

## Saint Cecilia's Remote Learning Contingency Plan

This plan outlines the school's approach to Remote Learning, and our expectations of pupils. There are a variety of different circumstances that may arise, and so the plan is different for different year groups and for different situations.

This plan will be under constant review and any changes to the plan will be communicated with parents and pupils.

Should you have a question regarding the plan, please speak to your child's mentor who will be able to help.

### Technologies used for Remote Learning

#### Microsoft Teams Meeting

With this method, teachers and pupils will be in a meeting style environment, where all have access to cameras and microphones. This will be used for mentor meetings, for lessons where discussion and dialogue form an essential part, to provide feedback or answer questions. The live aspect of this lesson will last for approximately 20-30 minutes, with tasks to complete for the remainder of the lesson. Teachers will be on hand for the remainder of the lesson, to answer any questions pupils may have. Instructions regarding cameras and microphones will be given by the member of staff, and pupils must follow these instructions. The default position is that cameras are off and pupils are muted. Meetings will be recorded by the member of staff and available via Teams after the meeting.

#### Show My Homework

Teachers will upload lesson materials onto SMHW by 8.30am.

#### OneNote

Where there is expected to be an extended closure, teachers will use OneNote (also known as Class Notebook) to create digital exercise books for pupils. Each class will have its own Class Notebook, where pupils will be able to complete their classwork and assignments. Teachers will be able to provide feedback on the work, for pupils to read and act upon. The Class Notebook also contains a space for resources to be posted, so that pupils can access them at any time, to complete work, homework or for revision purposes.

#### Microsoft Teams Assignment

Teachers will use Microsoft Teams Assignment to post assessments and tasks to complete, either in class or for homework. This tool allows staff to set a deadline, collect work from pupils easily and effectively, and provide written and aural feedback.

#### Forms and Quizzes

Forms or Quizzes on Microsoft Teams and SMHW will be used to assess pupils' understanding.

## Curriculum and Learning

Pupils and students will follow the same curriculum remotely as taught in school, wherever possible and appropriate. Some adaptations will need to be made for some subjects however, where equipment or facilities are not available for pupils to use at home. For example, PE lessons will be adapted to allow pupils to undertake individual exercise at home.

Pupils will follow the normal school structure, with 5 lessons a day, and each lesson (including live instruction and independent work) lasting one hour.

## Remote Learning plans

### Whole school or partial closure

Each lesson will feature a live input by the teacher via Microsoft Teams Meeting. A classwork task will be posted on SMHW, with the link for the Microsoft Teams Meeting and the worksheets and work to be completed for the remainder of the lesson. The teacher will still be on hand via the Teams Meeting for the remainder of the lesson if the pupil has a question.

Where possible, mentor meetings will take place via Microsoft Teams Meeting at the normal scheduled times. Cameras should be on for mentor meetings. Where possible, assemblies will be posted on SMHW as either a Teams Meeting or as a voiceover PowerPoint on the scheduled days.

## Pupils and students with SEND

The class teacher continues to be responsible for the work of all pupils and students, including those with SEND. The SENCo is responsible for additional support, especially if that child would have been supported by an LSA. Pupils currently receiving additional support through interventions will be able to access resources and activities remotely to continue the intervention programme during an extended closure. These will be set by the SEND department.

Pupils with EHCPs will receive check-ins from their designated Learning Support Assistant, who can offer guidance on the work set and liaise with subject teachers to resolve any difficulties. In the event of a full closure, in-class support for pupils with SEND will be available remotely. LSAs will join the live element of the lessons and meet with their pupils to support and check understanding. LSAs will make use of breakout rooms and separate Teams meetings with pupils with SEND, to provide in-lesson support.

External agency support for pupils is likely to be postponed for short closures, however they may continue via video sessions. Parents and pupils will be updated where this is possible. All support sessions will be organised by the external agencies, and any communication will be directly with the families.

## Other considerations

### Attendance expectations for live sessions

Pupils and students should attend all live sessions and complete all work set. Pupils must be on time to each live session.

