



## **Goffs Academy Remote Education Provision: Information for Parents and Carers**

This information is intended to provide clarity and transparency to students and parents/carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home, or the region/country is placed into a National Lockdown.

### **The Remote Curriculum: what is taught to students at home?**

Students who are required to learn at home will immediately follow their regular school timetable and attend all of their lessons live via Microsoft Teams. The lessons can be accessed by using their school email address.

- There will be five teaching lessons per day following their regular school curriculum
- Students in Year 7, Year 8 and Year 9 will have taught ATM (Form Time) sessions
- Students must log in, in advance of the lesson and be ready to learn
- Registers will be taken during the lesson
- Students will need to access these lesson via an appropriate device at home
- Students should use their school exercise books to record their learning (if they have them at home) or use either Word documents on a laptop or their own notebook/paper. Students must present their work exactly how they would in school and keep their work at home organised, so that it can be transferred to their school exercise books on their return

### **How do we support students who do not have digital or online access at home?**

We recognise that some students may not have suitable online access at home. We take the following approaches to support those students to access remote education:

- The school has access to a limited number of laptops and Wi-Fi Routers that we will lend to students should they not have access to a device or the internet at home. These machines will be prioritised for Pupil Premium students in the first instance. To access this provision, please contact Mike Toley (Vice Principal) on [mty@goffs.herts.sch.uk](mailto:mty@goffs.herts.sch.uk) or contact main school Reception on 01992 424200
- Any student, who does not have access to a laptop or device to access their lessons, should attend the in-school provision, providing they are not isolating due to Covid-19. To arrange a place, please contact Peter Petrou (Vice Principal) on [ppe@goffs.herts.sch.uk](mailto:ppe@goffs.herts.sch.uk)



Executive Principal: Alison Garner • Principal: Mark Ellis

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## Engagement and Feedback

### Our school's expectations for your child's engagement at home

- Attend every lesson on time and stay learning for the whole lesson
- Students in Year 7-9 should attend ATM sessions via Teams
- Follow all instructions; specifically this means:
  - remain on mute unless asked to unmute directly
  - turn their camera off unless asked to turn it on
  - only type in to the comments box when asked to do so by their teacher
  - take notes and do written work. This could be typed, hand written on paper, or completed in class exercise books if these are at home. We will be asking students to bring into school the work they have completed, once we return to school
- Participate in the lesson to the best of their ability; this includes typing a comment if they would like to ask or answer a question
- Be proactive and email teachers or Director of Learning for help if needed
- Follow the timetable as set out below

	<b>Year 7</b>	<b>Year 8 and 9</b>	<b>Year 10 and 11</b>	<b>Year 12 and 13</b>
<b>ATM</b>	8:30-9:00	8:30-9:00		
<b>P1</b>	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50
<b>P2 (with Break)</b>	10:00-11:20 (10:30- 11:00)	10:00-11:20 (10:00-10:30)	10:00-11:20 (11:00-11:30)	10:00-11:20 (10:30- 11:00)
<b>P3</b>	11:30-12:20	11:30-12:20	11:30-12:20	11:30-12:20
<b>P4 (with Lunch)</b>	12:30-1:50 (1:00-1:30)	12:30-1:50 (12:30-1:00)	12:30-1:50 (1:30-2:00)	12:30-1:50 (1:00-1:30)
<b>P5</b>	2:00-2:50	2:00-2:50	2:00-2:50	2:00-2:50
<b>P6</b>				3:00-3:50



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All usual expectations of students, with regard to their behaviour and conduct, continue to apply, as they would do in the school building.

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

In every lesson, a register will be taken. This register shows the time that a student logged into their lesson and the time that they left. Any student who does not attend their lessons in full will be contacted by their Director of Learning or Senior Leader Link. If your child is unable to participate in the lessons due to illness or any other reason, please inform us by emailing [admin@goffs.herts.sch.uk](mailto:admin@goffs.herts.sch.uk).

Teachers will monitor both your child's performance in the lesson and the work that is produced. There are a range of feedback strategies in place. These include in-class feedback, such as students contributing answers to questions and showing their work on cameras. Also, students will receive feedback on the work that they submit to teachers. Your child will receive at least one piece of written feedback for each of their subjects this half term.

## **How will we work with parents to help their child who needs additional support from adults at home to access remote education?**

We recognise that some students, for example, some students with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. Students with SEND needs who are not self-isolating may be able to access our in-school provision; please contact our SENCO, Mrs Pressney at [spr@goffs.herts.sch.uk](mailto:spr@goffs.herts.sch.uk), should you require further information. Alternatively, we have ensured that our Learning Support Assistants (LSAs) are available in lessons to provide support, as well as offering small group sessions if needed.

Throughout any period of lockdown, our pastoral support systems will continue as normal. Should there be any concerns, then please do contact a member of our team. The key contact details are below.

Critical Worker requiring provision from 5 <sup>th</sup> January 2021	<a href="mailto:covid@goffs.herts.sch.uk">covid@goffs.herts.sch.uk</a>
Register for a Food Parcel	<a href="mailto:gha@goffs.herts.sch.uk">gha@goffs.herts.sch.uk</a>
Access to ICT issues	<a href="mailto:mty@goffs.herts.sch.uk">mty@goffs.herts.sch.uk</a>



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Year 7	<a href="mailto:ppe@goffs.herts.sch.uk">ppe@goffs.herts.sch.uk</a> <a href="mailto:kmc@goffs.herts.sch.uk">kmc@goffs.herts.sch.uk</a>
Year 8	<a href="mailto:mho@goffs.herts.sch.uk">mho@goffs.herts.sch.uk</a> <a href="mailto:lhe@goffs.herts.sch.uk">lhe@goffs.herts.sch.uk</a>
Year 9	<a href="mailto:jvy@ggenerations.com">jvy@ggenerations.com</a> <a href="mailto:lhu@goffs.herts.sch.uk">lhu@goffs.herts.sch.uk</a>
Year 10	<a href="mailto:cle@goffs.herts.sch.uk">cle@goffs.herts.sch.uk</a> <a href="mailto:oga@goffs.herts.sch.uk">oga@goffs.herts.sch.uk</a>
Year 11	<a href="mailto:mty@goffs.herts.sch.uk">mty@goffs.herts.sch.uk</a> <a href="mailto:sar@goffs.herts.sch.uk">sar@goffs.herts.sch.uk</a>
SEND	<a href="mailto:spr@goffs.herts.sch.uk">spr@goffs.herts.sch.uk</a>
Principal	<a href="mailto:nwo@goffs.herts.sch.uk">nwo@goffs.herts.sch.uk</a>

