons and completing the tasks set by their teachers to the best of their ability.
- Expected to attend an online tutor session twice a week at the beginning of the school day as part of the school's welfare provision.

Students and carers can contact their child's Tutor or member of the Pastoral Team to discuss any issues with engagement or welfare. They can also email the school office ([office@crispinschool.co.uk](mailto:office@crispinschool.co.uk)) and their correspondence will be passed onto the relevant member of staff. Students can also contact their subject teachers via email to discuss any issues with the work set.

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

Attendance is recorded and will be taken for all live lessons. Students who fail to attend will be contacted by a member of the school's Pastoral Team. Their engagement will then be monitored, and further contact made if engagement fails to improve. If there are any concerns with individual subjects, contact will be made home.

Parents and carers can track, via Microsoft Teams the work which has been set for their child and the tasks which have been completed. Parents and carers may also wish to monitor their child's home learning book.

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

Students will submit assessment / independent learning tasks on a regular basis so that teachers can monitor the standard of work complete and give feedback where appropriate. Formative feedback will be given to students so that errors or misconceptions can be addressed, and improvements can be made. Summative assessment tasks will continue to take place which may result in providing students with grades or scores. Many subjects may still use designated improvement time within lessons giving students the opportunity to reflect upon and improve their work.

### **Additional Support for Students with Particular Needs**

How will Crispin School work with me to help my child who needs additional support from adults at home, to access remote education?

Students requiring recognised support with their learning will be invited to attend school throughout any period of national lockdown.

In the event of a full or part closure, affected students who have a specific need will be supported with clear differentiated tasks and resources. During this period, increased contact will be made by the Pastoral and Learning Support Team.