
WHAT IS GUIDED REMOTE LEARNING?

During school closure, when pupils are required to work at home, the aim is to keep learning as regular and as consistent as possible, following the school timetable and homework timetables as much as possible.

Children of key workers, and children classified as vulnerable, may attend the school site, where they will be supervised by a member of staff. They will access their lessons as described below.

In all subjects, teachers will follow existing school schemes of work and, where relevant, examination specifications, in order to ensure the delivery of a well-planned and sequenced curriculum.

PREPARATIONS FOR THE SCHOOL DAY

Pupils are advised to have an area at home where they can work. Ideally it should be somewhere light, with plenty of space for books, folders and computer/laptop/Chromebook.

Pupils should ensure that they have a good, solid chair that enables them to maintain a good posture when they are working.

Make sure that they have access to a computer, laptop or Chromebook. Tablet devices will not be appropriate for remote learning, and school Chromebooks are available on loan.

Finally, pupils should make sure that they know their school network username and password.

THE SCHOOL DAY

If pupils are ill and unable to do your school work, parents should notify the school to let us know that you will be “absent” from remote learning.

Access to lessons is through Zoom and Google Classroom, as directed by teachers.

Teachers will email or post on Google Classroom Zoom invitations to lessons. Pupils must attend all lessons if they are well enough to do so.

Teachers will upload to Google Classroom any files or resources pupils may need to use, as well as links to useful websites related to the lesson content.

Homework will be set as usual on Google Classroom. Firefly is no longer used for this purpose.

The school timetable will run as usual, starting with registration and form period each morning. There will also be afternoon registration each day, unless it is a Games afternoon.

Games sessions will not run, and these periods should be taken as private study or time away from devices and screens. PE lessons will continue.

Co-curricular clubs and societies will continue to run on Zoom. In addition, the Sixth Form Friday programme of Enrichment and Volunteering will also continue as far as possible.

Period	Time
Form	0845-0905
1	0910-0940
2	0945-1015
BREAK	10.15-10.35
3	1035-11.05
4	1110-1140
5	1145-1215
6	1220-1250
LUNCH	1250-1345
7	1400-1430
8	1435-1505
9	1510-1540

Guided Remote Learning lessons are as formal and as important as regular face-to-face lessons, and pupils must complete all of the work they are asked to do.

Pupils should also bear in mind that whenever they are logged into Google or your school email using their school username and password, they must follow all school rules, including rules regarding the acceptable use of the school's IT facilities and network. Any breach of these rules when working remotely will be considered to be equally serious to any breach that takes place during the on-site school day.

SOME IMPORTANT CONSIDERATIONS

When a teacher sets up a Zoom lesson, it is the responsibility of each individual pupil to ensure that they are online at that time, that they are located in an appropriate space, and that they are appropriately dressed. Cameras must be on at all times, unless a pupil has permission from the subject teacher to turn it off. Pupils must also have their real names correctly displayed on Zoom to be admitted into the lesson.

Please note that one-to-one video communication between teachers and pupils is forbidden.

LEARNING SUPPORT/SEND PROVISION

Pupils with identified Special Educational Needs (including those with an EHCP) who have regular Learning Support sessions will continue their sessions remotely via Zoom or Google Hangouts chat. Additional safeguarding measures have been put in place to enable this. All pupils who have additional needs will be contacted by the Learning Support Department and given the option for additional support, guidance and advice should they need or want it. Within remote lessons, teachers will continue to, as far as possible, ensure pupils with identified needs have full access to lessons by following the usual strategies detailed on Learning Support Profiles (LSPs).

FORM PERIODS

Pupils have registration at 8.45 every morning and at 1.45 every afternoon with Form Tutors via Zoom. Other than for illness, attendance is compulsory. There is no registration on a Games afternoon.

PASTORAL SUPPORT

The School Counsellor is available for pupils in the case of school closure. In most circumstances, for this to happen parental permission must be sought and the consultations will only be by telephone. For safeguarding reasons, Mr Wilkes will be informed that the conversations are happening and the School Counsellor will keep notes of her consultations.

SAFEGUARDING

As the school's Designated Safeguarding Lead, Mr Wilkes (Deputy Head (Pastoral)) is always available by email or by phone on 07833 233697. If Mr Wilkes is not available, pupils should contact one of the Deputy Designated Safeguarding Leads, Mr Barnish, Mr FitzGerald or Ms Calnan via their school email address. All communication between staff and parents and pupils can only take place through official school channels such as school email and Google Classroom (please see the exception detailed under Learning Support/SEND above).