



September 2020 Home Learning Guide for

Parents, Pupils and Staff

Rationale: This guidance has been prepared to make clear expectations and protocols when pupils are asked to continue their learning at home. It is based on the DFE guidance which states 'Where a class, group or small number of pupils need to self-isolate, or there are local restrictions requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September.'

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

Principles: The principles of the Home Learning policy are;

- to provide quality remote learning experiences for pupils who are not in school
- to establish clear expectations and protocols for all members of the school community with regards to remote learning
- to communicate effectively these expectations and protocols with all stakeholders
- to meet the requirements of providing high quality and safe remote learning in line with government guidance within the context of our school

Provide quality remote learning experiences for pupils who are not in school

Teachers will continue to carefully plan and prepare lessons which will be shared in the first instance, with pupils on Show My Homework (SMHW) where part of a year group are directed to self-isolate. Pupils will also be directed to access other online learning resources such as video lessons from Oak National Academy and Active Learn.

Pupils will be expected to complete all work in their Home Learning exercise book. Pupils should also spend time reading carefully the Knowledge Organisers in their Home Learning Pack. Where appropriate, feedback will be shared with students.

When whole year groups are directed to self-isolate, the goal is to deliver live lessons using Microsoft Teams. However, staff, pupils and parents need to be mindful that network capacity may not facilitate this. Where this occurs priority for live lessons will be given to those pupils closest to their GCSE examinations.

Establish clear expectations and protocols for all members of the school community

Whilst teachers are expected to deliver quality remote learning experiences for children, we also ask that parents assist by providing an appropriate learning environment for children to continue their learning at home. We appreciate that parents may be working from home and balancing childcare and work – it is our expectation that students take responsibility for their own learning whilst they are not in school and we encourage students to develop good learning habits of organization and independence.

Communicate clear expectations and protocols with all members of the school community

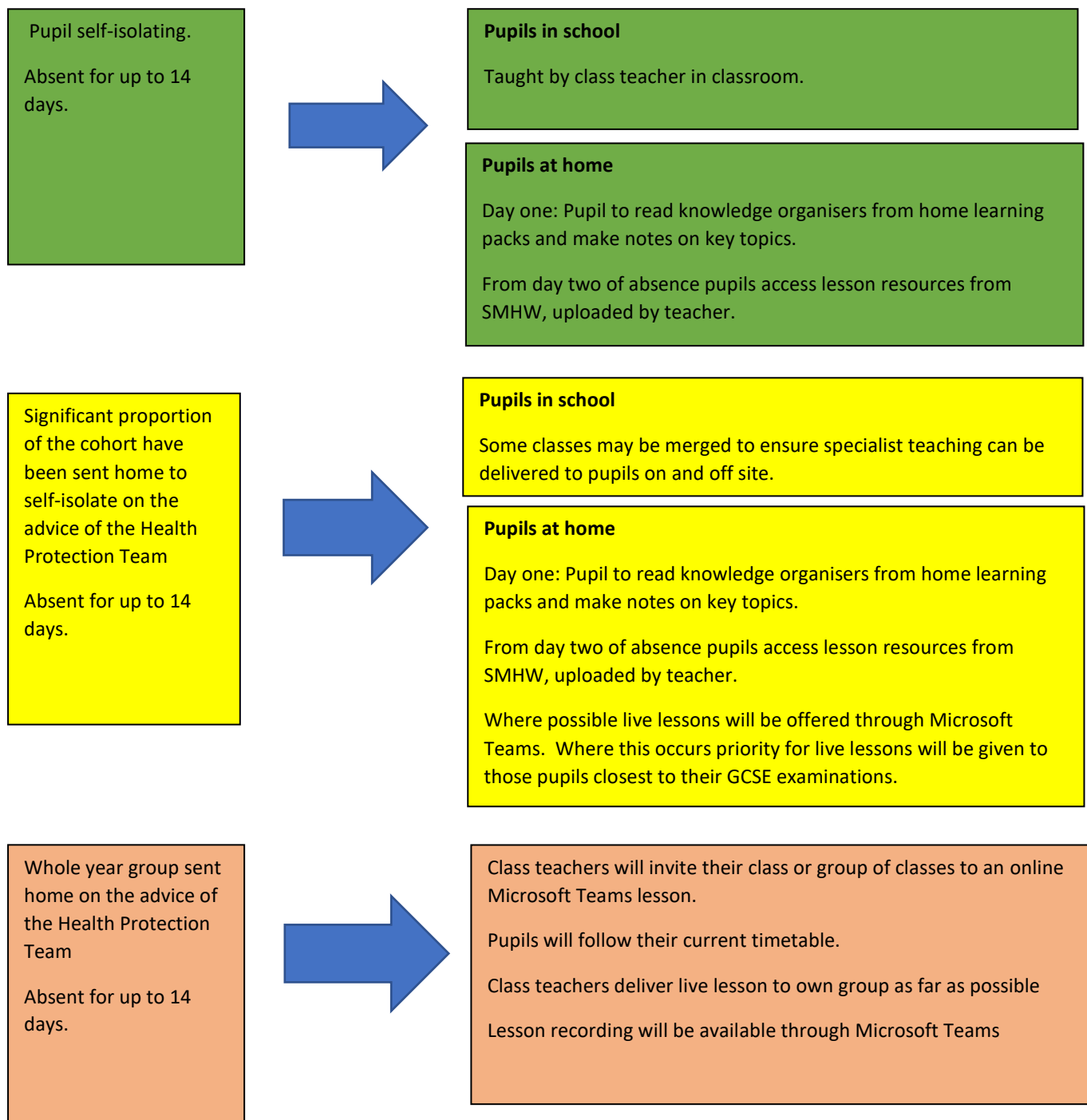
We will continue to keep in contact with pupils when they are at home for longer periods. Where possible, assemblies, form times and lessons will be delivered to students through Microsoft Teams. Pupils will receive notifications via their school email account and their Microsoft Teams account. The Headteacher will continue to share updates with parents through regular communication.

