Home Learning Guidance

1. Principles

1.1 The coronavirus pandemic is placing unprecedented challenges on society, including parents, carers and schools. At the time of writing, the Government has announced 'that schools will remain closed until further notice except for children of key workers and vulnerable children, as part of the country's response to coronavirus.'   'Children who do not fall into these groups should remain at home with appropriate care.'

1.2 We understand that parents and carers will want to support their children to continue to learn at home and therefore, where possible, we hope to provide home learning activities through Microsoft Teams. Where possible, paper copies of work will be available for collection from reception.

1.3 **We are starting from the position set out in this document, but we hope you all recognize this may need to change over time.**

2. Aim

2.1 Our aim is to try to provide learning opportunities for pupils so that the school curriculum remains an important part of their day. It is inevitable that our home learning guidance and practice will evolve over time, as the situation changes and more information is made available by Government.

2.2 Our current premise is that pupils should aim to follow their normal timetable as far as possible whilst the school is closed. Teachers will set work for key lessons ensuring that students maintain learning across a broad spectrum of subjects.

3. Guidance for Teachers

3.1 Teachers will set appropriate work that equates to the usual number of lessons taking into account the usual length of the lesson. Please note that experience in schools which been closed for some time suggests that tasks take pupils longer than usual when done online as opposed to in class.

3.2 Teachers should identify clearly at the end of their entry the intended outcome of work. "*By the end of this lesson/piece of work pupils should have completed X.*"

3.3 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 computer. It is understood that learning activities may differ from those in a classroom setting.

3.4 There is an expectation that wherever possible teachers will be following their normal timetable.

3.5 For Years 7-13 pupils, there will be no "homework" as such. However, there will be a range of optional activities and tasks for them to pursue as time allows.

3.6 It is each pupil's responsibility to complete their work and we ask parents to check the work has been completed.

3.7 Teachers should feedback any concerns or queries to their HoD who will keep SLT informed.

We will circulate good practice and top tips as to how to best manage the variety of situations we will be presented with. (Tweak/Tip of the day…)

3.8 In the event that Teams becomes unavailable, teachers should use emails to send out tasks.

3.9 Hard copy versions of activities should be made available for students who do not have access to online resources. Please arrange for these to be printed in school for collection.

3.10 All teachers should follow our polices at all times, especially the Professional and Safe Conduct Policy and IT Acceptable Use Policy.

4.	**Heads of Department and Directors of Subject**

4.1 HoD 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 to their class Teams.

4.2 HoD and DoS should regularly check in with their department Teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.

4.3 HoD and DoS should provide support to colleagues in their department to ensure that work is provided as required.

4.4 HoD should continue to liaise with their SLT line manager.

4.5 All departments should set up a Departmental Team for sharing of information etc.

5.	**Learning Support – Guidelines for SEND pupils**

5.1 Teachers
- Teachers should consider adaptations to home learning for pupils who have SEND
- Teachers should add Learning Support Assistant/s to the Team for that class that they ordinarily support in lessons.

5.2 Learning Support Assistants
- LSA will review the tasks set for the pupils/lessons they support in Teams.

5.3 Pupils
- Pupils who have tuition with a Learning Support teacher will also find their learning tasks in Teams.

6.	**Safeguarding**

6.1 Staff and pupils must follow our safeguarding policies and protocols at all times.

6.2 Relevant contact details are provided on the school website.

7.	**What We Expect From You**

Pupils

7.1 Pupils must follow the rules set out in the Brooke Weston Trust IT Acceptable Use Policy and should regularly access each of their class Teams to ensure they know what they are expected to be working on.

7.2 Pupils should follow their normal timetable as far as possible.

7.3 Pupils should complete all set work to the best of their ability

7.4 Pupils should check their school emails every day/regularly 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.

Parents

7.5   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 and as far as possible ensuring that the normal school timetable for the day is followed.

7.6   Parents/carers should monitor their academic work and other activities undertaken each day and talk to their children about this.