

Learning at Home Policy

Introduction

In the context of the coronavirus pandemic, the purpose of this policy is to state our approach to supporting Learning at Home for pupils who are isolating and in good health.

It is divided into four main sections:

- A. Supporting individual pupils who are isolating
- B. Supporting whole classes that are isolating
- C. Supporting whole classes during a National Lockdown
- D. Supporting critical worker and vulnerable children in school during the National Lockdown.

Pupils who are ill with Covid-19 or otherwise unwell should rest and not attempt any school work until it is appropriate for them to do so.

Google Classroom

The mechanism the school is using to provide information about work for pupils who are isolating is Google Classroom.

All pupils are provided with a login email address for their Heritage Google Account. Parents or pupils who need to have their password reset should contact the school office.

Parents can find information about how to login to their child's Heritage Google Account and how to access Google Classroom on the Parent Portal / Coronavirus section, or by clicking on this link:

<https://heritageschool.myschoolportal.co.uk/page/219>.

(A) Supporting individual pupils who are isolating for 10 days or longer

Suspected cases will be a fact of life for many months to come. Information about the official symptoms which require immediate isolation, how to organise a test, and what the school will do in the event of a positive test can be found in our [Suspected or Positive Cases of Covid-19 FAQs](#) and in this [explanatory video](#).

At any one time we expect that multiple pupils will be isolating while they await the outcome of a test either for themselves or for someone in their household. For example, as the winter brings routine illness, some pupils will inevitably have a high temperature (above 37.8C). Because this is one of the three official Covid-19 symptoms, immediate isolation and testing is required.

Most test results will be negative, meaning that most isolations will last for 2-3 days. However, a pupil may need to isolate for 10 days if a family member tests positive, or if he/she had close contact outside of school with someone who tested positive.

Pupils isolating for 2-3 days (short isolations)

We are committed to supporting the learning of individual pupils who are isolating in keeping with the Government's guidance. For short isolations (2-3 days) pupils should prioritise completion of the **routine homework** that is posted on Google Classroom. For short isolations, teachers of pupils in LP-Y8 will not post **additional work**.

Pupils in Years 9-11 *should* check Google Classroom for additional work. Also, they should speak with their friends about classwork they may have missed, and ensure they speak to their teachers upon their return about missed work.

Pupils isolating for 10 days or longer (long individual isolations)

In the event of a long individual isolation (10 day or longer), teachers will set **additional work** for pupils to do, in addition to **routine homework**. Naturally, younger pupils will require more parental support than older pupils, and expectations for the amount of work that older pupils must complete will be higher. All additional work will be posted specifically for each pupil as assignments on Google Classroom.

Please note that there may be a time delay for posting additional work as follows:

- Infants & Juniors: work will be posted by at least the close of the **second** full school day of absence, and subsequently at appropriate intervals until the child returns to school.
- Seniors: work will be posted by each of their teachers by at least the close of the **third** full school day of absence, and subsequently at appropriate intervals until the child returns to school.

(B) Supporting whole classes that are isolating for 10 days

If a pupil displays one of the three official symptoms, has a test and then receives a positive result, the school will take immediate action. We will contact the DfE who will guide us as to what we should do next. We expect that those who had close contact with the person who tested positive will be told to isolate. This would probably require an entire class group and their class teacher (for Infants and Juniors) to isolate for 10 days.

The following measures are designed to support whole classes that are isolating for a 10 day period. It assumes that teachers and pupils are well. There may be an alteration or disruption to provision if a teacher is unwell; we will communicate with parents where this is the case. As noted above, if a pupil is unwell, he/she should rest and not attempt to do school work until it is appropriate to do so.

Please note the following general commitments:

- The class teacher (LP-Y6) or subject specialist teachers (Y7-Y11) will post work in Google Classroom for the whole class **by the end of the first full day** of isolation.
- Teachers will post work for at least the first two days initially.
- Subsequent work will be posted at least three days at a time, and at least 24 hours before the start of the next three day period.
- Teachers will give instructions about how to return work during the period of isolation. They may prefer to have work submitted via Google Classroom or put into exercise books for marking once pupils return to school.

