

# Introduction

The staff and Governors of WGGs are determined to provide the outstanding education that each girl deserves, and to ensure she does so safely. This guide is designed to brief parents on remote provision where this is necessary.

## Remote Learning

Pupils may be unable to attend school in the following situations:

- Pupils unable to attend school due to self-isolation
- Partial school closure, either as a result of a year group or whole class(es) being sent home due to COVID-19 cases, due to government guidance that a rota system should be put in place to limit the spread of the virus or due to insufficient staffing availability
- Full school closure

This section sets out the provision that will be in place, at each key stage, in each of the above situations.

	Year 7-9	Years 10 and 12	Years 11 and 13
<b>Pupils unable to attend school due to self-isolation</b>	<ul style="list-style-type: none"> <li>• Sharing of materials used with whole class via Teams, for absent students to access if they are well enough to do so</li> <li>• Teacher adds note on class forum or as an assignment explaining what work absent students should complete</li> <li>• Student may email teacher for clarification on work set if they need help once they have attempted it</li> <li>• Parents directed to video showing how their daughter can access her work on Teams</li> </ul>		
<b>Partial school closure</b>	<ul style="list-style-type: none"> <li>• Live contact lessons on a reduce timetable (each subject will have a live contact lesson either once a week or once a fortnight. Please see "Timetable of live contact lessons at Key Stage 3 below.)</li> <li>• Students will be able to see their timetabled "live contact lessons" in their calendar on Teams</li> <li>• Weekly bulletin from Head of Year to maintain community spirit</li> <li>• Parents directed to video showing how their daughter can access her work on Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Live contact lessons following the normal timetable</li> <li>• Students will be able to see their timetabled "live contact lessons" in their calendar on Teams</li> <li>• Weekly bulletin from Head of Year to maintain community spirit</li> <li>• Parents directed to video showing how their daughter can access her work on Teams</li> </ul>	
<b>Full school closure</b>	<ul style="list-style-type: none"> <li>• Live contact lessons on a reduce timetable (each subject will have a live contact lesson either once a week or once a fortnight. Please see "Timetable of live contact lessons at Key Stage 3 below.)</li> <li>• Students will be able to see their timetabled "live contact lessons" in their calendar on Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Students follow normal timetable</li> <li>• Second lesson of the week in each subject is a live contact lesson via Teams</li> <li>• Students can see timetabled "live contact lessons" in the calendar on Teams</li> <li>• Work for remaining lessons set via Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Students follow normal timetable</li> <li>• First lesson of the week in each subject is a live contact lesson via Teams</li> <li>• Students can see timetabled "live contact lessons" in the calendar on Teams</li> <li>• Work for remaining lessons set via Teams</li> </ul>

<ul style="list-style-type: none"> <li>• Work for non-live contact lessons set via Teams for students to work on independently</li> <li>• Weekly form time via Teams</li> <li>• Parents directed to video showing how their daughter can access her work on Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly Teams form time</li> <li>• Parents directed to video showing how their daughter can access her work on Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly Teams form time (Year 11) / small group tutorial (Year 13)</li> <li>• Parents directed to video showing how their daughter can access work on Teams</li> </ul>
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## Live Contact Lessons

Live contact lessons will take place in line with the provision for remote learning outlined above. A live contact lesson could take various forms and will include at least one of the following:

- Audio-visual contact via a Microsoft Teams meeting, with student and teacher cameras switched on
- Audio-visual contact via a Microsoft Teams meeting, with teacher camera switched on
- Audio contact via a Microsoft Teams meeting, with student and teacher cameras switched off (for example when screen sharing a powerpoint the teacher is using to teach)
- Written contact via the chat facility of Microsoft Teams

The most appropriate form of live contact will be determined by each department based on the material being studied, the needs of classes and the resources available. The time spent on live contact will be appropriate to the learning taking place and will balance teacher exposition with student independent or group working.

## Timetable of live contact lessons at Key Stage 3

Year Group	Subjects having a live contact each week	Subjects having a live contact lesson every 2 weeks
7	<ul style="list-style-type: none"> <li>◦ English</li> <li>◦ Maths</li> <li>◦ Science</li> <li>◦ History</li> <li>◦ RS</li> </ul>	<ul style="list-style-type: none"> <li>◦ Art</li> <li>◦ Computing</li> <li>◦ Library</li> <li>◦ PACE</li> <li>◦ Classics</li> <li>◦ Drama</li> <li>◦ Music</li> <li>◦ Technology</li> </ul>
8	<ul style="list-style-type: none"> <li>◦ PE</li> <li>◦ English</li> <li>◦ First Language</li> <li>◦ History</li> <li>◦ Science</li> <li>◦ Second Language</li> <li>◦ Maths</li> <li>◦ Geography</li> </ul>	<ul style="list-style-type: none"> <li>◦ PACE</li> <li>◦ Technology</li> <li>◦ Computing</li> <li>◦ RS</li> <li>◦ Art</li> <li>◦ Music</li> </ul>
9	<ul style="list-style-type: none"> <li>◦ English</li> <li>◦ Maths</li> <li>◦ History</li> <li>◦ Second Language</li> <li>◦ First Language</li> <li>◦ Geography</li> <li>◦ PE</li> </ul>	<ul style="list-style-type: none"> <li>◦ Art</li> <li>◦ Chemistry</li> <li>◦ Drama</li> <li>◦ PACE</li> <li>◦ RS</li> <li>◦ Biology</li> <li>◦ Computing</li> <li>◦ Music</li> <li>◦ Physics</li> <li>◦ Technology</li> </ul>

For subjects highlighted in pale yellow, departments will plan the amount of work for additional lessons to be manageable for the students in the class.

For subjects highlighted in pale blue, there will be no work set via Teams on the week that students do not have a live contact lesson.

Where a class has multiple teachers, the teachers will liaise to share the workload for remote teaching.

## Supporting Vulnerable Students During Partial Closure

Pupils in the following categories are considered vulnerable:

- Pupils with Special Educational Needs and Disabilities who have an EHCP
- Pupils in receipt of Free School Meals
- Pupils with a Social Worker

Other pupils may be considered vulnerable as a result of their individual circumstances, for example as a result of mental ill health or because they are a young carer.

For these pupils, remote learning may be more challenging than for other pupils. As a result, during any period of partial or full closure we will put in place provision on the school site for students considered vulnerable as appropriate, provided they are not self-isolating. Pupils who are in receipt of Free School Meals will have the option to attend school and to continue to access a hot meal each day.