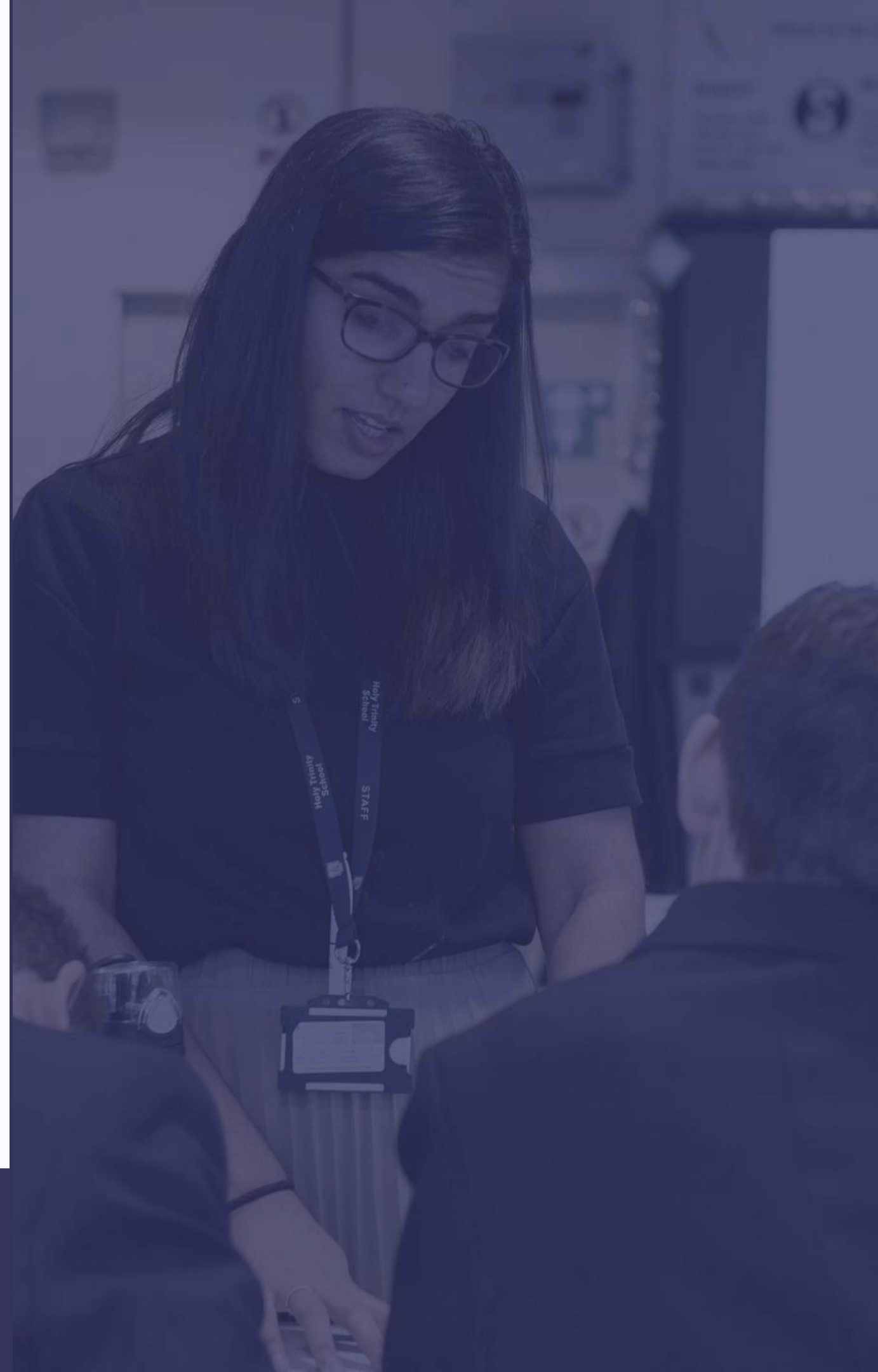




THE HOLY TRINITYC OF E SECONDARY SCHOOL

REMOTE LEARNING

A guide for families



INTRODUCTION

It is vital that students continue to experience the full school timetable so that they continue to access a fully broad and balanced curriculum, retain healthy routines and habits, and will be able to switch back to the school being open 'physically' with minimal disruption. This means that the timetable of the school day will continue without any modifications.

The Different

WHAT DOES THIS HANDBOOK INCLUDE?