Please note the following for Infants and Juniors:

- Infants: teachers will provide approximately 2-3 hours of formal learning activities per day.
- Juniors: teachers will provide approximately 3-4 hours of formal learning activities per day.
- Textbooks: any textbooks regularly used by pupils will be sent home if possible.
- Live online sessions (lessons or for general catch up) will take place at least 1x per week. Teachers will make clear in Google Classroom when these are and how to join.
- Teachers may upload pre-recorded teaching materials, e.g. readings from History or Literature texts, that pupils can watch or listen to. Please note that this will be less extensive than it was during the lockdown in the summer term.
- Teachers will be available during working hours to answer questions from parents by email.

Please note the following for Seniors:

- Senior classes that are isolating will be expected to adhere to the **normal Senior timetable**; teachers will be unavailable at other times because they will probably be at school delivering in-person lessons to other class groups.

- There will be **gaps in the timetable** as no work will be set during the following periods on the timetable: assembly, Games, Y7-Y8 Drama, Y7-Y8 Enrichment, Y9-Y11 Choir/Singing.
- Isolating pupils will be required to attend **online Registration** at 8:35am on Mondays, Wednesdays and Fridays. Joining instructions will be provided via Google Classroom.
- As Senior pupils keep all of their textbooks and exercise books at home, only bringing in what is needed for each day, we expect they will always have what they need at home.
- Lessons will be a mix of independent work and live online lessons. All joining instructions for live online lessons will be provided by teachers in their classrooms.
- Where there is not a live lesson, teachers will be available during normal lesson times to respond to queries from pupils via the Classroom chat or by email.

(C) Supporting whole classes during a National Lockdown

The Remote Curriculum: Infants and Juniors

We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some reductions and adaptations in some subjects. We are providing activities for Infants and Juniors that last up to late morning or lunchtime. PE activities are set for afternoons for Juniors. Older Juniors can expect a small number of additional lessons in the afternoons.

We use a range of approaches: live online lessons, pre-recorded lessons by our teachers and independent work/activities. All Infant and Junior pupils will, therefore, need devices they can access regularly. We have sought to stagger the times for Infants and Juniors, in the hope this will help some families where there might otherwise not be enough devices.

Live online lessons for Infants are as follows:

- LP: three live lessons per week lasting up to 30 minutes plus specialists teaching live online lessons in French and Music once each week
- UP: a live online lesson from 8:45am daily, plus French and Music lasting up to 30 minutes once a week
- Y2: two live online lessons per day each lasting up to 30 minutes including the specialist French and Music lessons.

Live online lessons for Juniors are as follows: two 45 minute live online lessons each morning plus one live lesson of French and Latin in Year 5 and 6.

A recommended timetable will be put up in Google Classroom, but, apart from fixed live online lessons, parents are at liberty to deviate from that depending upon the family circumstances.

'Learning packs' are sent home with relevant exercise books and necessary textbooks. Packs of reading scheme books will be available at set times for collection fortnightly for Lower prep and Upper prep pupils.

The weekly plan for Infants and Juniors will be put up in their respective Google Classrooms by 5pm on Sunday evening for the week ahead.

The Remote Curriculum: Seniors

Generally, we teach the same curriculum remotely as we do in school, and we adhere to the normal school timetable, with some adaptations to promote well-being and achieve a sustainable rhythm. We recognise that working at home all day is demanding, as it lacks the usual diversions of school life, including social interaction. Screen time also needs to be moderated, and time outdoors during daylight hour prioritised.

Adaptations include:

- No Enrichment, Drama or Computer Science for Y7 and Y8.
- Introduction of independent learning project for Y7 and Y8, leading to a live online presentation to classmates.

- No Choir lesson for Y9-Y11.
- No normal homework for Y7-Y9 pupils, other than learning vocabulary for language lessons.
- Homework for Y10-Y11 is kept to the minimum that teachers judge necessary.

