



Holy Trinity School

A Church of England Secondary

Remote Learning Guide

A Guide for Families

Introduction:

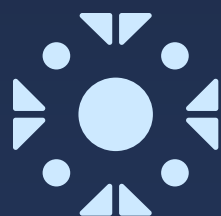
Welcome to the HTS Remote Learning Guide. In times of remote education, staying connected, structured, and engaged is more important than ever.

It is vital that students continue to follow the full school timetable accessing a broad and balanced curriculum, retaining healthy routines and habits and are able to transition back to school being open with minimal disruption. This means that the school day timetable will continue without any modifications.



Overview:

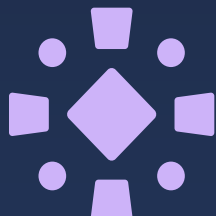
In this guide you will learn the different scenarios, how home learning will be utilised, tutor time, feedback models, behaviour and safeguarding.



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Daily Routine

During Periods of Home learning we continue to keep the same daily routine structure please see here:

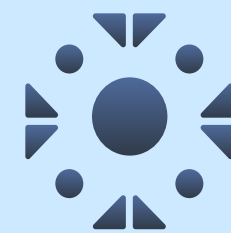
08:45 – 9:10	Tutor Time
09:10 – 10:10	Period 1
10:10 – 11:10	Period 2
11:10 – 11:40	Break 1
11:40 – 12:40	Period 3
12:40 – 13:10	Break 2
13:10 – 14:10	Period 4
14:10 – 15:10	Period 5
15:10	End of school day

The 3 different Scenarios:

There are 3 scenarios that may occur, requiring some form of remote learning.
The decisions made are all at the discretion of the the Head Team and Governor.

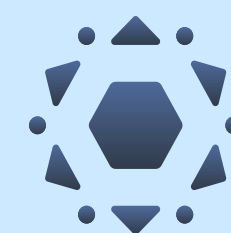
1. Epidemic/Pandemic

- Only a small number of students are absent due to illness, with most remaining in school.
- Each year group has just a few students working from home.



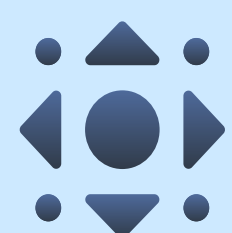
2. Partial Closure

- A planned programme means that one or more entire year groups will work remotely from home for short periods, due to extenuating circumstances.
- Groups may be rotating between time in school and remote learning.
- This will be for a fixed period of time.



3. Full Closure

- All students should be working from home.
- It is assumed there will be no staff on site, unless there are students with exceptional circumstances. These cases will be dealt with individually.



We will go into more detail of each scenario in the following slides.

Scenario 1:

Scenario: Epidemic/Pandemic	Which students would be working remotely?	What would happen in school?	How will teachers support learning for those students at home?
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.	Teachers to plan and teach lessons as normal.	• Upload resources and any appropriate tasks to OneNote and Class Charts, so that students can access them. • Respond to questions through Teams and emails about the work. • Students continue to complete home learning tasks as normal.

Scenario 2:

Scenario: Planned Partial Closure	Which students would be working remotely?	What would happen in school?	How will teachers support learning for those students at home?
The planned partial-closure programme means one or more year groups will move to remote learning for short periods of time.	One year group: One year group would be working at home for a fixed period. The year group working at home could be rotated. Multiple year groups: Two or more year groups at a time with year groups rotating time in school with remote learning.	• We continue to follow the full school timetable, including morning tutor time. • When teaching a remote year group, staff will provide the instructional element at the start of each lesson using either a live or recorded video through Teams. • Lesson materials and resources will be uploaded to OneNote and Class Charts.	• Students learning from home will follow their usual timetable, supported by their regular teachers. • Throughout each lesson, teachers will be available to answer questions in real time using the Teams chat function. • Lessons may include live interactions through Teams, recorded content, or uploaded materials shared via OneNote & Class Charts. • If staff are unwell. Students and parents will be notified through Class Charts in the morning.

Scenario 3:

Scenario: Full Closure	Which students would be working remotely?	What would happen in school?	How will teachers support learning for those students at home?
The entire school has to shut down due to an emergency.	All students will work from home. There will be no students or staff on site. Only in very exceptional circumstances will staff allow some students in school. This will need to be agreed in advance with the senior leadership team, however, these alternative arrangements cannot always be guaranteed.	There will be no students and staff at school.	• Students will follow their normal timetable, supported by their usual teachers. • A combination of live online interactions, recorded content, and uploaded resources will be shared through OneNote, Class Charts, and Teams. • Teachers will also be available to answer questions using the chat function on Teams. • If staff are unwell. Students and Parents will be notified through Class Charts in the morning.

Home Learning Overview:

What does a lesson look like?

All lessons will run for one hour, matching the duration of a normal school lesson.

Typically, each lesson will begin with a **teacher led** introduction delivered through **Microsoft Teams**, where the teacher will outline the learning objectives and explain the tasks. Lesson materials and activities will be provided via **OneNote** and or Class Charts.

At Holy Trinity, **OneNote** is our main platform for delivering lesson content, and we will explore its features in more detail later in this presentation.

