



## **St Joseph's Catholic High School Remote Learning Policy**

### **In the event of a whole school or partial lockdown**

#### **What we will do:**

- **Ensure all parents have copies of logins required for remote learning.**
- **Ensure all work is set on Teams and copied to Classcharts.**
- **Tutors will communicate with your child each day via emails by 9.30am. Staff will respond to emails and Teams message about work within 24 hours.**
- **Provide paper work for students with no devices.**

#### **What parents need to do**

- **Encourage your child to complete their work.**
- **View 'Homework' on Classcharts. Students can find details on Teams.**
- **Keep in contact with tutors if problems arise.**
- **Ensure your child can login. Do not accept that your child has forgotten logins.**
- **Do not accept that work has not been set.**

#### **What students need to do**

- **Ensure you have all your logins and if you don't you know where to get them.**
- **Reply to your tutor's email each morning by 10.00am.**
- **If you don't reply to your tutor's email, be mindful that we may visit you.**
- **Check your work on Teams and communicate with your teachers for help via email or Teams.**



### **Rationale in the event of a school closure:**

The school is committed to providing continuity of education to its learners and will do so through a process of remote (online) learning. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather).

### **Work for Quarantine, long term illness or Exclusion**

Remote learning may also be appropriate in situations when learners, in agreement with the school, have a period of absence but are able to work at home. This may apply in cases such as exclusion from school, or longer-term illness, assuming learners are able to complete school work at home.

There is no obligation for the school to provide continuity of education to learners who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take learners on holiday during term time.

Remote Learning in the event of extended school closure

The school will provide continuity of education in the following ways:

1. Regular direct instruction from teachers via Teams with the ability of learners to ask questions via email.
2. Written work provided in booklet form for those without devices or internet.

The platform that the school will use to provide work is Teams. Work is signposted on Classcharts also.

The school reserves the right to vary the range of methods used to provide remote learning tasks, feedback and interaction, based on the particular circumstances of any closure and based on our experience.

The school uses a variety of apps that support learning. These apps have passwords that have been provided by the school. A list of passwords is also copied to parents.

### **Home School Contact**

- Tutors will take the caring role with daily emails. Tutors will be asked to email their tutor group daily. They should expect a response from each student by 10 am each day; tutors to inform HoY for nil response.



- After 2 consecutive days of nil response – HoY/other colleague to contact. This may trigger a home visit.
- Learning Support will use a key worker system to contact EHCP and SEN support students. Tutor will be told who is on this list but tutors must still use their daily contacts.
- Students who have been identified as having limited access to appropriate device will be given a work pack.
- Year 11 PP students have been offered devices but they will be offered to others if not taken up.
- Safeguarding team will meet remotely each week to ensure all student on this list are in contact.
- Home visits will be arranged for those students not in contact with school by the third day of no response.
- Subject leaders will track the responses to work from students via their teachers.

### **Social Media**

The school will use social media to contact students and parents as a group using the school Facebook and Instagram accounts. Daily messages will be given by the Headteacher.

### **Tier 2 Lockdown**

We will remain open for full time provision for children of critical workers and vulnerable students.

### **Rota System for other students**

For all other students, we will move to a rota system combining on-site provision with remote learning.

Tier 2 Lockdown will have students in school for two weeks and then two weeks at home.

All staff will be working in school.

Our remote learning will be Teams and Classcharts.

All our current policies for school timings, timetables, yards, behaviour expectations, lunch times and face coverings will operate in a Tier 2 Lockdown. Our Risk Assessments remain in place.

Everything will remain the same, except there will be fewer students in school.

In a Tier 2 Lockdown, Years 7, 9 and 11 will be in school at the same time for two weeks. Then they will study remotely for two weeks and Years 8 and 10 will come in together for two weeks.

### **Keeping Siblings in school together**

When Years 7, 9 and 11 are in school, their siblings in Years 8 and 10 will also be in school so that families are on the same rota.

We will create a class for these students. One Year 8 class and one Year 10 class. The siblings will not be required to be in school with their own year groups. Everyone student will have two weeks in and two weeks at home, except students who are vulnerable who will be required to be in school full time and families of critical workers, who will be offered full time provision.



### **Critical Workers and Vulnerable Students**

The provision for critical worker children and vulnerable students will be full time. These students will join their classes when their year group are in school, but have separate arrangements in school when their year group are on their two week remote learning. We will strongly encourage all vulnerable students to attend full time. To do this we will work with the LA and home contacts.

### **Other details for Tier 2.**

Our cleaning schedule will ensure the school is cleaned thoroughly between rotas.

Our Risk Assessment will be updated to reflect the rota model.

Free School Meals arrangements will be via vouchers for families on their two week remote learning.

All staff will be on site.

### **Tier 3 Lockdown**

In Tier 3 Lockdown, provision will be made for Vulnerable students to be in full time and provision will be offered to students of critical workers.

All other students will be working at home remotely.

Need an agreement about staff working in Tier 3.

October 7<sup>th</sup> 2020