

Introduction

All the staff are determined to keep you in school as much as possible and so are doing what we can to prevent the spread of coronavirus in the school. In some cases it is necessary for students to learn remotely; this guide is designed to explain how remote provision will work.

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

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

| | | | |
|--|---|--|--|
| | <ul style="list-style-type: none"> • Students will be able to see their timetabled “live contact lessons” in their calendar on Teams • Work for non-live contact lessons set via Teams for students to work on independently • Weekly form time via Teams • Parents directed to video showing how their daughter can access her work on Teams | <ul style="list-style-type: none"> • Students can see timetabled “live contact lessons” in the calendar on Teams • Work for remaining lessons set via Teams • Weekly form time via Teams • PACE/FORUM is a live contact lesson once per fortnight • Parents directed to video showing how their daughter can access her work on Teams | <ul style="list-style-type: none"> • Students can see timetabled “live contact lessons” in the calendar on Teams • Work for remaining lessons set via Teams • Weekly form time via Teams (Year 11) • Weekly small group tutorials (Year 13) • PACE/FORUM is a live contact lesson once per fortnight • Parents directed to video showing how their daughter can access her work on Teams |
| Teacher well but self-isolating | <ul style="list-style-type: none"> • Live contact lessons as per their normal timetable, via Teams, in line with the section on Live Contact Lessons below | | |

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 5th-15th 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

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.

Supporting Vulnerable Students During Partial or Full Closure

For some pupils, remote learning may be more challenging than for other pupils. As a result, during any period of partial closure we will put in place provision on the school site for any student who is considered vulnerable, provided they are not self-isolating.