



Online Learning Information for Parents Court Fields School

January 2021

Acting Headteacher: Mrs Polly Matthews

Contents

Online Learning Overview.....	3
Online Learning: Full School Closure.....	3
Online Learning: Partial School Closure.....	3
Online Learning: Students Self-Isolating.....	3
Attendance and Engagement	4
Curriculum Content.....	4
Online Learning Lesson Format for Full or Partial Closure	5
Student Timetable.....	5
Live Lessons.....	5
Independent Online Learning	5
Online Learning Lesson Format for Self-Isolating Students.....	6
Teaching, Feedback and Assessment.....	6
Accessing Online Learning	6
Supporting your Child with Online Learning.....	8
Advice for Parents.....	8
Online Safety	8
Wellbeing & Emotional Support	8
Additional Support Networks with Advice and Guidance	8
Contact Us.....	9

Online Learning Overview

We are dedicated to ensuring that, if our students are not able to be in school for any reason, they are still able to learn just as effectively and in line with the way they would have learned had they been in school receiving face to face lessons. Students learning from home are still a part of our school community and will receive the same level of contact and support as students learning from the classroom. We are committed to ensuring that students do not experience isolation or feelings of remoteness during any period of learning from home. For this reason, we do not use the term 'remote' learning, but instead refer to 'online learning.'

There are 3 potential reasons for students to be learning online, and we have 3 systems in place to ensure that in each of these students are supported to learn effectively. These three reasons are online learning as a result of a full school closure, online learning as a result of a partial school closure and online learning as a result of a student needing to self-isolate.

Online Learning: Full School Closure

In the event of a full school closure, all learning will be moved online with immediate effect. Work will be set via Class Charts for all subjects (with the exception of core PE) following the normal school timetable. There will be a mix of live lessons and supported independent learning set for students, with no student having less than 75% live lessons after the initial 48-hour period.

In many circumstances, the children of key workers and children who are deemed to be vulnerable if not attending school will still attend school in person. These children will access learning along with those learning online, but will do so with the support and supervision of teachers, teaching assistants and other school staff as appropriate.

Online Learning: Partial School Closure

In the event of a partial school closure part of all of a year group will be asked to stay at home. In this circumstance, we will follow the same procedure for these students as we would for a full school closure: Work will be set via Class Charts for all subjects (with the exception of core PE) following the normal school timetable. There will be a mix of live lessons and supported independent learning set for students, with no student having less than 75% live lessons after the initial 48-hour period.

Online Learning: Students Self-Isolating

In the event of individual or small groups of children needing to self-isolate as a result of medical guidance, students will be able to access work immediately for each of their subjects from Class Charts. For self-isolating students all work will be independent online work.

The work set for students who are self-isolating will be complimentary to the work being taught in school; this means work will cover the same key knowledge and key skills at the same level, but some content may differ due to the independent nature of the work being set.

Attendance and Engagement

During any period of full or partial school closure, students will be required to complete a daily check in to show they are ready to engage with learning each day.

The daily check in will take the form of an online questionnaire which will ask students about their readiness to learn, ability to access work and their general wellbeing. Tutors and pastoral staff in school will use this information to ensure that any students needing additional support to access learning or with their wellbeing are identified and contacted in a timely manner.

Daily Check in links will be shared with students via email and can be accessed on the school's website. The daily check in can be completed using a computer, laptop, tablet or mobile phone and will take approximately 2 minutes to complete each day. The daily check in must be completed by the start of lesson one each day.

For each lesson during online learning, teachers will monitor engagement in learning twice. Once through attendance to live lessons, and once through submission of work following lessons. Teachers will mark engagement using Class Charts submissions, and school staff will use this to identify students who may need additional support with online learning.

During a period of full or partial closure, students will receive regular contact from either their tutor, a keyworker or a member of the school's leadership team. Students should expect to be contacted at least every fortnight, and more often if concerns arise around attendance or engagement.

