



**Virtual Aldridge School Information  
Booklet  
2024-2025**



# Schools Information Booklet 2024-25

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## Contact Information

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## I. Introduction to Virtual Aldridge

### Virtual Aldridge Aim



To provide high-quality, tailored, virtual tutoring in English and Maths, which enables historic gaps in learning to be closed at the earliest opportunity, and ensures students are supported to reach their learning goals. The programme prioritises access for the hardest to reach students.

## Impact

The pilot 2020-21 Year 11 programme was hugely successful. Below is a summary of our impact:

- On average, Virtual Aldridge students made substantially more progress in English and Maths
- Comparing the percentage of students at or above target:
  - English: Just 24% of student were achieving their GCSE English target in December, by the end of the programme this had risen to 76%
  - Maths: Just 15% of student were achieving their GCSE Maths target in December, by the end of the programme this had risen to 70%
- 98% of students, 95% of parents and 100% of tutors would recommend Virtual Aldridge
- 86% of parents say they would not have been able to access tutoring for their child without Virtual Aldridge
- 100% of tutors felt proud to be part of the Virtual Aldridge programme

Students said:

- It's a friendly environment jam packed with tutors who care!
- It's helped me and will most definitely help others. Take a leap of faith and it will take you far!
- It's been real y'all!

Parents said:

- Virtual Aldridge was excellent for my child's education and motivation.
- We feel privileged that our son was offered this wonderful opportunity and I hope more children can benefit from the Virtual Aldridge programme in the future.
- Virtual Aldridge has been brilliant for my daughter, we can't thank her tutors enough for all the help and support we've had from them.

The Virtual Aldridge programme was expanded in 2021-22,



## 2. Virtual Aldridge Programme Overview

This section contains an overview of the Virtual Aldridge Programme including session information, our calendar, and curriculum.



## **Programme Calendar 2024-25**

**Tutoring Begins for All: W/C 7<sup>th</sup> October**  
**Year 11 End Tutoring: W/C 31<sup>st</sup> March**  
**Year 10 End Tutoring: W/C 9<sup>th</sup> June**  
**KS3 End Tutoring: W/C 16<sup>th</sup> June**

### **Holidays:**

**W/C 21<sup>st</sup> October for one week**  
**W/C 23<sup>rd</sup> December for two weeks**  
**W/C 17<sup>th</sup> February for one week**  
**W/C 7<sup>th</sup> April for three weeks**  
**W/C 26<sup>th</sup> May for one week**

## **Virtual Aldridge Tutors**

The Virtual Aldridge tutor team, all experienced teachers or tutors, are dedicated to ensuring their students make the best progress possible. Each year the recruitment process becomes more challenging as only the very best tutors are accepted.

Virtual Aldridge believes investment in our tutors is vital to the success of the programme:

- All tutors are provided with a touchscreen laptop, an Aldridge email address, and an online Aldridge 3CX phone account so they can deliver the best support to students
- Tutors are paid for both the delivery of sessions and planning time to ensure they have adequate time to prepare for sessions and contact students/families
- Tutors receive induction training covering Aldridge lesson design, DDI, progress tracking, pastoral topics, safeguarding and equality/diversity
- Tutors receive regular coaching and training to continuously develop their practice



In the rare instance a tutor is absent, they set tasks for their students. Where possible another Virtual Aldridge tutor covers the session.

## 2a. VA Programme

### Programme Summary

- Students receive weekly one-hour English or Maths virtual tutoring sessions
- Sessions take place from Monday to Thursday at 5pm, 6pm, or 7pm, and on Saturday mornings at 10am, 11am, or 12pm
- Microsoft Teams is used to deliver the sessions and to share resources with students
- Groups have the same tutor for the duration of the programme
- Groups contain up to three students from the same year group of a similar target / attainment level
- There is no tutoring in designated holiday weeks

### Student Recruitment & Assigning Places

We work closely with school links to ensure the right students are on the programme following a strict set of criteria. To ensure that the programme is accessible to all, each school can nominate disadvantaged and harder to reach students.

Students and families will be invited to a VA Welcome Evening and tutors will make welcome calls home.

### Detailed Recruitment Timeline

w/c	VA Wk	Actions
8-Jul	Prep	<ul style="list-style-type: none"> <li>• Deadline for VA Student Selection</li> </ul>
15-Jul	Prep	<ul style="list-style-type: none"> <li>• VA Programme created for 2024-25</li> <li>• All parent and student emails checked to ensure they are correct.</li> <li>• Student and parents receive Welcome Booklets</li> </ul>
Summer	Prep	<ul style="list-style-type: none"> <li>• VA Programme created and complete for 2024-25</li> </ul>
Sep	Prep	<ul style="list-style-type: none"> <li>• Everyone reminded of programme and to check links to ensure they can access sessions.</li> </ul>
23-Sep	Welcome	<ul style="list-style-type: none"> <li>• School organises IT demo for all VA students</li> <li>• VA Welcome Evening for all students</li> <li>• Tutors start Welcome Calls</li> </ul>
7-Oct	1	<ul style="list-style-type: none"> <li>• VA sessions start</li> </ul>



## **Curriculum & Tracking Learning**

The Virtual Aldridge curriculum is designed to close gaps in knowledge by tailoring sessions to each group. At KS4, tutors plan their sessions based on the subject year overviews and the latest mock QLA data. Medium term plans are submitted for feedback from our Lead Tutors in advance. At KS3, our Lead Tutors have worked with Trust Leads to plan a curriculum to support and extend students' learning in schools. Tutors are provided with detailed medium-term plans to resource and personalise each session for their group of students.

