The St Joseph's Catholic Online School

This policy has been reviewed March 2021.

The purpose of the SJCHS online school is to form students who are:

Attentive & discerning, **eloquent & truthful**, **active & curious, intentional & prophetic**, **hopeful & faith-filled**, **generous & grateful, compassionate & loving**, **learned & wise.**

We are rebuilding our 'family of education' online.

Rationale

This year our development plan is one of Renewal. After the damage that was done to all within our community due to the global pandemic. It is important as a Catholic School and community that we focus on the three W's:

- Welcome
- Welfare
- Witness

Pope Francis has asked us, 'to revive the commitment for and with the younger generations, renewing the passion for a more open and inclusive education, capable of patient listening, constructive dialogue and mutual understanding.' This educational pact is called upon to be in his words "revolutionary". "Never before, he continued, has there been such a need to unite efforts in a broad educational alliance to form mature people, capable of overcoming fragmentation and opposition and rebuild the fabric of relationships for a more fraternal humanity".

SJCHS Online School

Our online school operates to the same timetable as when we are all together.

Whilst there are staff working in school, most of our teachers are working from home. We have taken this decision to protect staff from infection so that they can deliver their teaching. Until this new variant is understood, I do not want to risk all staff in the building at the same time. Once the infection rates lower, we will review this policy.

- There is compulsory attendance to our SJCHS online school unless your child is ill.
- The day will begin with a live tutor session at 9.15.
- At the beginning of the any online learning period we do expect all tutees to email their tutor to ensure email contact is in place.
- At SJCHS we expect students to email properly using Dear / Hello + name and asking staff how they are before beginning their message.

- We use Teams and ClassCharts to deliver our SJCHS online school.
- Parents can reward students with achievement points in ClassCharts.

Communication

- SJCHS communicates every day via an email and Facebook message. We also respond to comments and to queries if you have any. Heads of Year, tutors and teachers will also respond to emails. The HOY emails are at the end of this document. For a small number of parents, the school mobile numbers of our HOY are shared.
- Reception is open during working hours if you wish to contact us.
- Our website reflects the latest messages.

How to access our SJCHS online school:

- Log in in the normal way at 9.15 for a live tutor session. This session will last ten minutes. Your Tutor will talk to you about the day ahead and share important information with you. This will also be a registration session. If you are ill, your parents should contact school in the usual way.
- Students follow their normal timetable to find work, see recorded presentations or join live lessons. Teachers will set work equivalent to their lesson time or deliver live lessons. PE lessons also will set work.
- Students must join tutor and live lessons promptly.
- Students must have a pen and paper in live sessions. Live sessions are always recorded.
- Students will be expected to submit work within 48 hours of the allocated deadline in order to ensure they receive feedback from their class teacher.
- If your child is unable to access SJCHS online school because of no device at home, please contact your child's Head of Year urgently.
- The school homework page has solutions for common problems with passwords.
- Any IT issues and password issues must be reported to helpdesk@sjchs.uk Put as much detail as you can in the email. They can 'take over' your computer and help you solve issues.

What to expect in online school.

- Timetables are the same as in school. The timings are the same except for tutor which begins at 9.15.
- Timetables are issued to parents showing how each lesson is planned so that parents know if there is a live lesson.
- Teachers will use a variety of live lessons, recorded lessons, presentations and learning platforms to deliver their lessons.
- Work will be submitted using various tools in Teams or via email.
- We are tracking the submission of work and the attendance in tutor.
- We are using Classcharts to communicate work not completed and to praise students.
- We also use social media to share certificates and awards.
- Where key assessments are part of the lesson, we may post assessments home.
- Teachers will expect students to answer questions and take part in the lesson in the normal way.
- Teachers will still check on students' understanding and may use quizzes in the lesson to check students have achieved the learning objectives.

- Teachers will welcome any emails from parents to answer any queries you may have or give guidance on how to support from home.
- Engagement of students is tracked carefully subject by subject.

How have we changed the curriculum?

- There are some aspects to the curriculum that cannot be delivered online such as some science experiments for example, but staff will find ways around these challenges where they can by using online tools such as videos and recordings.
- Therefore, each subject area will be changing the order of the topics during online school so as to be best placed to deliver a sequence of lessons or topics and skills appropriate to online learning. Subject leaders will be planning the return to school curriculum to ensure that aspects to the curriculum that are better delivered in person will be planned for when we return.
- The SJCHS curriculum is based on five keystones: Catholic Life, Academic, Culture, Sport and Community and

What can parents do to support?

- Please ensure your child has joined their live tutor each day.
- Please check that students have completed work thoroughly before accepting that they have finished.
- Please check Classcharts regularly for notifications of any incomplete work, deadlines or messages of praise.
- Please read with your child for 15 minutes a day. We can provide books if you need one.
- Please check our daily messages on email and on Facebook.

