

# Home Learning Strategy

## New Elizabethan School

In the event of a further school closure the Department for Education will expect Cambian New Elizabethan School to have a robust contingency plan.

The home learning Strategy provides clear guidance on how we remotely provide a high quality of education for our students. As a staff body we are responsible for ensuring that as much learning takes place for our students as possible whilst at home. It is also important to ensure there is no break in learning.

This strategy will support in situations where students have to self-isolate/shield, during a national/local lockdown and when the school is advised by Public Health England to fully or partially close.

### Aims

This home learning strategy for staff aims to:

- Ensure consistency in the approach to home learning for students who aren't in school
- Set out expectations for all members of the school community with regards to home learning
- Provide appropriate guidelines for data protection

### Roles and Responsibilities

#### Teachers

When providing home learning, teaching staff must be available during their normal working hours. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing home learning, teachers are responsible for:

- Setting daily tasks for students
- Providing regular feedback on work set and completed
- Keeping in touch with pupils who aren't in school and their parents/carers
- Recording any communication with parents/carers on the school's management information system (MIS).
- Attending virtual meetings with staff, parents and students: During these meetings
  - Cambian New Elizabethan School dress code should be adhered to
  - Locations should be appropriate (e.g. avoid areas with background noise, nothing inappropriate in the background)

In the event of a partial closure some teachers may be able to remain working in school. In these circumstances the responsibilities outlined above will be discussed with the line manager. Consideration will be given to streaming live lessons, if appropriate, in line with GDPR guidance.

Senior leadership will ensure that all teaching staff have access to IT facilities in order for them to work effectively from home.

## Teaching Assistants

When assisting with home learning, teaching assistants must be available during their normal working hours. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with home learning, teaching assistants during the hours of 8.30am and 3.05pm are responsible for:

- Supporting students who aren't in school with learning remotely. Team leaders will communicate to the teaching assistant:
  - Which students they will need to support
  - How they should provide support to students
- Providing support to class teachers by differentiating resources for students
- Supporting students with reading at home
- Attending virtual meetings with staff, parents and students. During these meetings
  - Cambian New Elizabethan School dress code should be adhered to
  - Locations should be appropriate (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teaching assistants remain working in school, where relevant they may need cover the responsibilities of staff who are working remotely during this time.

Teaching Assistants who do not have IT facilities at home should make their line manager aware. In this situation, suitable work will be distributed, opportunity will be given to upskill in an area of their practice or individuals can develop their subject knowledge.

## Phase leaders

Alongside their teaching responsibilities, phase leaders are responsible for co-ordinating home learning for students within their phase. They will need to:

- Consider whether any aspect of the subject curriculum will need to change to accommodate home learning for all learners
- Ensure all the work set across all stage and subject areas is appropriate and consistent
- Check any deadlines set for the completion of work is achievable for students
- Monitor the home learning set by teachers in their phase. They will explain to staff how this will be carried out
- Hold regular meetings with staff in their phase during the school closure
- Alert teachers to resources they can use to teach their subject remotely

## SENDCo

The SENDCo will continue to offer guidance to the senior leadership team and wider staff body on the Special Educational Needs and Disabilities of the students at CNES. The SENDCo will ensure:

- Statutory documentation and processes are not hindered by the school closure.
- All statutory Annual Reviews, PEP and LAC reviews will continue with all stakeholders, parents/carers, local authority representatives and other external professionals. These will take place according to the remote access parents/carers have available to them.
- Annual Reviews/PEPs and LAC reviews will include learners either prior to the meeting via their views or as part of the meeting should they want to be part of the process.

- Liaison with the school's clinical team, form teams and SLT in matters arising, relating to additional support needed by our learners.

## Onsite Therapy Specialists

MDT will continue to offer guidance to the senior leadership team and wider staff body on the additional needs and emotional wellbeing of the students at CNES. They will provide ongoing support to parents/carers during the school closure. The team will share strategies to help alleviate any worries or anxieties of the students. As and when required, they will provide online sessions for students to engage with.

## Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the home learning approach across the school
- Monitoring the effectiveness of home learning
- Holding daily briefings with all staff to discuss any matters arising, reviewing work set and exploring feedback from students and parents
- Monitoring the security of home learning systems, including data protection and safeguarding considerations
- Co-ordinating the wellbeing of students and staff

## Safeguarding

It is the responsibility of every member of staff to safeguard the students. If staff feel a student is suffering or likely to suffer significant harm they should report this to the Designated Safeguarding Lead immediately. Staff should complete a concern form on the school's MIS. It is also advised that the staff member makes actual contact with a DSL during a school closure or lockdown to ensure the concern form has been received.

The DSL will follow child protection processes to safeguard the young person. Appropriate feedback will be given to the member of staff about the concern reported.

At Cambian New Elizabethan School the Designated Safeguarding Lead's are:

Steve O'Gara	<a href="mailto:Steve.ogara@cambiangroup.com">Steve.ogara@cambiangroup.com</a>
Martin Roadknight	<a href="mailto:martin.roadknight@cambiangroup.com">martin.roadknight@cambiangroup.com</a>
Jessika Pearson	<a href="mailto:jessika.pearson@cambiangroup.com">jessika.pearson@cambiangroup.com</a>
Rich Upwood	<a href="mailto:Richard.upwood1@cambiangroup.com">Richard.upwood1@cambiangroup.com</a>

## IT staff

IT staff are responsible for:

- Repairing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting students and parents with accessing the internet or devices

Any staff experiencing IT difficulties impacting on their ability to offer remote learning to the students should notify their line manager immediately. IT support will assist them in resolving the matter.

IT support can be reached on:

- Scott Denton [Email: scott.denton@cambiangroup.com](mailto:scott.denton@cambiangroup.com)
- CAE Lab Helpdesk – 01923 944 399
- Email your concern to CAE Service Desk - [service.desk@caeuk.com](mailto:service.desk@caeuk.com)
- Service Desk, Network Operations Centre – 0800 389 9648

### **Students and Parents / Carers**

Staff can expect students learning remotely to:

- Be contactable during the school day – although it should be considered that students may not always be in front of a device the entire time due to their additional needs
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work

Staff can expect parents/carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help and support from the school if needed
- Raise any concerns in order to improve the quality of education offered to students

### **Links with other policies**

This policy is linked to other CNES policies. These include:

- Behavior policy
- Child protection policy
- Data protection policy
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

# Remote Learning Strategy

CNES response to a school closure

The term 'Home Learning' will be used with students

<b>Phase 1 Day 1</b>	<ul style="list-style-type: none"><li>• Students will benefit from a calm and organised response to a school closure</li><li>• Senior leadership will communicate to staff the details of any school closure</li><li>• Class teams will then have authority to make phone calls to parents/carers to advise them of the school closure and to arrange for the collection of their child</li><li>• Staff should not discuss the school closure details with the students in an effort to alleviate any anxiety and worry</li><li>• Pre-planned home learning packs will be sent home with students. These will be posted to students who are absent or don't physically leave with a pack on the day of the school closure</li><li>• Packs will contain activities and web links for appropriate subjects</li><li>• Our therapy specialists will also provide strategies for managing anxiety including social stories where necessary for parents/carers to work through with their child</li><li>• The aim is that there is no break in learning and that students have work to complete from the start of the school closure.</li></ul>
<b>Phase 2 Day 2</b>	<ul style="list-style-type: none"><li>• Tutor teams will establish contact with students on day 2. This can be achieved via a telephone call, zoom, Microsoft teams etc.</li><li>• The purpose of the contact on this day is to engage the students, alleviate their worries, explain what home learning entails, to outline the teachers expectations for engagement for home learning and to check the IT facilities available to them during the school closure</li><li>• The contact will also ensure we are fulfilling our duty to carry out daily safe and wellbeing checks for students</li><li>• The information gained will inform staff planning. Individual learning journeys can be planned whilst also taking into consideration the additional needs of each student</li><li>• Adaption of traditional classroom strategies will be necessary to suit the individual learning needs of students</li><li>• Tutor teams should also share any relevant information with other staff who will be delivering home learning lessons to these students</li><li>• Students should be directed to complete as many tasks as possible from the home learning pack</li></ul>
<b>Phase 3 Day 3 – 14+</b>	<ul style="list-style-type: none"><li>• <b>Daily Form Tutor Session</b> - These will be planned and led by the Form Tutor and supported by the class TA's</li><li>• This session should ideally take place in the morning to enable the tutor to assess the engagement and presentation of the students</li><li>• Any relevant information will be shared with other staff who are delivering home learning lessons to these students on that day</li><li>• Ice breakers could be used to engage the students each day during the daily form tutor sessions.</li><li>• <b>Parent/Carer Daily Contact</b> – This will be offered in the form of a telephone conversation with the tutor teams</li></ul>

