




# St Augustine's Catholic High School and Sixth Form

## Home Learning Policy

<b>Approved</b>		<b>Date</b>
Principal G T O'Connor		18.09.20
<b>Cycle of Review:</b> 8 weeks		



# ST AUGUSTINE'S CATHOLIC HIGH SCHOOL AND SIXTH FORM

DEVELOPING THE WHOLE PERSON

## Home Learning Policy

### Aims

If school is suspended and Home Learning is implemented, the following guidelines are put in place. Our aim is that the curriculum remains at the forefront of our work and, as far as possible, pupil progress is not negatively impacted. It is anticipated that our Home Learning policy and practice will evolve over time but this aim will remain central. The basic premise is that pupils should follow their normal timetable when the school is closed, this is for structured routine and wellbeing although there is an understanding that circumstances may not allow this in all cases

### Teachers

1. Each week staff will set work for the duration of the week, this may be in different formats depending on the class/year group/subject. The work will be posted within Microsoft Teams. Students may be guided to another platform such as Class Charts or Moodle. This should be posted as early as possible and at the very latest by the start of the day. They may be published up to a week in advance and should be amended in light of class progress and feedback.
2. In the event of a local lockdown resulting in the full closure of schools, staff and students will revert to the home learning policy.
3. In the event of a year group bubble absence or staff being absent from school due to their own local lockdown, staff are expected to post lesson material on Teams and post their availability for students on their Team. Staff communication could include live lessons where appropriate.
4. Staff should upload their lessons for the week on Teams for students who are absent from school. Work set should reflect the length of the lesson. Note that experience in schools which have been closed for some time suggests that tasks take pupils longer than usual when done online as opposed to in class.
5. Assessments should be due in on the following days with feedback returned, where possible within 3 days except for BTEC/coursework.

	MON	TUE	WED	THU	FRI
Y11	Maths	English	Science	RE	Option
Y10	Option	Maths	English	Science	RE
Y9	RE	Option	Maths	English	Science
Y11/Y12	On weekly basis				

6. For the wellbeing of both staff and pupils, activities should be varied through the week so as not to require constantly sitting in front of a screen. It is understood that learning activities may differ from those in a classroom setting. A remote learning task could include:
  - a. An extended task over a series of lessons

- b. Worksheet and questions
  - c. Reading or supporting materials
  - d. Assessment opportunities
  - e. Past papers, model answers and solutions
  - f. Watching and reflecting on a Youtube clip
  - g. Baking
7. In the event of a local lockdown and the teacher is not available in school: there is an expectation that teachers should be able to help students on a day when there is a lesson; this may not be at the time of the lesson. This could include a live element to the lesson.
  8. Queries/questions should come via the "Posts" tab in the General channel of each TEAM. This is viewed as being in a classroom so will be monitored and reported accordingly.
  9. Live elements of lessons are offered at staff discretion. There is no requirement for staff to initiate or participate in live lessons but are optional for all staff. The guidelines must be adhered to:-
    - a. Live elements of lessons include: video content, an audio message, a live text question and answer session. Powerpoints with voice overs can also be used.
    - b. Live element of lessons involving video must take place in a classroom within the school building where possible, unless under local lockdown. Engagement with video from a teacher's home must be discussed with the DSL prior to the lesson.
    - c. Microsoft Teams is the only software that may be used by staff to undertake lessons.
    - d. Staff must not share lesson resources and recordings on any other platform.
    - e. Tone, language and dress should be professional and maintain some formality as in a face to face lesson.
    - f. Staff must report safeguarding concerns to the DSL using the outlined communication routes in the Safeguarding policy.
    - g. Staff must give students a minimum 24 hours notice of the live lesson to allow students to prepare.
    - h. It is advised that lessons are no longer than 30 minutes due to demands on concentration and student WiFi capability.
    - i. Teachers to allow student feedback and questions in their preferred format: this may be by voice or using the "chat" function within the lesson.
    - j. Students should not use the video function within the lesson; only microphones or written feedback, as requested by the teacher. The teacher will be in control of all communication within the lesson, written or spoken.
    - k. The live element of the lesson must support the work already set within the Team and must not replace work.
    - l. The lesson must be recorded. It will be available by Microsoft Stream and will be available on the Team to view outside of the live lesson time.
    - m. Teachers and students must not meet one to one. Group size should be a maximum of three students to one teacher.
  10. It is each pupil's responsibility to complete their work or communicate to their teacher why it is not completed.
  11. Teachers should still be issuing rewards, positives etc. as appropriate.
  12. Where staff are concerned about lack of engagement in a pupil's home learning, they should raise the issue with the Head of Department in the first instance and at least weekly. Please use professional judgement in this area.
  13. Teachers should try to ensure that by the end of each day all pupil queries have been dealt with. If the number of queries are too great, teachers should prioritise and respond collectively where possible.
  14. Teachers should feedback any concerns or queries to their Head of Department who will keep the Senior Leadership Team informed.
  15. Good practice tips will be circulated in morning briefings.

