

Holy Family Catholic High Remote Learning Policy



In order to ensure that learning is continued, irrespective of lockdown and self-isolation, Holy Family Catholic High School has developed the following plan. This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources.

This plan will be applied in the following instances:

1. An individual is self-isolating because of a positive test within the household;
2. A group are self-isolating because of a case of coronavirus in the bubble;
3. A large proportion of the school are self-isolating because of a local outbreak of coronavirus.

The plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#).

Software and online platforms

Within all plans, teachers will set appropriate work in-line with our current curriculum, primarily supplemented by a range of resources provided by Oak Academy, BBC Bitesize KS3 and KS4, GCSEPod, Tassomai and other commercially available packages.

Pupils will remain in contact with their Subject teachers through Microsoft Teams. Microsoft Teams will support school in offering true online learning with the opportunity for the children to communicate with their teacher 'live' in real time though the chat or through live video lessons. Often this will be used so children can 'drop-in' and chat to the subject teacher, ask questions and receive further support after accessing the lesson resources.

Class Charts will remain in use as the communication element has already proved to be invaluable. Teachers will be able to message children and parents via announcements. The Class Charts merits and announcements will offer the chance for teachers to celebrate children's work and maintain our school community.

Oak Academy has been selected as an important tool to support remote learning for a number of reasons. The Oak Academy lessons are in-line with our teaching ethos – they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice. The online lessons are free to all and offer a recorded taught session so that the children can access physical teaching from a teacher and then access work relating to that lesson within the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support.

My Maths and MathWatch resources will be used as they are matched to our current maths curriculum model. Pupils are very used to seeing these resources. Tassomai (Science) and GCSEPod will all be utilised to support the acquisition and retention of basic core skills.

In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that Holy Family High School makes that provision available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching staff need to be familiar with them). These should be written into the school planner:

- Class Charts
- Microsoft Teams
- MathWatch and MyMaths
- GCSEPod and Tassomai

It is expected that a child logs onto Teams daily during isolation at 9.00am promptly. They should access the 'Class Team' for each of the five subjects they would normally have timetabled on that day, following the normal week A and week B pattern.

In scenario 1: Where an individual is self-isolating because of a positive test within the household;

Lesson materials will be available on MS Teams every day to cover the scheduled lessons taking place in school. Pupils may email the subject teacher if they have any questions about the work. All completed tasks should be kept safely, and brought into school once the isolation period is over. Teachers may ask for some work to be submitted so that it can be assessed and feedback provided via Teams.

In scenario 2: A group of pupils are self-isolating because of a case of coronavirus in the bubble or a large proportion of the school are self-isolating because of a local outbreak of coronavirus.

During a bubble or full lockdown, it is important that pupils are online at the time of the normal lesson. However, we do understand that this is not always possible because some families may have more than one child isolating, they may have a limited number of devices or find it difficult to co-ordinate learning from home to a very tight timetable. However, there is an expectation that a child accesses the lesson, allocates an appropriate amount of time and completed the work to the best of their ability.

Teachers will be available online 'live' to talk through instructions and answer any questions a student may have when the normal timetabled lesson takes place. This 'live' support will take place during the normal scheduled lesson so it is important, where possible, for pupils to follow their timetable especially if they need support.

Some lessons may be scheduled as meetings on Teams where the teacher will deliver a live video lesson. Student behaviour and protocols have been shared and it is compulsory for audio and video to be off, and for all chat communication during the lesson to be appropriate. Failure to comply will result in the student being removed from the online lesson and any subsequent lessons.

Worksheets and Practical Resources

If a child is isolated from school i.e. the child is sent home from school to either receive a test or self-isolate as someone in the household is being tested, a Parent Pack containing information about COVID isolation procedures and how to access lesson resources while at home will be emailed to parents. Children will have immediate opportunity to continue their learning. Parents are asked to alert school immediately if they are unable to access the internet or use a device to access the lesson materials online.

Most subjects have provided 'at home' printed packs and materials in advance of any isolation. These are to supplement the lesson materials provided on Teams.

Remote Learning delivery

In all cases, the main delivery method for remote and online learning is through the school Microsoft Teams learning platform.

