



PARENT BOOKLET 2020-21

A GUIDE TO COVID-RELATED HOME LEARNING

Dear Parent/Carer

I would like to thank you for your amazing support and patience during these trying times. This booklet explains Government guidelines and school practicalities if the Coronavirus situation means that your child is asked to work from home. This could be for one of the following reasons:

Self-isolation whilst school is fully open

This is when your child needs to work at home for a specified period because they have been a close contact of a confirmed COVID case. Subject teachers will set work via E-praise. *Please see page 2 for more detail.*

Whole year groups are asked to work from home

This is when your child needs to work at home for a specified period because their whole year group bubble has been sent home. *Please see page 2 for a more detailed explanation.* Teachers will provide an enhanced level of online educational and pastoral support as laid out in the rest of this booklet.

Students will be expected to 'attend' all registrations and lessons each day, following their normal timetable. *See page 3 for further details of the daily routine.*

You must notify the school, as normal, if your child is unable to attend their virtual lessons, or is experiencing difficulty in accessing their online learning. *See page 3 for further details.*

The new school year has started in an incredibly positive manner. Students have returned to school with excellent attitudes - both to their learning, and to the safety measures that we have put in place to reduce the risk of any transfer of infection. We need them to maintain these positive attitudes if they are asked to work from home. You will note from this booklet that our expectations are high, and that we will be taking swift action where students fail to engage with the work set.

If your child is working at home, they are doing so in order to break the chain of infection. It is therefore vital that students do not go out, and do not socialise with others (including their friends). Otherwise the benefit to your family and the wider community will be lost. If they are self-isolating due to being in close contact with a confirmed COVID case you also need to be careful about contacts within your home.

The school will continue to follow expert guidance, and listen to parents and students, in order to ensure that we do our very best to continue to educate our students and keep them safe, whether in school or at home. Wishing you and all your family the very best at this difficult time.

A handwritten signature in black ink, appearing to read 'L. Cooke'.

Lindsey Cooke, Headteacher



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A more detailed explanation of scenarios for home learning

The school has followed Government guidelines and advice to develop robust plans to cope with either a single positive case, or a wider deterioration in the Coronavirus situation. These scenarios require different responses:

Individual positive case requiring self-isolation of close contacts:

If the school is notified that a student or teacher has tested positive for Coronavirus, we will work with the Local Authority Local Outbreak Response Team (LORT), and the Public Health England Health Protection Team (HPT) to agree a course of action.

- **Students identified as close contacts will work at home whilst self-isolating for 14 days.** 'Close contact' generally means within 2m without a mask and for long enough to hold a conversation, or within 1m for a short time. This restriction is to minimise the risk of any infection spreading further.
- Subject teachers will set work via the new 'Messages' function of E-praise, possibly linking to resources on Teams. It should be noted that, in these circumstances, teachers will still be teaching all of their classes in school. The work set for students at home will therefore be unlikely to include live teaching or recorded materials. The teacher will send work as close to the lesson time as possible, but please be mindful that they may have a full day of teaching plus break time duties.
- **All other students should attend school as normal.** Our current procedures in school will continue: masks are worn where bubbled cannot be separated (e.g. between lessons), and in the sixth form block when 2m distancing is not possible.

Differing responses involving whole year groups

*In the event of a deterioration in the Coronavirus situation, either locally or in the wider area, a school may be required by the Government to implement measures which affect whole year groups. **Any of these larger scale responses will trigger our full home learning provision as set out in the remainder of this booklet.***

Three possible responses for whole year groups working from home are given below. The Government will determine which one must be implemented by the school.

In each case, the school will remain open for all staff, and for all children of key workers and vulnerable children.

- i. The school will be split into two halves by year group bubbles. The Year 7, Year 9 and Year 11 bubbles would be taught as normal in school for two weeks whilst the Year 8, Year 10 and joint Year 12 and 13 sixth form bubbles are taught by their teachers but at home. A two-week period has been chosen for the same reason as the 14-day self-isolation. At the end of the two weeks the arrangement would reverse, with Years 8, 10, 12 and 13 returning to school for the next two weeks, while Years 7, 9 and 11 would be taught at home. This allows a school to continue to operate while breaking the chain of infection.
- ii. In the event of a further deteriorating situation, either locally or nationally, all students other than those in specific year groups (perhaps Year 11 and Year 13) are taught at home.
- iii. In the event of a full lockdown, all students are taught at home.

The rest of this booklet describes the routines for whole year groups of students being taught at home.



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DAILY ROUTINES for home learning (for whole year groups)

Tutor time

Tutor time takes place at **9.00am each morning** for 15 minutes. Your child will need to log in to their tutor group Team meeting, with video enabled. A register will be taken. This is so we can ensure that all students are safe and well each day.