16. In the event there is a problem with IT contact the HoD and LourdesIT. [help@lourdesit.org.uk](mailto:help@lourdesit.org.uk) / 01527 359999.
17. In the event that TEAMS becomes unavailable, staff will resort to email.

### **Heads of Department**

1. Heads of Department should be additional owners of each class TEAM in their department so that they can oversee the consistency and quality of work being set. Class teachers need to ensure that they add their HOD or equivalent to their class TEAM.
2. Heads of Department should create TEAMS within their departmental area, holding briefings according to the school calendar. They should regularly check in with their department team to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
3. Heads of Department should decide the appropriate direction for the curriculum coverage in the event of the activation of the Home Learning Policy.
4. Heads of Department should continue to liaise with their Senior Leadership Team link in their normal meeting slots.
5. Heads of Department should hold a briefing on Tuesday to decide the work for the following week.
6. Heads of Department should inform Heads of Year on a weekly basis, following work input schedule about any student concerns.
7. Heads of Department to ensure teaching staff upload lessons weekly to Teams.
8. Heads of Department to inform Mrs Passalacqua for Y12 student work concerns and Mrs Paddock regarding Y13 work concerns.
9. Populate a weekly task sheet for all year groups sent out by Exams, return by Wednesday, to be checked on Thursday and out on Parental Bulletin on Friday.

### **Learning Support – Guidelines for SEND pupils**

#### **• Teachers**

1. Teachers should consider adaptations to home learning for pupils who have SEND to ensure the task style is accessible with appropriate expectations of the work they will produce, seeking advice from the Learning Support team as necessary.
2. Teachers should add Progress Leaders to the TEAM for that class that they ordinarily support in lessons.

#### **• Progress Leaders**

1. Progress Leaders will review the tasks set for the pupils/lessons they support in TEAMS in order to be ready to support any pupils who request help electronically.
2. Progress Leaders will respond to emails/messages from the pupils they support.

#### **• Students**

1. Students may email/message through TEAMS to their regular Progress Leader or teacher if they are stuck on a task and would like some support; the Learning Support team will do their best to respond promptly.

### **Pastoral Support**

#### **Form Tutors**

1. A personal tutor group should be set up within TEAMS. A message of support, motivational techniques, including a prayer should be sent out at the beginning and end of the week offering support, and letting the pupils know that they will be available online to be contacted at a point each day. Heads of Year will supply a bulletin which will be posted online twice a week.