- This contact enables staff to provide ongoing support and guidance to parents/carers during the school closure
- This will also allow for any concerns to be respectfully shared and resolved swiftly
- Parents/Carers should also be encouraged to use class dojo or email as other methods of communication with school during the school closure
- **Lower Phase Home Learning** - online lessons will mainly be delivered by the class teacher. A minimum of 3 online 'whole class' lessons will be scheduled for each day
  - During the course of each week maths, English, science, humanities, reading, creative arts, PE and PSHCE lessons may be delivered
  - Staff will provide suitable home learning tasks that students can complete. It may be necessary to post or email the tasks to parent/carers.
  - 1:1 learning opportunities will also be scheduled during the day with individual students (teachers will have a capacity of 3 sessions and TA's can also support with this)
- **Upper Phase and Sixth Form Home Learning** - Online lessons will be delivered by the subject specialists. The usual timetable will be followed and delivered
  - Adaptions may be necessary to meet the additional needs of the students. For example, it may be more appropriate to deliver 3 x 50 minute lessons of English, as 30 minute lessons, in order to sustain student engagement online
  - During the course of each week lessons in maths, English, science, humanities, reading, creative arts, PE, PSHCE, option subject(s) should be delivered
  - Staff will provide suitable home learning tasks that students can complete. It may be necessary to post or email the tasks to parent/carers
  - 1:1 learning opportunities will also be scheduled during the day with individual students (Teachers will have some capacity each day and TA's can also support with this).

### **Why is home learning important?**

Students are entitled to receive a high quality of education. It is important to continue with learning during any school closure to prevent gaps in learning forming and to ensure that students can continue to achieve in line with their peers.

### **What should teachers focus on when educating students remotely?**

It is crucial for teachers to deliver national curriculum content to students during their online lessons. However, it is equally important for teachers to engage students with their learning at all times.

### **What will home learning look like?**

Teachers will adapt their traditional classroom strategies to include stories, pictures, examples, videos power point with voice over notes and anecdotes to foster meaningful engagement with students during the lessons. Adaptions to timetable may also be necessary meet the needs of individual learners.

Teachers should also liaise with home to ensure students have access to IT facilities and stationary to be able to complete tasks set. All tasks set will be suitable for the individual learners.

Techniques to support and stretch the students will be embedded within the remote learning practice of the teacher.

**Five Point Model for delivering home learning:**

- Start with some recap
- Introduce things slowly with opportunities to practice after each part
- Check on how students are getting on and pick up on any misconceptions
- Provide students models and scaffolds
- Review how they are doing (offer regular feedback)

**Evidence of Impact:**

- Student voice survey/poll – beginning and end of school closure
- Timeline and schemes of work – continued learning, content covered, sequenced learning episodes
- Home learning assessments completed
- Quizzes
- Regular feedback should be given and recorded
- Home Learning Journey Logs completed for each subject (per lesson/week) – these identify the national curriculum or SEMH objectives met, the lesson content covered and feedback shared with students
- Photographs
- Student work showing progress over time

**Lower Phase**

- Staff will adapt the weekly timetable and share this with students and parents/carers
- Home Learning Journey Logs will be completed and stored in a student folder

**Upper Phase & Sixth Form**

- Home Learning Journey Logs will be completed and added to student work books. This will show progress over time

**Reviewed by Steve O’Gara 20/09/2023.**

**Next review 20/09/2024**