

# Introduction

The staff and Governors of WGS 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

Staff may be unable to attend school, even though they are well enough to teach, in the following situation:

- Self-isolating because they have been identified as a close contact of someone who has tested positive for COVID-19 or because someone in their household has symptoms

There are a range of circumstance when teachers may not be in lessons but are engaged in other activities, such as lesson observations, CPD and professionals meetings. At these times, and at any time when a teacher is unwell, they will set cover work for their classes.

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 Form Time</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> <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>• 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> <li>• Weekly Teams form time</li> <li>• PACE/FORUM is a live contact lesson once per fortnight</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>• 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> <li>• Weekly Teams form time (Year 11) / small group tutorial (Year 13)</li> <li>• PACE/FORUM is a live contact lesson once per fortnight</li> <li>• Parents directed to video showing how their daughter can access work on Teams</li> </ul>
<b>Teacher well but self-isolating</b>	<ul style="list-style-type: none"> <li>• Live contact lessons as per their normal timetable, via Teams, in line with the section on Live Contact Lessons below</li> </ul>		

### Timings of the school day during partial or full closure

In cases of partial or full closure, where the majority of pupils will be learning remotely, there is no need for staggered arrival and departure times or staggered recess and lunchtimes. At such times, all pupils in school and learning remotely will follow the timetable below.

Staff, parents and pupils will be notified on any occasions where this timetable will operate.

This will be the case in the period of 5<sup>th</sup>-15<sup>th</sup> January 2021.

Mon, Weds, Thurs	
Time	Session
8:45	Registration*
9:00	P1
9:35	P2
10:15	Recess
10:35	P3
11:05	P4
11:40	Changeover
11:50	P5
12:20	P6
12:55	Lunch
13:25	P7
13:55	P8
14:30	P9
15:05	End of day

Tues, Fri	
Time	Session
8:45	Registration*
9:00	P1
9:35	P2
10:15	Recess
10:35	P3
11:05	P4
11:40	Changeover
11:50	P5
12:20	P6
12:55	Lunch
13:25	P7
13:55	P8
14:30	End of day

\*For those receiving remote education a remote form time will take place each Wednesday.

## 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 lesson 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> </ul>	<ul style="list-style-type: none"> <li>◦ First Language</li> <li>◦ PE</li> <li>◦ RS</li> <li>◦ Geography</li> </ul>
8	<ul style="list-style-type: none"> <li>◦ PE</li> <li>◦ English</li> <li>◦ Maths</li> <li>◦ Geography</li> <li>◦ Second Language / Extra Skills</li> </ul>	<ul style="list-style-type: none"> <li>◦ Science</li> <li>◦ First Language</li> <li>◦ History</li> <li>◦ PACE</li> <li>◦ Technology</li> <li>◦ Computing</li> </ul>
9	<ul style="list-style-type: none"> <li>◦ English</li> <li>◦ Maths</li> <li>◦ History</li> <li>◦ Second Language / Extra Skills</li> </ul>	<ul style="list-style-type: none"> <li>◦ First Language</li> <li>◦ Geography</li> <li>◦ PE</li> <li>◦ Art</li> <li>◦ Chemistry</li> <li>◦ Drama</li> <li>◦ PACE</li> <li>◦ RS</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 Full or Partial Closure

Vulnerable young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
  - care leavers
  - other children and young people at the provider and local authority's discretion including pupils who need to attend to receive support or manage risks to their mental health

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.