




St Augustine's Catholic High School and Sixth Form

Home Learning Policy

Approved		Date
Principal G T O'Connor		20.11.20
Cycle of Review: 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 school runs as closely to normality as possible: this means as many elements as possible to school life including pastoral systems, and Catholic Life run. 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, or when self-isolating without illness, this is for structured routine and wellbeing although there is an understanding that circumstances may not allow this in all cases. If a staff member is self-isolating but not ill, it is expected that learning provision is made for students.

Expectations for Teachers

In the case of bubble closure and staff isolation without illness:

1. Staff should provide learning material for students and making daily contact with students via Microsoft Teams. 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. If staff have a planned absence, they should endeavour to add work to Teams alongside cover work.
3. Staff should take a register on SIMS during a live lesson as normal to allow attendance monitoring procedures. This can take place using remote access.
4. Staff can provide live lessons, where appropriate, or pre-recorded content, striving to add individuality to lesson content where possible. 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. It is the aim to deliver most of the planned curriculum.
5. The Educational Endowment Foundation (EEF) has found that the effectiveness of remote teaching is determined by many of the same factors as determine the effectiveness of live classroom teaching. For example:
 - a. Ensuring students receive clear explanations
 - b. Supporting growth in confidence with new material through scaffolded practice which could include video demonstrations and modelling
 - c. Application of new knowledge or skills
 - d. Enabling students to receive feedback on how to progress including whole class feedback, tests, quizzes and work handed in.
6. 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 following 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. If live lessons take place from a teacher's home, a plain background must be provided and the background of the meeting must be blurred.

- c. Ideally, live lessons do not need to be the full 75 minutes: learning and tasks can be set up, new knowledge explored and students should be expected to work on a task.
 - d. Microsoft Teams is the only software that may be used by staff to undertake lessons.
 - e. Staff must not share lesson resources and recordings on any other platform.
 - f. Tone, language and dress should be professional and maintain some formality as in a face to face lesson.
 - g. Staff must report safeguarding concerns to the DSL using the outlined communication routes in the Safeguarding policy.
 - h. Teachers to allow student feedback and questions in their preferred format: this may be by voice or using the "chat" function within the lesson.
 - i. As per the acceptable use policy, students are permitted to have their camera on during live lessons. Students should be in acceptable clothing, preferably school uniform or business dress code for Sixth Form. If this is not adhered to, the Head of Year will be informed. It is at staff discretion if student cameras are permitted.
 - j. Teachers and students must not meet one to one. Group size should be a maximum of three students to one teacher.
7. 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
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. It is each pupil's responsibility to complete their work or communicate to their teacher why it is not completed.
10. Teachers should still be issuing rewards, positives etc. as appropriate using Class Charts.
11. 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.
12. 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.
13. Teachers should feedback any concerns or queries to their Head of Department who will keep the Senior Leadership Team informed.
14. Good practice tips will be circulated in morning briefings, HODs meetings and Buzz briefings.
15. In the event there is a problem with IT contact the HoD and LourdesIT. help@lourdesit.org.uk / 01527 359999.
16. In the event that TEAMS becomes unavailable, staff will resort to email.

Heads of Department and other Leaders within Departments

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 inform Heads of Year on a weekly basis, following work input schedule about any student concerns. This includes Sixth Form students.
3. Heads of Department to ensure teaching staff upload lessons to Teams.

- a. Resource lists, PDF versions of learning materials, booklets and links to websites can also be shared with students to extend knowledge. Staff can share long term plans with students to ensure clear tracking of work missed.

Learning Support – Guidelines for SEND pupils working from home:

• 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.
3. Teachers should use individual strategy sheets as appropriate.

• 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 and Catholic Life

Form Tutors

1. A form group should be set up from Teams
2. Form Tutors should hold registration during timetabled tutor time and complete registers on SIMS for AM and PM registration.
3. Form Tutors should conduct form time as a Live Meeting where possible and include an element of collective worship. MAS will assist with Catholic Life content and CAV for welfare.

Heads of Year: Years 9-13

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 continue with their weekly collective worship on the scheduled days using the Teams platform.
3. 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.
4. Heads of Year should proactively liaise with parents in their community to maintain the personal touch.
5. Heads of Year should work closely with pupils of concern in multiple subjects and carefully oversee that they are completing their work.
6. Heads of Year need to be added into the Tutor Group Team by the Form Tutor.
7. Heads of Year should monitor attendance to and engagement with lessons and act accordingly. The graduated approach if problems persist:
 - a. Stage 1: communication with home via text or email
 - b. Stage 2: a meeting or call with home to establish removing barriers to home learning. Where these are removed, a final warning is in place
 - c. Stage 3: students will be required to attend school.

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

In addition to the previous points; in the case of full school closure:

1. 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				

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 and 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
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 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.

Students:

What we expect if you are isolating

1. Students should log in to Teams daily and check for work according to your daily timetable.
2. If you require support, Mrs Crabb, your normal class teacher or the Head of Department will be available to answer questions at some point during the day.
3. Staff may offer live lessons: please check your class team daily so you can join in. Staff members hold a live meeting on your Team during the lesson.
4. Students must sign the acceptable use policy prior to using Microsoft Teams
5. If students are participating in live lessons, they must wear acceptable clothing or preferably school uniform; business dress for Sixth Form students.
6. Students must complete all set work to the best of their ability and engage positively and constructively in online tasks and discussions.
7. Students must use Posts or the Chat function 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.
8. Students must show work to their teacher on returning or hand in work on Teams as per your teacher's request.
9. Students must check their school email 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.

Additionally, what we expect if your bubble closes or in the case of full school closure

1. Students should join Teams between 9.15 - 9.30 to register.
2. Schedule below in the case of a full school closure:

	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				

3. 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 and register
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

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.
6. 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. Teachers to allow student feedback and questions in their preferred format: this may be by voice or using the 'chat' function within the lesson.
- f. As per the acceptable use policy, students are permitted to have their camera on during live lessons. Students should be in acceptable clothing, preferably school uniform or business dress code for Sixth Form. If this is not adhered to, the Head of Year will be informed. It is at staff discretion if student cameras are permitted.
- g. 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.
- h. 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 the Sixth Form Team regarding pastoral and academic issues.
2. Non engagement with remote learning will be monitored daily by Miss Klatt and communicated to the wider 6th form team.
3. Mr Ross will oversee pastoral Sixth Form issues.
4. Mrs Passalacqua will oversee UCAS and destination preparation.
5. Ms Paddock will oversee academic issues.

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
5. 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
6. Any other concerns please contact Reception.

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 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). Be aware of the additional Pastoral email address: 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.