Daily Routines

Teaching

Feedback

Tutor Time

Safeguarding

Scenarios



THE DIFFERENT SCENARIOS



There are 4 different scenarios that may occur requiring some form of remote learning. They are:

1. Small numbers of students are absent due to illness. Most students remain in school.
2. Whole year group working at home due to circumstances. (This assumes that the vast majority of staff remain in school)
3. A planned program of partial closures means that some year groups will work remotely for short periods.
4. Full closure.

Details on how each of these scenarios will work are detailed below

SCENARIO ONE

Scenario	Which students would be working remotely	What would happen in school?	How will teachers support learning for those students at home?
One: Small numbers of students are absent due to illness. Most students remain in school.	Only a small number in each year group are working at home.	Plan and teach lessons as normal.	Upload resources and any appropriate tasks to Class Charts so that students can access them. Respond to questions through email and Class Charts about the work. Students continue to complete home learning tasks as normal.

SCENARIO TWO

Scenario	Which students would be working remotely	What would happen in school?	How will teachers support learning for those students at home?
Two: Whole year group working at home due to circumstances. (This assumes that the vast majority of staff remain in school)	One year group working at home for a fixed period. The year group working at home could be rotated.	We follow and teach all timetabled lessons, including morning and afternoon tutor time as normal. When teaching the remote year group; staff will provide the 'instructive' element at the beginning of each lessons using recorded or live video through TEAMS, have the lesson and resources uploaded to Class Charts and remain in the chat section of TEAMS to answer any questions.	Students at home follow their normal timetable, including morning and afternoon tutor time, supported by their normal teachers. Some live online interactions may be set up within TEAMS, some recorded content and some uploaded files will be shared on Class Charts. Teachers will answer questions, live, through the TEAMS chat function.

SCENARIO THREE

Scenario	Which students would be working remotely	What would happen in school?	How will teachers support learning for those students at home?
Three: A planned program of partial closures means that some year groups will work remotely for short periods.	Two or more year groups at a time with year groups rotating time in school with remote learning.	We follow and teach timetabled lessons, including morning and afternoon tutor time, as normal both in school and via TEAMS by those who are having to work remotely.	Lessons will be delivered through TEAMS and Class Charts. If staff are unwell the lesson will only be provided through Class Charts. Teachers will be available to answer questions through the TEAMS chat function.

SCENARIO FOUR

Scenario	Which students would be working remotely	What would happen in school?	How will teachers support learning for those students at home?
Four: Full closure.	All students. There may be times when the school can offer students from those whose parents/carers are key workers but this must not be assumed as a given.	(If available). Children of key workers only and vulnerable children. They will be supervised by adults in school. They will be following their normal school timetable, including morning and afternoon tutor time, via work which will all be provided through Class Charts and TEAMS.	Students at home follow their normal timetable supported by their normal teachers. Some live online interactions, some recorded content and some uploaded files will be shared through Class Charts and TEAMS. Teachers will be available to answer questions through the chat function on TEAMS. Year groups that have iPads will also be fully using the Onenote functionality of Microsoft 365 to help deliver lessons.



DAILY ROUTINES

The normal School day will be followed

Tutor time from 8:45am until 9.10am

Period 1 will be taught from 9.10am until 10.10am

Period 2 will be taught from 10.10am until 11:10am

Break time will happen from 11:10am until 11:40am

Period 3 will be taught from 11:40am until 12:40pm

Break time will happen from 12:40pm until 13:10pm

Period 4 will happen from 13:10pm until 14:10pm

Period 5 will happen from 14:10pm until 15:10pm

Restorative conversations will happen from 15:10pm until 15:25pm

FACE TO FACE TEACHING

All lessons will contain a 'Face to Face' element to help maintain contact between students and teachers. This 'Face to Face' will include at least one of the following elements:

- Live TEAMS broadcast (preferred method)
- Recorded Video of the teacher (could be through TEAMS or other online application)
- Voice recording of the teacher (for example as a part of a power point)

WHAT DOES A LESSON LOOK LIKE?

All lessons will be the same length as they would have been when delivered in school. This means that students will receive a one hour lesson.

Every lesson is likely to begin with a 'Face to Face' element that will introduce the work to the student and will likely be delivered through TEAMS. The work for the lesson will be shared through Class Charts and for students with iPads also Onenote. The teacher will be available to answer questions through the chat function within TEAMS. The teacher could also include a 'Face to Face' element to finish off the lesson.

Class Charts & OneNote

You already use Class Charts as your homework platform. This will also be used to share lessons and resources with you during any periods of remote learning.

All work will for that day will be available in time for the lesson. If you do not get to finish all of the work during the lesson time you continue to have access to the work so it can be completed after school hours.