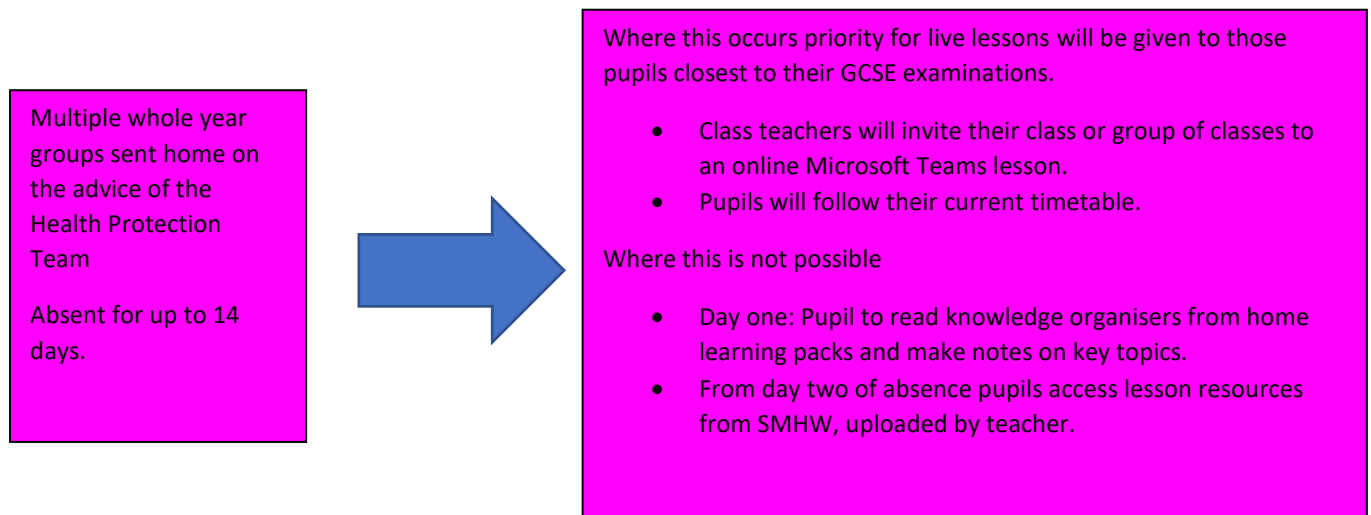
If any pupils or parents have any individual concerns, staff can still be contacted through the school email system. If there are any other issues relating to home learning, Mrs Leysens can be contacted using the following email address: s.leysens@stmonicas.co.uk

Stages of home learning

There are many possible scenarios pertaining to home learning, however, the table below indicates the different procedures to be applied at each stage. It is probable that different year groups will be at different stages depending on year group circumstances.