Tutor time will consist of a weekly rota of structured sessions, combined with some 1 to 1 mentoring sessions.

Lessons

Lessons and timing of lessons will follow your child's **normal school timetable**.

They will need to log in to their class Team meeting for the **first 5 minutes** of every session to be registered and for the teacher to set out expectations of learning for that lesson. The lesson may then continue as a live lesson, a recorded lesson, a series of tasks, or a combination of these things. Each student will receive individual **feedback** as part of the cycle of lessons, which they will be expected to act upon.

Students will not be set additional work as 'homework', although students in Years 10 to 13 may have work set that will take longer than the timetabled lesson time to complete. This approach is to enable proper screen breaks.

Core PE and KS4 RE will be discontinued during home learning.

ABSENCE OR PROBLEMS DURING HOME LEARNING

If your child is **unable to attend** online schooling due to illness or for any other reason, it is extremely important that:

- they let their teachers know
- you, as their parent or carer, notifies the absence line as you would normally. Please call **01684 593241** (pressing '1' for the absence line) as soon as possible, preferably before 9am, on the first day of absence and on each subsequent day leaving a short message with absence details.

If the Key Stage team or your child's teachers do not receive a notification, we will contact you to ensure everything is OK and that you are aware of your child's absence from online learning.

If their camera does not work the student needs to contact their teacher using Teams chat.

If they cannot log into Teams they need to phone or email their key stage office.

If they need help with lesson content they should contact their teacher using Teams chat.



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Online learning expectations

Together with the Acceptable Use of ICT Policy, the following rules are to maintain a positive, meaningful and safe learning environment when engaged in online lessons and tutor times. Students will NOT be required to wear uniform but need to abide by our Online Student Behaviour Code.

In school expectations	Home Learning expectations
Do as adults ask	<ul style="list-style-type: none"> • Attend Tutor time on Teams each morning from 9am and all lessons on your timetable • Submit work on time as instructed by the teacher • Follow the instructions of your teacher when online and in lessons • Turn off your microphones when in a lesson unless instructed otherwise by the teacher • Contact the Key Stage office at the start of any session if you are unable to log into Teams
Take pride in everything you do	<ul style="list-style-type: none"> • Conduct yourself in an appropriate way as you would if in a lesson in school • Use appropriate language, both written and verbal when involved in a lesson
Work hard and stay focussed	<ul style="list-style-type: none"> • Use the camera on your device to enable the full learning experience and to allow the teacher to know that you are present • Submit work of a high standard as you would in school • Remain focussed on the lesson and the learning avoiding, where possible, communicating with other people in your household when in a lesson • Ask for help by typing in a comment • Contact the teacher via Teams if you are having difficulty using your camera
Let others learn	<ul style="list-style-type: none"> • Show respect and courtesy to all members of the class at all times.
Stay Safe Online	<ul style="list-style-type: none"> • Wear appropriate clothing for learning and use a suitable background • Keep your password and log in information private • Never share content from lessons on social media • Never screenshot live or pre-recorded lessons



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Assessment – Attitude, Effort & Engagement

In addition to their half termly A&E awards for working in school, teachers will award special A&E grades for whole year groups working from home (if this is required for an extended period of time). These reflect attendance to online lessons, and the work that is submitted to the teacher. [Teachers can only comment on the work that is submitted and therefore that they see]. The criteria are below:

A&E Award for homeworking	Explanation
Outstanding	Every piece of work set has been produced and submitted to the best of the student's ability. The student has been fully engaged in learning and consistently goes the extra mile. They are dedicated to continual improvement.
Very Good	The student has adapted very well to online learning, consistently showing a very good attitude. Work has been submitted in line with, or above, a student's ability. Evidence of independent study or practice would result in the highest award.
Positive	Work has been produced and submitted in line with a student's ability. Positive contributions and a pleasing effort have been evident. This award, whilst positive, should result in the student asking how they can improve their submitted work.
Inconsistent	This award maybe as a result of engaging in lessons but not submitting all required work or submitting work but not taking an active part in the learning. Greater consistency of engagement is necessary to ensure progress; either by participating more productively in lessons or by ensuring that all work required is submitted on time.
Coasting	Work has been submitted but below the standard the student is capable of. This student should either spend more time on the work or further engage with the learning by asking for support. An improvement in quality is required.
Disengaged	Little or no work has been submitted which has hindered the student's progress. The student is yet to engage in learning.

Since September a great deal of preparation was take place with students to ensure that they know how to log on to Teams, know how to submit work to their teachers via Teams Class Notebook and are aware how to access Teams meetings for their online lessons.

Additional Guides [links]:

[Epraise messenger – a short guide](#)

[Microsoft Teams / how to submit work to Teams Class Notebook / logging on to live lessons](#)