To ensure that each student is making progress, tutors assess learning every session and assign quizzes each term. Tutors may also set a short piece of homework to assess or consolidate learning. The progress of each student is shared with schools via Trust Leads on a termly basis to ensure we work together to maximise progress. The curriculum plan for each group is updated half termly based on updates from Trust Lead / school feedback and information from the regular quizzes.

## **Curriculum & Tracking Learning**

Our Lead Tutors have worked with Trust Leads to plan a curriculum to support the rapid development of literacy and numeracy skills. Tutors are provided with detailed medium-term plans and session resources to personalise for their group of students.

To ensure that each student is making progress, tutors assess learning every session and use regular quizzes each half term. The progress of each student is shared with schools via Trust Leads.

## **3. Student Attendance**

**Virtual Aldridge students are expected to attend their tutor session every week.**



Excellent attendance leads to excellent academic progress and increased chances of future success. Results demonstrate that those students who had excellent attendance to Virtual Aldridge made much better progress than those who did not.

Tutors take a register every session which is shared with your school. If you are unable to attend a session, you must email [VirtualAldridge@aldridgeeducation.org](mailto:VirtualAldridge@aldridgeeducation.org) and your tutor in advance of the session.

If you miss 3 sessions without responses to emails, calls or any school intervention for individual students, you will be withdrawn from the programme.

## 4. Safeguarding & Concerns

### Safeguarding

Safeguarding, and especially e-safety, is a priority for Virtual Aldridge to keep both students and tutor safe.

Some of the measure taken to safeguard students and tutors are:

- Safer recruitment process for all tutors including DBS checks
- Annual safeguarding training is compulsory for all tutors
- Cameras and microphones should always be on in sessions (no video or audio is recorded)
- All written conversations and sessions chats are recorded and monitored with Smoothwall safeguarding software
- A register is taken every session and tutors contact home if a student is absent
- There is an On Call Tutor in each session who can provide support and advice to other tutors in emergencies
- A senior member of staff from Aldridge Education is always available to the On Call Tutor during the sessions
- Virtual Aldridge has a clear process for dealing with any concerns raised by students, families, tutors or schools, which includes immediate reporting of any safeguarding concerns
- There is a dedicated Virtual Aldridge email and phone number

Safeguarding form:

[https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&id=3dzHRfn4sE6z0ao\\_Xlg-K0mpjoPqVAFPhN2yXCr7oB9UNzNBM0hWRjjYOFpXVIM3NTEITzJBRUxOUC4u](https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&id=3dzHRfn4sE6z0ao_Xlg-K0mpjoPqVAFPhN2yXCr7oB9UNzNBM0hWRjjYOFpXVIM3NTEITzJBRUxOUC4u)

The Trust Safeguarding Policy has been updated to reflect the unique environment of virtual learning. Please visit the Aldridge website to read the updates.



## Student Behaviour Concerns

Behaviour

## Student/Parent/School Concerns

Behaviour

## 5. Top Tips For Maximising Impact

Here are our Top Tips to ensure your students get the most out of Virtual Aldridge...

- Make sure you have checked you can access the session beforehand.
- 100% attendance and give 100% to each session.
- Make sure students are in a quiet place where they can focus and concentrate.

## 6. School Queries & Student FAQs

### School Queries

The answers to most queries can be found in this booklet or in the FAQ section of the VA website.

How do we sign students up?

Where can we see if students are attending?

How do you track student progress?

Can tutors let teachers know how students are doing and vice versa?

### Student FAQs

The answers to most questions can be found in the Student/Family Information Booklet or in the FAQ section of the VA website.

#### **Is my tutor slot the same each week and when will I know what it is?**

Yes, your tutor session will be at the same time each week. Your tutor session slot will be communicated to you the week before your sessions start.

#### **Can I change my tutor group or time slot?**

Once the tutor programme has begun, you will not be able to move tutor groups as the learning is tailored specifically to the three students in each group. If there are exceptional circumstances e.g. an after school club changes days, we will do our best to move you to another group.





**The tutoring is really helping me, can my friend attend the sessions with me?**

Unfortunately not. The sessions are planned to be successful with just the three students in each group.

**Can I access the lesson resources outside of the tutor sessions?**

Yes, your tutor will upload all resources to Teams.

**Can I contact my tutor outside of the tutor sessions?**

You can add learning questions to the chat for your tutor group which your tutor will address in the next session. Your tutor is very busy helping lots of students across the country and so you should not contact them directly with learning questions outside of your sessions.

If you are going to be absent from a session due to school commitments or illness, you can contact your tutor via their Aldridge email address.

**What if I am struggling with some of the learning?**

Do not wait until after the session! Use the chat function or virtually raise your hand to ask questions during the session and let your tutor know that you find the topic tricky.

**What do I do if I have internet connection issues and miss all/part of a session?**

Please email [VirtualAldridge@aldridgeeducation.org](mailto:VirtualAldridge@aldridgeeducation.org) and your tutor to let us know. You can access all the resources online after the session.

**What do I do if I have to miss a session due to a school commitment e.g. a parents evening?**

Please email [VirtualAldridge@aldridgeeducation.org](mailto:VirtualAldridge@aldridgeeducation.org) and your tutor in advance with the details of the session you are missing and why.

**What will happen if my tutor is absent?**

We will do our best to find another tutor to cover the session. If we cannot, we will let you know via email and the chat for your tutor group.