Throughout the lesson, teachers will be available to support students by responding to questions through the **Teams chat**. In some cases, a teacher may also offer an additional session at the end of the lesson to review learning and provide further guidance.

Rules For Students:

- Students must keep their cameras turned off.
- Microphones will remain muted unless the teacher invites a student to speak.
- All language used by students and anyone nearby should be appropriate whenever the microphone is on.
- Devices should be used in appropriate locations (e.g., not in bedrooms).

Teacher Led Learning

Every lesson will include teacher led learning to maintain meaningful contact between students and teachers. This may take one of the following forms:

- A live Teams broadcast (preferred method).
- A recorded video from the teacher (via Teams).
- A voice recording from the teacher (for example, embedded in a PowerPoint).



Staff Sickness Procedure

If a teacher is ill, and their lesson cannot be covered there will not be a 'live lesson'.

Students and parents will be notified through Class Charts in the morning.

What software do we use to deliver online learning?

As you may be aware, Holy Trinity is an iPad school. Our students now use online learning software every day and there are 4 main ways in which this is implemented.

Microsoft Teams

Microsoft Teams is where we host our lessons to provide the 'teacher led' element.

Teams is part of Microsoft 365, which you have free access to as a student at Holy Trinity.

You will receive invitations to any Teams lessons through your student email account, as well as through the calendar feature within the Teams app.

Please ensure you check your student emails and/or the Teams app every day.



OneNote

OneNote is used by all students as the primary way the school distributes lesson materials.

All students have access to this via their iPad.

As long as you have a device with internet connection, you should be able to access this.



Class Charts

We use Class Charts as a rewards and behaviour platform and it will continue to be used for tracking during remote learning.

Class Charts will also be used to notify students if a teacher is absent.



Century

The normal homework expectations for all year groups will continue to apply during remote learning.

Students in the sixth form are expected to follow the 1:1 principle: completing one hour of homework or independent study for every hour of lesson time attended.



Tutor Time

Form tutors will meet with their tutor groups on Teams at the start of each day, following the usual schedule.

Maintaining this contact time is important, as it gives you the opportunity to speak with someone outside of your subject teachers, discuss topics of interest, and receive the regular chaplaincy resources shared during tutor time.

If you are experiencing any difficulties accessing work, please let your tutor know so we can support you and help find a solution.



Feedback P.I.A

Feedback will continue to follow the P.I.A principles: a Positive comment, an Improvement comment, and a student Action.

Depending on how each subject delivers its lessons, this type of feedback will usually be given approximately once every six lessons.

Feedback may be provided in various formats, such as comments on Class Charts, corrections from an online quiz, teacher-marked work on OneNote, or follow-up activities linked to more complex tasks.



Behaviour

- Students will be rewarded for positive engagement and behaviour in remote lessons in the same way they would be during a normal school day. This involves the setting of achievement points on Class Charts along the school's underpinning elements of Dignity, Wisdom, Community and Hope.
- Similarly, if there are any issues with behaviour during the lesson, this will be recorded on Class Charts.
- If a student is disruptive in the lesson, then they will be removed from the lesson and a sanction will be set in line with the school's behaviour policy.



Safeguarding

Online safety

Online safety in schools is about protecting children and their personal information from online harms, risks and threats, through the responsible and safe use of technology like the internet, phones and games consoles.

Here at Holy Trinity School, online safety is of high importance, especially when online teaching is delivered.

We as a school, continue to provide a safe environment for students whether working at school online, or at home. We use an online filtering system for all computers and iPads.

If you have any safeguarding concerns, please email safeguarding@holytrinitycrawley.org.uk



Online safety when remote teaching takes place

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

- **Students' cameras must remain off.**
- Any device used should be in appropriate areas (e.g. not in bedrooms).
- The live class will be recorded so that if any issues arise, the video can be reviewed.
- Microphones should be muted until invited to speak by the teacher. All language must be professional and appropriate by student and family members in the area.
- 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 on Teams.

Privacy Notice

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.

We have provided snippets of information here to the side - however would kindly ask you to familiarise yourself with the [full privacy notice](#) and [Student and Parent Acceptable Usage policies](#).

[Understand how your data is used — read the full Privacy Notice here](#)

Access and Sharing

Access is restricted to relevant staff (e.g. class teachers, subject leads, year/pastoral leads, a small amount of IT administrators) under role-based access controls. We do not share this data beyond our contracted data processors who host the platforms listed, acting on our instructions under data protection terms.

Use of School-Managed Devices

When students use school-managed iPads and approved learning platforms, systems may generate limited device and learning telemetry, for example:

- Device identifier, school user ID, class or group
- App/platform name, assignment ID/title
- Technical timestamps (e.g. when a task/page/nugget was opened/submitted)
- Calculated duration of engagement with a task/lesson/page
- Submission status and scores where relevant

We do not record keystrokes, continuously capture screens, audio or video, track location, or access personal content outside approved apps.

Student Acceptable Usage

Students will only use their school iPad/computer for activities that a teacher or suitable adult has told or allowed a student to use. [Read more here](#)

Parent Acceptable Usage

Parents should not use student's ICT facilities for personal use under any circumstances. [Read more here](#)