### **Heads of Year**

1. Heads of Year should maintain oversight of the pupils and be responsible for positive messaging to their year group.

2. Heads of Year will supply a weekly bulletin with prayers, suggestions for the week and motivational messages
3. Heads of Department should oversee pupil engagement with home learning, intervening and escalating as appropriate using the support of their 'link' support staff member and pass concerns to Heads of Year.
4. Heads of Year to make contact with the student; if there is a safeguarding concern, then it will be passed to DSL. If it is not a safeguarding concern, then parental contact will be made.
5. Heads of Year should proactively liaise with parents in their community to maintain the personal touch.
6. Heads of Year should work closely with pupils of concern in multiple subjects and carefully oversee that they are completing their work.
7. Heads of Year need to be added into the Tutor Group Team by the Form Tutor.
8. Mrs Passalacqua will be monitoring Y12 students.
9. Mrs Paddock will be monitoring Y13 students.

### Support Staff

1. Support staff will produce a weekly task sheet that will be managed by their Line Manager.

### Careers Counselling and Careers Interviews

1. Careers counselling and careers interviews will continue to be available as directed by the Head of Year, this will take place by phone in the short term.
2. Students and parents can request appointments by emailing [careers@sta.lourdesmac.org.uk](mailto:careers@sta.lourdesmac.org.uk)

### What we expect from you:

#### Y9, Y10 and Y11 Students

1. Students should join TEAMS between 9.15 - 9.30 to register.
2. Students will **not** be required to submit work for every lesson but by the schedule below.
3. If absent, students are expected to catch up with missed work via Teams. The class teacher is required to upload lesson material to Teams for the week.
4. In the event of a local lockdown resulting in the full closure of schools, staff and students will revert to the home learning policy.
5. In the event of year group bubble absence or staff being absent from school due to their own local lockdown, staff are expected to post lesson material on Teams and post their availability for students on their Team. Staff communication could include live lessons where appropriate.
6. Schedule below:

	MON	TUE	WED	THU	FRI
Y11	Maths	English	Science	RE	Option
Y10	Option	Maths	English	Science	RE
Y9	RE	Option	Maths	English	Science
Y12/Y13	On weekly basis				

7. Students should follow their normal timetable as far as possible to enable teachers to respond to pupil needs and keep structure to the day. During each period we would encourage students to get up and walk around for 5/10mins each period.

Time	Action
9.15 – 9.40AM	Log on to TEAMS view any messages from Head of Year
9.40 – 10.55AM	Period 1
10.55 – 11.15AM	Break: students should remove themselves from their electronic device perhaps taking some form of exercise/reading
11.15 – 12.30PM	Period 2
12.30 – 1.10PM	Lunchtime: students should remove themselves from their electronic device, taking time to eat with the family/relax/reading
1.15 – 2.30PM	Period 3
2.30 – 3.50PM	Period 4

8. Students must complete all set work to the best of their ability and engage positively and constructively in online tasks and discussions.
9. Avoid disinformation.
10. Students must use **Posts** in the **General** channel of the relevant TEAM to communicate with their teachers and ask questions if they do not understand as they would in the classroom. This is not a space for general conversation. Emails should only be used in exceptional circumstances or for matters of a sensitive nature.
11. Students must sign off that they have completed set work as per teachers' instructions.
12. Students should complete their daily on-line log of activities to record academic work and other activities undertaken each day which their tutor will check.
13. Students must check their school emails every day to make sure that they are aware of any whole school communications. In the event that TEAMS becomes unavailable, teachers will contact classes via their school email addresses and you will need to return work to them using your school email.