Tier 1 - School remains open and numbers of pupils are sent home as below





Tier 2 – Rota system of home learning

All schools have been asked to plan for a system of rotational home learning. This means that schools should be ready to manage multiple year groups learning offsite whilst continuing to educate remaining students in school. The purpose of the rota system is to reduce transmission time and allow pupils sufficient time to self-isolate before returning to school. The model will be influenced by the year groups who have been sent home to isolate.

We will endeavour to provide as many live lessons as possible however, staff, pupils and parents need to be mindful that network capacity may not facilitate this. Where this occurs priority for live lessons will be given to those pupils closest to their GCSE examinations.

Home Learning Behaviour Expectations

The following code of conduct for pupils and staff should be applied whenever remote learning takes place:

Pupils

- There should be no one-to-one meetings between pupils and staff with cameras on
- Pupils must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas of the house
- Language must be appropriate, including any language from family members in the background
- Pupils must only use platforms specified by school when communicating about school issues (School email, SMHW and Microsoft Teams)
- If a pupil disrupts learning, the pupil will be removed from the session and parents contacted. A suitable length of exclusion from live lessons may follow

Staff

- There should be no one-to-one meetings between pupils and staff with cameras on
- Staff must wear professional clothing
- Any computers used should be in appropriate areas of the house and the background should be blurred when the staff member is working from home
- The live lesson should be recorded so that if any issues were to arise, the video can be reviewed
- Language used must be professional and appropriate
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record pupil attendance of any sessions held
- If a pupil disrupts learning the staff member will remove the pupil from the session and contact parents. A suitable length of exclusion from live lessons may follow
- Staff are to remain alert for safeguarding issues and if they have a concern they are to follow the school safeguarding procedures

Learning support for pupils at home

As part of this policy, class teachers are asked to make sure that SEND students are fully supported in their learning at home. This may be in the form of a differentiated task or worksheet, a class teacher phone call through Microsoft Teams or email. Questions regarding SEND provision during home learning should be directed to j.mcmanus@stmonicas.co.uk

ICT/technical support for pupils at home

For technical support please contact the ICT Support Team via technicalsupport@stmonicas.co.uk

For help with accessing SMHW please refer to the following link <https://youtu.be/dfncbQkYogM>

Pupil wellbeing remains a key priority. The following protocols outline the support that will be provided for our students if they are asked to self-isolate.

Pupil engagement and Wellbeing Protocols

Individual / small group in year group self-isolating	<p>Virtual home learner group meeting via Teams during form time.</p> <p>Pupils with SEND will receive regular phone calls made by SEND team.</p> <p>Pupils who are vulnerable will receive regular phone calls made by pastoral and safeguarding teams.</p> <p>Learning engagement checks by class teachers.</p>
Large group in year group self-isolating	<p>Virtual home learner group meeting via Teams during form time.</p> <p>Pupils with SEND will receive regular phone calls made by SEND team.</p> <p>Pupils who are vulnerable will receive regular phone calls made by pastoral and safeguarding team.</p> <p>Learning engagement checks by class teachers.</p>
Whole year group cohort sent home	<p>Virtual form tutor meeting via Teams.</p> <p>Learning engagement checks by class teachers.</p> <p>Attendance checks to online lessons by class teachers and pastoral team.</p> <p>Pupils with SEND will receive regular phone calls made by SEND team.</p> <p>Pupils who are vulnerable will receive regular phone calls made by pastoral and safeguarding team.</p> <p>Learning engagement checks by class teachers.</p>
Multiple year groups sent home	<p>Virtual form tutor meeting via Teams.</p> <p>Learning engagement checks by class teachers.</p> <p>Attendance checks to online lessons by class teachers and pastoral team.</p> <p>Pupils with SEND will receive regular phone calls made by SEN team.</p> <p>Pupils who are vulnerable will receive regular phone calls made by pastoral and safeguarding team.</p> <p>Learning engagement checks by class teachers.</p>

It is important that we continue to support our most vulnerable and disadvantaged students throughout the home learning experience. If parents require further information about how school might be able to help with laptops and internet access, please contact r.cannon@stmonicas.co.uk

This policy may change and adapt as new guidance becomes available. It relies on full staffing capacity to deliver the live lessons. We also recognise that when pupils are sent home it places a tremendous burden on families. We understand the pressures on family life caused by such closure but we have a legal duty to enforce the set period of isolation in line with national law if a child/adult tests positive for Covid-19. We continue to value the support of our wider school community at such a challenging time and look forward to continuing the home-school partnership to deliver the best possible outcomes for all our pupils.