Curriculum Content

We will follow the same curriculum for online learning as we do in school, and students should expect to be set work for all subjects.

Our online learning curriculum has been carefully planned to ensure that students have access to the same key knowledge and key skills as they would cover in school. The specific activities and sequences set may vary slightly, for instance in art or science where specialist equipment or space is not available to students, however the learning will be in line with face-to-face learning.

In core PE, students will not be set specific activities as we recognise that access to space and equipment will vary, along with student's sporting interests, however students are encouraged to engage in regular physical activity and the PE faculty will provide guidance and resources to support this.

Online Learning Lesson Format for Full or Partial Closure

Student Timetable

Students should follow their normal school timetable at the times that lessons would have been taking place in school. This will ensure attendance to all lessons is possible and will help students to maintain routines and regular habits.

Live Lessons

The proportion of live and supported independent lessons will vary depending on the year group and subjects studied.

- In year 11, all lessons will have some live element.
- In years 7 – 10, 75% of lessons will have some live element with the rest being supported online learning.
- In years 10 and 11 lessons will be 50 minutes long
- In years 7 to 9 lessons will be 45 minutes long

We have changed the length of lessons in order to ensure that students are able to take time away from their workstations to support their physical and mental health. There will still be an hours' worth of learning set for each hours' worth of curriculum time, but students have been given four tutorials per week to complete outstanding tasks and are encouraged to use the break between lessons for movement. Teachers will mark student submissions of work at the end of a 48 hour period to allow for this additional time.

As with a normal lesson in school, part of each live lesson will be supported independent practice. Students will not therefore be expected to listen to an online lecture for an hour at a time. The 'live' part of a lesson will be used for the following activities:

- Teacher explanations
- Teacher led modelling.
- Worked examples and demonstrations.
- Questioning and addressing misconceptions
- Giving whole class feedback
- Giving individual verbal feedback

Students will be given learning tasks to complete during live lessons and will be expected to upload their work to Class Charts at the end of each session so that their teacher can assess their understanding and identify any misconceptions arising.

Live lessons will take place using Google Meet, which all students are able to access through their school Google account. The links for meeting will be sent to students in advance via Class Charts, along with the time of each lesson.

Independent Online Learning

Independent online learning may take several forms. These may include:

- Pre-recorded content from the class teacher
- Recorded content from other sources such as Oak National Academy
- Supported writing or practical tasks (this may be using Google Docs or a similar platform to enable teacher support)
- Independent writing or practical tasks (usually these will be for assessment purposes)

- Independent Research tasks
- Quizzes

Independent online learning will be used for students to practice what they have learned, to improve work following feedback and for coursework, NEA for GCSE courses and for assessed tasks which must be completed independently. Teachers will remain available for support during these sessions, either via platforms such as Google Docs or via email.

Online Learning Lesson Format for Self-Isolating Students

As with online learning during a full or partial school closure, when students need to self-isolate we would strongly recommend that they complete work for each lesson at the same time the lesson is happening in school. This ensures they stay in line with their peers as well as helping to maintain regular habits and routines.

When told they must self-isolate, students should log into their Class Charts account and set it to 'search by due date.' Students will be able to identify work set for them as it will begin with the code SHLD. They should have sufficient work for 2 weeks minimum for a variety of subjects.

All completed work done in self isolation should be sent via Gmail to the normal class teacher. Work completed will continue to be marked in line with school policy.

Teaching, Feedback and Assessment

During any period of online learning, we remain committed to ensuring the highest standards of teaching, learning, assessment and feedback.

Just as in school, our teaching and learning policy is built on six principles for high quality learning. These are:

- Challenge
- Explanation
- Modelling
- Questioning
- Practice
- Feedback

These principles will be used to create online content and will be found in all lessons and sequences of lessons. In this way, students will find their online learning is as close to face-to-face learning as possible.

