



Policy and Procedures for Home Learning

Collingwood School

Expectations and requirements during suspension of school

Purpose

When school is suspended and Home Learning is implemented, the following guidelines are put in place. The intended outcome is that the curriculum is at the forefront of the work and, as far as possible, student progress should not be negatively impacted. The normal timetable will be followed where practically possible.

Guidelines

- For all classes, Google Classroom (Years 1 - 6) or Seesaw (Nursery and Reception) will be updated with home learning activities for all lessons.
- Specialist teachers should prepare work for children to do and send via class teachers through Google Classroom or Seesaw depending on age group.
- For Reception – Year 6, zoom.us will be used to introduce each lesson at the corresponding time as per the scheduled class timetable.
- For Nursery – zoom.us will be used to introduce the day's activities at 9.00am. A second zoom.us conference call will be held at 2pm to reflect on the day's work, share good work and celebrate the completed activities.

Safeguarding

This guidance document is supported by the Safeguarding policy, Acceptable Use Policy, Online Safety Policy and Staff Handbook in place at Collingwood School. (Specific additions to note: The usage of video teaching is governed by the responsible use policy for all members of our community).

- Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons are between the teacher and the pupils alone.
- Size of groups for home learning. One-to-one video sessions with students are not allowed. This opens staff up to a high level of potential risk. The minimum group size for a video session would therefore need to be three. This will be communicated to parents. Should only two children join a video session the teacher is required to inform the members that as per the safeguarding



regulations relating to video conferencing that the call is to be ended and direct the children to Google Classroom or Seesaw, depending on their age.

- Staff registering for any software platforms, must do so with their school email address and inform the Head in advance for approval.
- All staff laptops are protected by password protection as is access to Google, Seesaw and Zoom.
- All communication with parents is to be retained (email, call)
- All video conferencing must be recorded and uploaded to the relevant personal folder on Google Drive (Collingwood Teachers).

Classroom Teachers

1. A variety of tasks should be set across the curriculum, taking into consideration possible limitations students might experience at home such as access to a device, writing materials, physical resources and adult support.
2. Work set should reflect the length of a usual lesson.
3. Staff members should also contribute with short videos to maintain sense of community (eg. Head, Admin etc)
4. Wherever possible, work set must reflect the planned curriculum.
5. Teachers must keep a record that identifies the work set.
6. Teachers ensure that by the end of the day, all student work has been acknowledged and any question dealt with in an appropriate manner.
7. Teachers should note any students who do not complete the work.
8. Teachers should register the names of the attendees and record this in their relevant register on Scholar Pack.

SLT and Office

1. Should regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
2. Should provide support to colleagues in their teams to ensure that work is provided as required.

Head of School

1. Should oversee student engagement with home learning, intervening and escalating as appropriate.
2. Should check in on staff members to see if there are any issues either academic or pastoral or with the staff member.
3. Should provide support to colleagues in their teams to ensure that work is provided as required.
4. Review the zoom.us video conference recording to ensure safeguarding compliance and quality of delivery of teaching and learning.
5. Should monitor the attendance register and contact the parents of any children failing to attend lessons.



SEN Coordinator

1. Should connect with parents and/or students on the SEN register to check how they are coping with the home learning.
2. Should coordinate the provision of those children on the SEN register and support students/staff and provide guidance / feedback as necessary.

Pupils

1. Pupils should endeavour to complete all set work as far as resources and support allow them to.
2. Pupils should engage with online forums and discussions in a positive and appropriate manner and using written English of the same standard as expected in school.

Parents

1. Our parents should encourage and support their child's/ children's work - including: finding an appropriate place to work, checking that set work is completed.
2. They should contact the class teacher if there are any concerns.

March 2020