One pupil needs to isolate because someone in their household is symptomatic or tests positive	
Ongoing Support	Safeguarding/SEND
<p>Using Microsoft Teams, the Subject Teacher will upload lesson materials and instructions for the pupil isolating at home for every test missed. This work will take approximately one hour to complete. The teacher will decide what materials are most appropriate for the individual to do at home, this may not always be identical to the materials used in the classroom based lesson, but will allow them to cover the same content at home.</p> <p>If teaching input is required for lessons, the teacher can either direct the pupil to a relevant Oak Academy lesson, pre-recorded lesson or via a commercially available website.</p> <p>If the pupil is stuck or has questions, they can email or 'chat' on Teams to the Subject Teacher directly.</p> <p>Teachers may require work to be submitted online to MS Teams. This is to allow work to be marked and feedback provided.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to s.bradley@holyfamilyhighschool.co.uk or the attendance team.</p> <p>If child is entitled to benefit-related FSM ensure food made available. Please contact s.thomas@holyfamilyhighschool.co.uk</p> <p>If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL.</p> <p>If a child does not engage, the Subject Teacher is to call the parents to discuss obstacles and support. This should be recorded on Class Charts and monitored by the Progress Leaser</p>

A group of children are self-isolating because of a case of coronavirus in their bubble or a full lockdown.	
Ongoing Support	Safeguarding/SEND
<p>Using Microsoft Teams, the Subject Teacher will upload the lesson materials and it will include taught content. This may be a relevant Oak Academy lesson, a pre-recorded lesson, a commercial available website or they may teach directly to the isolated group of children.</p> <p>Direct online teaching, when appropriate, will take place using the Team 'Meetings' and will appear in the calendar in Teams.</p> <p>If the pupil is stuck or has questions, they can 'chat' to the Subject Teacher directly on Teams.</p> <p>Some teachers may require work to be submitted online to Teams. Teachers will then review the work completed and ensure that the following day's lesson addresses misconceptions etc.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to s.bradley@hollyfamilyhighschool.co.uk or the attendance team.</p> <p>If child is entitled to benefit-related FSM ensure food made available. Please contact s.thomes@hollyfamilyhighschool.co.uk</p> <p>If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL.</p> <p>Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue via Teams as long as the agencies engage. SENDCO and TA's to arrange a phone call to check in with all SEND students at home.</p> <p>Those not engaging with home learning are to receive a phone call from a Form Teacher or Progress Leader to discuss the obstacles and support.</p>

Frequently asked questions

[How will my child access the remote learning you are providing?](#)

To access Microsoft Teams, each pupil has a school email account using Microsoft Office and a password. All pupils have received a lesson in school to ensure that they can access Teams and there is a dedicated helpline to deal with any log-on issues at password-reset@hollyfamilyhighschool.co.uk

Subject teachers will also provide paper copies of any lesson materials. In the majority of subjects, pupils have been provided with paper 'remote learning booklets' to supplement any work online.

If my child does not have digital access at home, how will you support them to access remote education?

The school has a laptop loan scheme available on request via the Progress Leader team. The school can also provide support with temporary WiFi access on request. Please contact the school office in the first instance.

What are the schools expectations of my child's engagement in the remote learning?

Pupils are expected to be online at 9.00am and to follow their normal timetable for the day. Teams has a monitoring application called Insights which allows the teacher to observe when the pupil has logged onto the lesson and how long they were engaged.

How can I check that my child is engaged with the remote learning?

It is easy for a parent to see the work that has been set by looking at the instructions for each lesson on Teams. To support your child, ask them to show you the work that they have completed – there should be five different subjects each day. Encourage them to have a good routine and regular breaks when following their normal timetable.

Any student not engaged with remote learning will have notifications placed onto Class Charts in the first instance. Subject teachers will monitor engagement (using Insights) and submission of work. Any issues will then result in a phone call home to alert parents of a possible log-on or engagement issue. If there is a serious cause for concern the Progress Leader will arrange both a parent call and a 'back to school' interview with the student to address any issues.

How will the school assess and check the progress of my child during remote learning?

Teachers will provide feedback to pupils on any work submitted during and after a period of isolation. On return to school, teachers will use a range of formative assessment techniques to gather information on the amount of progress made during lockdown. If there are any causes for concern, parents will be notified.