

Brentside High School

Teaching and Learning Policy – COVID-19 Remote Learning Addendum

1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal Teaching and Learning Policy continues to apply. We may need to amend or add to this addendum as circumstances or official guidance change. We will communicate any changes to staff, parents and students.

2. Rationale

The purpose of this addendum is to:

- i. clearly set out the Government expectations regarding remote education in secondary schools for all members of the school community. The DfE expects schools to
 - set assignments so that students have meaningful and ambitious work each day in a number of different subjects
 - set work that is of equivalent length to the core teaching students would receive in school, and as a minimum 4 hours a day, with more for students working towards formal qualifications this year
 - provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos
 - have systems for checking, at least weekly, whether students are engaging with their work, and inform parents immediately where engagement is a concern
 - gauge how well students are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate
 - enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding.
- ii. ensure a consistent approach to remote education which enables all students to continue to make progress/build knowledge and skills incrementally in accordance with the curriculum plans.

3. Learning arrangements for schools when fully open

Schools will continue to operate as normally as possible during the coronavirus (COVID-19) outbreak irrespective of local restriction tiers.

Any decision to initiate restrictions to any education setting to help contain virus transmission within a community, will be made by central government in the light of local and national circumstances.

Where students need to self-isolate, or local/national restrictions require students to remain at home, schools are expected to offer immediate remote education.

Students who do not have suitable online access will be provided with printed resources such as textbooks and workbooks.

In the situation of local/national restrictions schools are expected to offer an on-site provision for the following students:

- vulnerable children
- children of critical workers.

4. When schools are partially open:

• Teachers

- The school timetable of a four-period day will be in operation. All teachers must plan and deliver lessons for each timetabled class (project work cannot replace the planned curriculum).
- All lessons must be delivered as a PowerPoint (PPT) presentation with voiceover or as a link to a Microsoft Teams (MT) live lesson posted on SMHW (Create Classwork) using the format: 'C/W Biology 7E 25/09/20' by, 08:40 or at the lesson start time.
- All lessons are 75 minutes in length; teachers must plan work commensurate with that timeframe, taking into consideration the additional time students will require to access the lessons and submit their work.
- Homework should not be set for students in Key Stage 3 and 4. This is to support them working remotely. Students in Key Stage 5 should be set a 60-minute homework activity for each timetabled lesson.

Providing Feedback

The purpose of providing feedback is to open a dialogue with students to ensure their learning and progress is systematically reviewed, supported, guided and encouraged.

Feedback must be timely, manageable, motivating, and meaningful.

Feedback should always celebrate the achievements of the students as well as provide clear, achievable next steps which lead to a direct action, for example, using a green pen to make improvements.

Each student should receive a form of feedback from their subject teacher at least once a week. For classes taught once a week feedback can be given verbally (live or in a PPT presentation) and to the whole group. For classes taught more than once a week individual written feedback should be given once per two-week teaching and learning cycle using strengths and next steps and once as a different and more generic form.

Monitoring student engagement

- Teachers should record, across the week, which students have submitted work to the expected standard and on time.
- Parents/carers of students not engaging with remote education will be contacted by email or phone call.

Learning Support Assistants (LSAs)

LSAs are responsible for supporting the students that they are Key Workers for.

Students

During remote education students are expected to:

- access work set via SMHW
- attend MT live lessons, where possible
- complete and submit work to the deadline set by teachers

- seek help, if required, from teachers using SMHW or their school email account
- inform teachers if they are not able to complete work via their school email account
- students attending the on-site provision will complete work set by their class teachers by accessing SMHW and working in ICT suites. Staff working on-site during this time will support students to access the work set for them.

5. Who parents/carers should contact for support

Parents/carers can seek help from the school, if required, by contacting:

- remotelearning@brentsidehigh.ealing.sch.uk if access to technology prevents students from taking part in lessons/ completing work, including password problems
- attendance@brentsidehigh@ealing.sch.uk if their child is sick and unable to complete work
- the child's subject teacher(s) for issues with classwork
- the child's Form Tutor for welfare concerns or pastoral matters
- the child's Year Leader for all other matters.

NB: Emails sent to the email account info@brentsidehigh.ealing.sch.uk will be redirected to individual teachers if the contact details of specific members of staff are not known to parents/carers. The child's full name and tutor group must be included in all communication in order for the school to reach the correct member of staff.

6. Monitoring arrangements

This policy will be reviewed by the member of staff responsible for Teaching and Learning. At every review it will be approved by a Headteacher or Deputy Headteacher.

7. Links to other policies

This policy is linked to:

- Behaviour Policy and COVID-19 19 Behaviour Policy Addendum
- Child protection Policy and coronavirus addendum to our child protection policy
- Data Protection Policy
- Safeguarding Policy
- Home-school Agreement
- IT and Internet Acceptable Use Policy
- Code of Ethical Practice