Teachers will be taking registers during the lessons to monitor engagement in remote learning. Mentors and Year Leaders will be in touch if there are concerns over attendance.

If your child is unwell, and is unable to attend the virtual sessions, you should call in or email [reception@saintcecilias.london](mailto:reception@saintcecilias.london) as normal.

#### Cameras and microphones

Pupils must follow instructions from staff regarding their cameras and microphones. During mentor meetings, cameras must be on, so that the mentor can see all pupils. Microphones must be muted when requested by the member of staff.

#### Lack of internet access/equipment

If you do not have access to the internet or the necessary equipment for your child to complete their work, please contact your child's mentor. We will do our best to support families and provide equipment. Where this is not possible, the school will provide hard copies of the resources for the lessons.

Pupils may view the live part of lessons via a mobile phone, however we do not recommend that your child completes their work on the phone.

#### Where a teacher/mentor is ill

If a teacher is ill, work will be uploaded via SMHW, however no live element will take place. If a mentor is ill, virtual mentor sessions will not take place, but an activity will be posted on SMHW for the pupils.

#### Expectations if pupil is ill

If a pupil is ill, they are not expected to complete the work at the time, but the resources are there for them to catch-up when they are well enough.

#### How regularly work will be marked/checked

Work will be marked as per the current school policy. Pupils will be informed which tasks are assessed pieces in advance.

Pupils must ensure that all work is completed and saved, so that they can share with their teacher if required.

Feedback and marking can take different forms, including whole class feedback, online quizzes, written feedback, or recorded verbal feedback.

#### Submission of work

Pupils will not be expected to submit work from every lesson, but will be guided as to which pieces need submitting for marking or assessment. Pupils must submit assessed pieces of work via SMHW, OneNote, Teams Assignment or handed in-person on return to school as directed by the teacher.

Pupils have access to the full Microsoft Office Suite through their Office365 login, and must use this software to complete work as required by members of staff. Unless instructed otherwise by the teacher, pupils must upload the work in the following file formats:

Word Document \*.docx

PowerPoint Document \*.pptx

Excel Document \*.xlsx

Uploads in other formats may not be accepted by the teacher.

### Pupil training

Pupils will be provided with training on how to access Teams, and the protocols for completing work, in mentor meetings. This will give pupils a chance to ask questions and see a demonstration of the different technologies. Additional training will be provided to pupils on new technologies, such as OneNote, and shared via SMHW.

### What support can I give as a parent?

- Create a quiet space in your home, where your child can work during the remote sessions. They will need space for their exercise books, paper, writing equipment and their electronic device.
- Provide your child with paper, pens/pencils etc.
- Create a copy of your child's timetable in a central location so that all are aware of what sessions should be taking place during the day.
- Help your child establish a daily schedule and routine that fits with the school timings.
- Encourage your child to turn off any other devices and turn off notifications on the device they are using.
- Encourage your child to take breaks from the screen during 'break-times' and get some fresh air when there is time.
- Remind your child that they need to have the same high level of behaviour and conduct as though they are at school, which includes when communicating with staff and their peers through technology.
- Speak to your child about their work; ask them what they have learnt and look at what they have completed.

### Great Learning Habits

A guide has been produced to help pupils understand what Great Learning Habits look like, and how to make sure they get the most out of their lessons. Please go through this with your child to ensure remote learning remains productive and achievable.

### Online conduct

Pupils must follow the rules and instruction as set out by the school and teachers. During Teams Meetings lessons, pupils should have their cameras off and microphones muted, unless directed otherwise. For mentor meetings, pupils should have their cameras on, and unmute when directed by the mentor. Pupils should use the hands up feature to wait their turn to talk, and should communicate with the teacher and class verbally. The chat function must only be used for school work, and where using the microphone is not possible or as directed by the teacher. All communication, both verbal and typed, must be appropriate and work related. Please refer to the Rules of Conduct Online document, and discuss with your child.