

shs Protocols for Teaching and Learning in the Event of a School Closure - Update 20 March 2020

As we have now found ourselves in the position where we are closing from Monday 23 March, we will be moving to the system of working remotely from home. Each Monday a series of instructions will be uploaded on to ClassCharts. Students can access this work during the week and complete it as and when they choose. We will then upload the next series of subject tasks and activities the following Monday on a week by week rolling basis.

We will endeavour to do our best, in what are difficult circumstances, to allow for continuity with learning and provide our students with quality work to continue their studies from home. Please be mindful that staff, students and their families will find themselves in a number of unique situations: some may have to self-isolate if unwell whilst others may be looking after dependants as the need arises. With this in mind, we ask that all involved understand that we will do our best to support students and provide meaningful learning activities that can be carried out independently from home, but a certain degree of flexibility may be needed.

Setting Schoolwork

- Learning tasks / extended activities for the week will be issued on a Monday by 9am
- Students can access the work from Monday but can complete work during the week and complete it when they choose to. The following Monday a new set of instructions will be issued on ClassCharts with any accompanying resources that are needed
- Students in Year 12 and Year 10 will be set tasks to continue independently in the first instance
- Email communications will be used with Year 12 and Year 10 for the submission of work
- KS3 students will be set work to complete ranging from textbook work to project and research activities with guidance of timings necessary to complete the work. This will be uploaded onto ClassCharts on Monday mornings
- Due to the recent announcements regarding Public Examinations Year 13 and Year 11 will not be required to complete any schoolwork
- We will be in contact with Year 11 students in the coming weeks with information on starting their EPQ, and in the summer term preparation for A Level studies
- We will keep in contact with Year 11 students as and when we receive updates from OFQUAL and Examination Boards about qualifications etc.
- We are currently investigating alternative methods to be used for all year groups for the submission of work and ways to offer feedback in the longer term. We will communicate this in the coming weeks

Email Communications between Teachers and Students

- Staff will check their emails during the working day between the hours of 9am and 4pm
- Staff may well communicate with Year 12 and Year 10 outside of these hours
- It is reasonable to allow for 24 hours before receiving a response to an email
- If a member of staff becomes unwell students/parents/carers may not get a response within this timeframe
- Students will be expected to check their emails once a day
- Please complete the subject box on the email with a clear, focused heading and include year group at the start of the subject
- As teachers/students will be communicating solely online – we ask that we are polite and patient when sending messages with attached work

What do Students need to do?

- Check that you can access your emails from home
- Check that you have downloaded the ClassCharts app or can access it online from home
- Take all school folders, revision materials, texts and textbooks home with you
- Organise a space to work at home
- Download apps such as Microsoft Word, Microsoft Powerpoint and the Kindle app for reading
- Use the time at home to work through tasks set from each subject area by managing your time effectively
- If you do not have access to the internet either via a desktop computer, laptop or phone please let your tutor know

What if I am Stuck and I do not Understand the Instructions for the Set Work?

- Do not worry!
- Maybe contact a friend or classmate
- Be creative and show your independence by looking up words, problems and concepts online
- Move onto a task from another subject
- Your teachers are likely to be very busy so email them as a last resort
- If you are a Year 12 or a Year 10 student, then email your class teacher
- If you haven't had a reply within 24 hours, then resend but cc. in another member of the department

What can Parents/Carers do to Support?

You can support your child with their preparations for online learning by:

- Ensuring that you both know how to access ClassCharts. This will help you to monitor the work your child will be set and will need to complete from home
- Reminding your child to routinely check their school emails for updates and correspondence from teachers at least once a day
- Ensuring that your child has resources and textbooks at home
- Finding a space where your child can work effectively whilst studying independently at home within the working day
- Encouraging your child to read widely and be ambitious with their choices

Other Considerations for Teachers

- Staff will be mindful of GDPR and will ensure that devices used at home will be locked down i.e.: phones, laptops and desktop computers
- Sensitive data and materials used from home will be secure and closed / logged out once used and before devices are used by other family members

We love hearing from you, but please limit all emails to only necessary communications. This will avoid unnecessary interactions and allow teachers to spend time helping those most in need and offering feedback to examination classes. Please rest assured we will do our best to provide quality learning experiences. Most of all, we thank you for your continued patience and support in what are very challenging times.

Miss Ria Patel

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