About two-thirds of lessons are delivered via live online lessons. These are interspersed with independent lessons. A timetable is created, but the intention is that there is flexibility for when pupils complete independent lessons. We encourage an exercise break, for example, in the middle of the day, with work completed late in the afternoon instead. All pupils must attend a live online registration at 8.30am every day.

For online lessons we expect children to be punctual, suitable dressed and ready for learning, with the correct equipment to hand. We require cameras to be switched on.

We offer extra-curricular activities where possible. These have included: Christian Union, Choir, Ancient Greek, A Strava fitness club (for pupils aged 13 + years).

Peripatetic Music teachers conduct live online lessons.

Pastoral care continues during Learning at Home and we recognise that lockdowns take a considerable toll on the mental health of young people. Tutors are in contact with pupils via Google Classroom and directly for tutorial meetings online, subject to strict safeguarding protocols. Assemblies are also used to address mental health topics and promote well-being.

Accessing remote education

All pupils have been provided with the appropriate learning tools to complete independent learning tasks. These include exercise books, textbooks, printed paper packs (certain subjects), a mini whiteboard and pen.

All pupils have been provided with a Heritage Google Account so that they can access Google Classroom, provided that they have access to a computer or tablet at home. In Google Classroom they can access links to online lessons, complete or print off worksheets uploaded by teachers, and submit work.

If a pupil cannot access Learning at Home because of a lack of suitable devices they should contact the Headmaster via the school office in the first instance.

Engagement and feedback

Engagement by pupils and parents and feedback are vital to the success of Learning at Home.

We expect pupils to attend all live online lessons and parents to email the school office if a pupil is unwell or cannot attend. Teachers follow up any unauthorised absences.

We encourage parents to create a positive working environment and set routines for their children at home, as far as possible, including for example ensuring that phones are turned off during online lessons. Parental support with uploading work in the youngest years is an important part of Learning at Home. Teachers are in direct contact with parents via email. Parents are encouraged to raise concerns so that problems can be resolved quickly.

Teachers mark work by Infants and Juniors daily. Seniors' work is marked once per week. Teachers provide pupils with specific feedback using the annotating tools on Google classroom, as well as a summative comment. Whole-class feedback takes place during live lessons. Standardised assessments completed as part of our annual cycle can be delivered remotely during a lockdown if necessary.

Parent-Teacher Consultations are offered online at the normal time if they are not able to happen in person.

Additional support for SEND pupils

We recognise that pupils with special educational needs and disabilities (SEND) may struggle to access remote education without some support from adults at home. We work with parents and carers to support SEND pupils, including, for example: regular touching base with parents of SEND pupils to ascertain particular needs or challenges; live lessons with individuals or small groups of SEND pupils; working with teachers to ensure work is sufficiently differentiated.

Pupils with an EHCP are considered 'vulnerable' and are offered a place in school during a lockdown.

(D) Supporting critical worker and vulnerable children during the National Lockdown

During a national lockdown, we make provision for in-person learning for children of critical workers and vulnerable pupils. Parents classed as critical workers are encouraged to apply for a place only if it is otherwise impossible for them to perform their critical worker role and have their child(ren) at home. The school identified pupils considered 'vulnerable' and invited them to attend in-person learning. The school reserves the right to insist that vulnerable pupils attend in-person.

The school is open during lockdown for its Critical worker provision daily from 8:30 am - 3:30 or 4:00pm. Pupils follow the same curriculum as their peers at home, using school devices. Other activities such as computing, sport and music are delivered in person at school.

Teacher Shortages

Parents should also be aware of the possibility that in-person learning or Learning at Home may need to be suspended if many teachers are unwell or are required to isolate. Isolating teachers who are otherwise well will actively support Learning at Home.

In the event of severe staff shortages due to illness, all services may need temporarily to be suspended.

Monitoring, Evaluation and Review

Regular review of this policy will enable staff to evaluate the effectiveness of this policy and our practice.

Authorised by	Jason Fletcher
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