Some year groups have been issued with iPads. These cohorts will also be using Onenote to deliver and complete lessons. This is an application of Office 365 which, as a student attending Holy Trinity, you have free access to.



ClassCharts

TEAMS

The 'Face to Face' element of your lessons is likely to be delivered through TEAMS. This is an application within Microsoft 365 which, as a student attending Holy Trinity, you have free access to. You will receive your invites to any TEAMS lessons through your student email account as well as within the calendar function within the TEAMS app. Make sure that you are checking your student emails and/or the TEAMS app on a daily basis.



HOMEWORK

The normal homework principles for all year groups will be followed for the setting of homework.

For example, students in Year 7 and 8 will continue to receive Bedrock work; all students will continue to receive SPARX Maths work.

Students in the Sixth Form are expected to follow the 1:1 principle. There should be an hour of homework/independent study for every hour of lesson time attended.

A person is seen from the side, sitting at a desk and looking at a computer monitor. The monitor displays a video call with a smiling woman. On the desk, there is a keyboard, a notebook, a small potted plant, and a wire basket. The background is slightly blurred, showing a window and some office supplies.

FEED BACK

PIA

Feedback will still follow the principles of PIA; **P**ositive comment, **I**mprovement comment, followed up by student **A**ction. This form of feedback will be received, dependent on subject delivery, about once every 6 lessons. Feedback can be received in a number of different forms; through the Class Charts comments area, corrections from an online quiz, teacher marked work on Onenote, a follow up activity to a more complex piece of work.

TUTOR TIME

Form Tutors will meet with their tutor group on TEAMS at the start of each day in line with normal timings. It is important that this contact time is maintained so that you have someone who is not a classroom teacher to discuss topics of interest with and to receive the regular chaplain based resources that we deliver during tutor time.

If you are having problems accessing work it is important that you share this with your tutor so that we can help with any potential solutions.



BEHAVIOUR

Should There be any examples of unacceptable behaviour from our students, we will respond in the following ways:

1. The student will be taken to a breakout room with the teacher to discuss the issue. Following this restorative conversation, the student will be invited back to join the rest of the class.
2. If behaviour does not improve to an acceptable standard, the student may be removed from the chat function for a period of time. Another restorative conversation will take place, and the student will be invited back into the lesson if they have been receptive to the conversation.
3. If behaviour still does not improve, the student will be removed from all aspects of the lesson for a period of time. At this point, the teacher will summon the on-call team and a member of that team will join the lesson. A restorative conversation will take place involving the on-call member of staff and a phone call home will be made to inform parents of the unacceptable behaviour. The student will be invited back into the lesson if they have been receptive to the restorative conversation.

BEHAVIOUR

- 4.If behaviour continues to be unacceptable , the student will be completely removed from the online lesson and a decision will be made about future involvement .
- 5.With the above examples of unacceptable behaviour, the student will attend an after school imposition at 3 15pm with their teacher or other adult to discuss their behaviour in the lesson that day. This imposition will last no longer than 30 minutes via Teams
- 6.If there are multiple incidences within a period of time, the student will be required to Attend a detention via Teams on Friday from 3 45pm until 4 15pm with a member of the school senior leadership team. In this detention the student will Perform a reflective task online

It is hoped that all students will behave in away that is Ready, Respectful and Safe at all times during their online learning .

SAFEGUARDING

Online safety when online teaching is delivered in school

Holy Trinity School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

SAFEGUARDING

Online safety when remote teaching takes place

Online teaching will follow the same principles as set out in the school's code of conduct.

Holy Trinity School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

When engaging in virtual lessons, where webcams are involved: -

- Staff and students must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas (e.g. not in bedrooms) and the background should be blurred
- The live class will be recorded so that if any issues were to arise, the video can be reviewed
- All language must be professional and appropriate, including any family members in the background
- Students must only use platforms provided by Holy Trinity School to communicate with staff
- Records of the length, time, date and attendance of any sessions will be held

THE LEGAL BIT

When working remotely we would like to draw your attention to our Privacy Notice

In addition, we would bring the following statement to your attention. This concerns live streaming sessions, usually delivered by, but not restricted to, TEAMS:

You must not in any circumstances record any part or all parts of the live streaming session. The school is the data controller for the live streaming session and does not consent to anyone taking a recording of it either audio or video nor making any image. No person taking part has given consent to any recording or image and there is no legal right to take a recording or make an image. If it is discovered that a person has not complied with these requirements the police will be notified. We appreciate your understanding that we are all responsible for the well-being of our children and their privacy and we trust that you will not act in a way which would be considered a misuse of the private information of others.