SJCHS Extras

SJCHS have developed the SJCHS Extras programme which contain courses with bronze, silver and gold programmes for students to complete whilst at home. These courses complement our online school. Courses are available in IT, Typing, Creative Arts, Local History, and Physical Activity.

Information is on our website and tutors have all the information.

Additional Provision in School

Some students will come into school because they are identified as needing to be in school. We will also provide places for students of critical workers who are not old enough to be at home on their own. If we have students not engaging, we may ask students who have no IT access to work from school.

Students in this group will be supervised by our Cover Staff. They will follow the SJCHS Online School in the same way as other students.

Please email Julie.Gaffney@sjchs.uk if you need your child to be included.

Special Educational Needs

Additional support is available for SEN students available from our Learning Support Team. If you wish to discuss any further support, please contact our SENCO Helen.Kinrade@sjchs.uk. Her team are working with families to ensure learning is tailored to individual student's needs. Some students will be working in school so that they can access their support whilst working online with their classes. All TAs and HLTAs will be in contact with their key students.

How will our pastoral staff support online?

- All our pastoral staff are working full time on taking care of our students.
- Our student desks is open each week for students to pick up what they might need: paper, pens, laptops etc.
- Tutors will see students each day in live tutor.
- Device issues are tracked carefully so that we know who have not been able to access online school.
- Attendance in live tutor is tracked. Hoys will pick up students not attending and contact home.
- Our Pastoral Staff will continue to attend the family focussed meeting that are calendared.
- Our pastoral staff collate any online issues so that staff are aware if there are internet issues or any absence so that teachers know if a child cannot attend their lessons. We have a simple system for staff to see where there are issues so no Classcharts points are issued when work is not submitted for a genuine reason.
- Parents can ensure that HOY are kept up to date with any issues by emailing them.

Pupil Premium

Pupil Premium students are tracked carefully by our PP team, staring with ensuring that devices are working and internet access is in place. Attendance and engagement in lessons are tracked to ensure all students can access their lessons. The pastoral team, SEN team, PP team meet weekly to ensure that all issues are shared and actions taken.

How are we ensuring all our students are safe?

- The first point of contact with student is in our live tutor each morning.
- We track carefully the attendance in live tutor.
- Our teams meet regularly to ensure all students are tracked.
- Safeguarding meetings with outside agencies are still taking place.
- Our safeguarding team work to support the student that need their care whether we are online or not.

What to do if worried about the well-being or safety of a student.

If you have safeguarding concerns about a student, please telephone school and ask for our Safeguarding Lead, Mrs Wendy Lightfoot to call you back. Her email is Wendy.Lightfoot@sjchs.uk . Our Deputy Safeguarding Lead is Laura Cross – Laura.Cross@sjchs.uk.

My child does not know how to log into Teams or ClassCharts

Helpdesk@sjchs.uk are where to go for help. We will be launching an IT support session each Monday. More information will follow. If it is a password issue helpdesk@sjchs.uk will also help. All staff want to help students become more confident in using our systems.

We don't have enough devices at home

Please let Heads of Year know so that we can respond. We appreciate that sharing devices is not easy. Let us know if you need support. If there is no way to resolve IT issues, we may ask the student to come into school.

What happens if my child has completed everything?

Websites: BBC Bitesize for Years 7-11 has resources available.

Oak Academy has resources for all year groups: Home - Oak National Academy (thenational.academy)

TV: BBC2, BBC Red Button, BBC iPlayer and CBBC are beginning school programmes from 11th January.

Nrich.maths.org has lots of resources and for Years 7 and 8 Timestables Rock Stars on ttrockstars.com is a good resource.

Most importantly, all students should be reading for 15 minutes a day.

Free School Meals

Parents will receive vouchers via email. For those parents without email, we will post the vouchers.

Further Information

GCSEs – school will inform you regarding arrangements for exams.

Heads of Year emails: Mary.Eldon@sjchs.uk Year 7, Todd.Stuart@sjchs.uk Years 8 and 9, Kate.Hodgson@sjchs.uk Year 10 and Holly.Donaldson@sjchs.uk Year 11.

For Staff

Engagement

The definition of engagement is one piece of work that has come back to you.