Our assessment and feedback policy states that students will receive feedback verbally and informally as part of their day-to-day learning. They will receive more formal feedback at least every six hours and will be given improvement or next step tasks to complete. This policy remains in place for all forms of online learning and students should expect regular feedback to form part of their learning each day.

Accessing Online Learning

All platforms used in online learning are part of the package students are given when they join the school. These include Class Charts, Google Meet and Gmail. Students have their own individual log ins for each of these platforms. If students have lost or forgotten their log ins, they should contact school immediately to have them re-set.

If you are concerned about having sufficient technology to access online learning, please contact the school urgently as we are able to help in the majority of circumstances.

Supporting your Child with Online Learning

Advice for Parents

During online learning, students will have access to their teachers for academic support and guidance, either via live lessons or email. Therefore, parents should not need to assist their children academically. However, for some students the independent nature of online learning can be problematic. Parents can support in the following ways:

- Ensuring children are up, dressed, have eaten breakfast and are ready to learn before 9.00 on school days.
- Ensuring children have access to materials they may need – calculators, pens and pencils, paper etc.
- Assisting children with planning their day – for instance by checking Class Charts and the time of live lessons for the next day each evening
- Ensuring children take regular breaks where possible, especially for exercise (whilst adhering to the relevant tier rules)
- Ensuring children have a clear 'end' to their working day and do not continue to work well past the time they normally would. This is particularly important for KS4 students, who will have revision on top of their classwork.
- Assisting children with contacting teachers when they need to

If you have any concerns or questions about supporting your child with online learning please contact the school on 01823664201 and you will be put in touch with the appropriate person.

Online Safety

As many of our students will not be in school, please ensure you continue to discuss and support students to remain safe online. Many students screen time will increase not being in structured lessons as well as needing their devices to access key learning tasks. Please encourage students to not have phones where possible while completing school-based tasks and monitor usage. Below is the NSPCC Online Safety guidance for parents to support you while your child is not accessing daily school. <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Wellbeing & Emotional Support

Every Mind Matters has now released expert advice and top tips on how to look after your mental wellbeing if you need to stay at home during the coronavirus (COVID-19) outbreak. It also includes guidance if you're feeling worried or anxious about the outbreak. Please visit: www.nhs.uk/oneyou/every-mind-matters/

Additional Support Networks with Advice and Guidance

Kooth Counselling - www.kooth.com

NSPCC - www.nspcc.org.uk

Childline - 0800 1111

Young Minds - www.youngminds.org.uk

Students Minds - www.studentminds.org.uk

Time to Change - www.time-to-change.org.uk

The Mix - 0808 808 4994 or Text 'THEMIX' to 85258

Shout (Crisis Line) - www.giveusashout.org or text 85258

Parents/carers may also find things difficult during this worrying time. Please see below for sources of support for you:

Citizens Advice - www.citizensadvice.org.uk or call 03444 889 623

CAP (Christians Against Poverty) www.capuk.org

Samaritans - www.samaritans.org Call 116 123

Mind - www.mind.org.uk or call 0300 123 3393

Anna Freud, National Centre for Childrens and Families have some excellent resources to support parents - www.annafreud.org/parents/

Contact Us

Students should contact their teachers using their school Gmail account. All teachers email addresses can be looked up by starting a new email, clicking on 'to' and searching for the teacher by surname.

Teachers will always be available to students during the time of their lessons. Outside of lessons, teachers will respond to communication from students at the earliest possible time, but please be aware that our teachers have very full timetables and may not be able to respond immediately if they are teaching.

Parents wishing to contact either teaching staff, tutors, heads of faculty or year or members of SLT should telephone the school office in the first instance on 01404 664201, unless they already have an email address for that member of staff.

It is our school policy to respond to all communication within 48 hours, although we will always aim to do so as quickly as possible.

For specific enquiries, please see below:

For ICT queries: Contact support@courtfields.net

For enquiries relating to key worker students or vulnerable students: Contact confidential@courtfields.net

For all other enquiries: Contact sch.552@educ.somerset.gov.uk