### Remote Learning and using Microsoft Teams

1. Students are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams (this feature has been disabled).
  2. Students are unable/may not attempt to start or record a meeting/lesson (this feature has been disabled).
  3. Students are not permitted to share recorded videos/lessons made by teachers within or outside of the St Augustine's Catholic High School Teams Account.
  4. Students should think carefully about what is acceptable language with regards to what they type and post.
  5. Students must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.
14. Live elements of lessons are offered at staff discretion. There is no requirement for staff to initiate or participate in live lessons but are optional for all staff. The guidelines must be adhered to by students:
- a. Microsoft Teams is the only software that may be used by staff to undertake lessons.
  - b. Students must not share lesson resources and recordings on any other platform. Students must not edit videos of staff.
  - c. Staff must report safeguarding concerns to the DSL using the outlined communication routes in the Safeguarding policy.
  - d. Students who communicate inappropriately within the lesson will be removed from the lesson and referred to their Head of Year for an appropriate sanction.
  - e. Staff must give students minimum 24 hours notice of the live lesson to allow students to prepare
  - f. It is advised that lessons are no longer than 30 minutes due to demands on concentration, student WiFi capability
  - g. Teachers to allow student feedback and questions in their preferred format: this may be by voice or using the 'chat' function within the lesson.

- h. Students should not use the video function within the lesson: only microphones or written feedback, as requested by the teacher. Students should use the 'raise hand' function if they wish to speak or alert their teacher to a point of communication. The teacher will be in control of all communication within the lesson; written or spoken.
- i. The live element of the lesson must support the work already set within the Team and must not replace work.
- j. The lesson must be recorded. It will be available via Microsoft Stream and will be available on the Team to view outside of the live lesson time.
- k. Teachers and students must not meet one to one. Group size should be maximum three students to one teacher.

### **Y12 and Y13 Students**

1. There will be regular liaison between Mrs Paddock and Mrs Passalacqua regarding Y12 and Y13 students.
2. Mrs Passalacqua will oversee Y12 students and Mrs Paddock will oversee Y13 students.
3. Miss Klatt will oversee students remotely via TEAMS who are on supervised study.

### **Parents**

1. TEAMS operate on most devices, mobiles/desktops/tablets, please contact the Head of Year if one of these is not available.
2. Parents should do all they can to encourage and support their child's/children's work - including: finding an appropriate place to work, checking that set work is completed by the end of each day and ensuring that the normal school timetable for the day is followed.
3. Parents should check their children's daily on-line log of activities to monitor their academic work and other activities undertaken each day and talk to their children about this.
4. Parents should contact the students Head of Year as normal if there are any concerns or Pastoral at [pastoral@sta.lourdesmac.org.uk](mailto:pastoral@sta.lourdesmac.org.uk)
5. Parents should contact Mrs Paddock if there are any concerns for Y13 students and Mrs Passalacqua for concerns regarding Y12 students.
6. Parents need to contact their emails on a regular basis, as a minimum on a weekly basis. Bulletins will be sent out on a Friday afternoon. Any concerns about not receiving bulletins, please contact Anne Eggins at [egginsa@sta.lourdesmac.org.uk](mailto:egginsa@sta.lourdesmac.org.uk)
7. Any other concerns please contact Reception.

### **Remote Learning and using Microsoft Teams**

1. Students are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams (this feature has been disabled).
2. Students are unable/may not attempt to start or record a meeting/lesson (this feature has been disabled).
3. Students are not permitted to share recorded videos/lessons made by teachers within or outside of the St Augustine's Catholic High School Teams Account.
4. Students should think carefully about what is acceptable language with regards to what they type and post.
5. Students must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.

### **Queries?**

#### **What do I do if my child is ill?**

We will follow normal procedures as much as possible. Parents need to notify us by emailing [suchs@sta.lourdesmac.org.uk](mailto:suchs@sta.lourdesmac.org.uk) if their children are too ill to complete Home Learning expectations.

#### **What if I have a safeguarding concern?**

If you have a safeguarding concern, you are reminded that Mr Foley is the Designated Safeguarding Lead ([foleyp@sta.lourdesmac.org.uk](mailto:foleyp@sta.lourdesmac.org.uk)). Be aware of the additional Pastoral email address: [pastoral@sta.lourdesmac.org.uk](mailto:pastoral@sta.lourdesmac.org.uk)

Students should be mindful of their own mental health when working from home, we remind them of the need to maintain an appropriate level of digital communication with school and friends.