Tutor

- **Tutors must schedule a live Teams tutor period at 9.15 each day to last ten minutes.** The content of this tutor time is the tutor's choice but must be focussed on engagement, welfare and access to work. Attendance at live tutor must be entered on the contact sheet that Mr Kinsella has set up.
- **Even if students do not show their face, they must be marked present.**

Using Behaviour and Achievement Points

- Please over award 'Home Learning' achievement points on ClassCharts as recognition of completed work, questions asked or answered and general loveliness.
- For students who do not engage in remote learning, please issue a Classchart achievement point for 'COVID No work' at the end of the week. Do not use the red behaviour section for no work. We know that this sounds strange, but it keeps everything green and it is the red behaviour points that are annoying parents, not the message. Please consider waiting until the end of the week to give student a chance to submit.
- For students submitting work that is poorly done, please use the COVID work not good in achievement points.
- For Behaviour issues – use the behaviour points as you would do normally.

Lessons

- We acknowledge that teaching online is hard. Please be kind to yourself. Lessons cannot be the same standard as 'in person.'
- Students will be set work for each timetabled lesson and they will be expected to complete this work during their normal school day. As a maximum, students should be set work of no more than 20 minutes / 40 minutes for doubles when working on their own. Set extensions if you wish, but when tracking engagement, the extension is not an expectation. Set shorter tasks, if appropriate for some classes.
- There is no expectation that we are covering the Spring Term curriculum.
- Remember that teachers often underestimate how long a task takes, especially handwritten tasks.
- If you choose to live teach, please record your lesson for safeguarding purposes. You do not need to ask permission from students.
- Lesson should be 30-35 minutes long to give time for a break between classes, especially early in the week when the live lessons are more frequent. Check the timetables to see the 'diet' for the year groups.
- Teachers should make time available during their classes to answer emails to help and support students. If teachers want to do live Q&A sessions that is their choice and to be decided in their teams.
- Students have 48 hours to complete work set, staff are not obligated to mark work which is submitted after this time period.
- It is the expectation that all staff provide feedback for KS4 students and for students to complete RYG tasks in line with your department marking policy. It is up to depts to decide the format of feedback given to students.

All remote learning work must be set on Teams. Support is available for staff who need help. Please make good use of Youtube, Oak Academy etc.

Each department will have a centralised tracking system of student engagement.

We encourage you to take a collaborative departmental approach to the setting and teaching of work where and when appropriate.

We have formulated a behaviour and attendance policy for the SJCHS online school.

SJCHS Online School Behaviour and Attendance Policy

Just like when you are in school, there are expectations of you and how you will engage with our online school and how we expect you to behave in 'live' lessons on Teams.

Online Expectations and Protocols

- All students must be appropriately dressed (i.e., like a non-uniform day) for live lessons.
- For live tutor, please turn your camera on when your named is called. We would prefer to see you for the whole session but that is Ok if you prefer not to.
- For live lessons, we would prefer to see you, but if you wish not to be on screen, that is OK.
- If possible, students should be in a shared area or living space, but If this is not possible, then bedroom doors should be left open.
- Parents may not join in the lesson, ask questions or interrupt.
- Headphones/headsets may be useful if others are present.
- Check who or what can be seen on camera or heard by the microphone – ensure no inappropriate activities or language can be seen or heard. Inform others around you that you are doing online schoolwork.
- Ensure that no personal data (other than your name) is on view.
- Staff running the session may turn the students' cameras and mics off when they are presenting.
- All activity in the session must be in line with normal acceptable behaviour within a classroom.
- For safeguarding purposes, the school will record the session. These recordings will not be shared publicly but may be reviewed by the school.

Behaviour

C1 – submitting work - If your teachers think you are not working hard enough or not submitting work, they will issue points in ClassCharts. (GREEN)

C2 – Disrupting the lesson – staff will issue behaviour points in the normal way.

C3 – Students will be removed from online and placed in the HUB.

C3 - If you disrupt 'live' lessons on Teams your teachers will be able to remove you from the lesson. If this happens, they will log a behaviour point using COVID19 – Remote Disruption.

The sanctions will be:

- 1st disruption: you will be banned from 'live' lessons for the rest of the day and parents informed via email. You will need to work from resources on TEAMs only and no 'live' lessons.
- 2nd disruption: you will be banned from 'live' lessons for a week and parents informed via telephone. You will need to work from resources on TEAMs only and no 'live' lessons.
- 3rd disruption: you will have your school log in suspended and will complete remote learning using BBC Bitesize and Oak National Academy. Parents informed via telephone and reinforced by email including details for BBC Bitesize and Oak National Academy.

Rewards

- Teachers will use achievement points to reward students. Parents can also award achievement points. Students who are working exceptionally well will be awarded 'Virtual Praise Postcards'

Attendance

- Years 7-11, all student are expected to be in live tutor and follow their timetable unless they are completing Year 11 mock exams.
- Parents are expected to email attendance – Laura.Cross@sjchs.uk if their child is ill and unable to attend SJCHS Online School.