

## Contingency Plan for Remote Learning

<p><b>Introduction</b></p>	<p>Our overarching principle is to deliver remote learning that matches as closely as possible the curriculum and provision we would be offering if students were in school. In the case of a full school closure or a national lockdown, we will immediately transition to delivering live lessons via Microsoft Teams the next school day. These lessons will follow the student’s normal two-week timetable, with the lessons starting at the normal lesson start times. Teachers will be live and available for a minimum of 60 minutes per 95-minute lesson but will set tasks that ensure the learning lasts for the full 95 minutes. The only exceptions to this rule are PE lessons where lessons will be pre-recorded to allow students to work at their own pace. Students can access Microsoft Teams via the Glebelands school website. We will provide virtual assemblies and tutor periods to enable the continuation of our strong pastoral care.</p> <p>In the case of the school having a Year group bubble closure, the principle of all lessons delivered live as per the student’s timetable will remain the same. If a number of students in the same year group (but not the whole year group) have to self-isolate due to contact with a positive case the school will adopt a hybrid learning approach. The lessons that take place in school for the remaining students will be broadcast live via Microsoft Teams to enable students to access these lessons live as per their normal timetable.</p> <p>For all of the above scenarios if staff have appointments or are unavailable to deliver live lessons due to illness etc. work will be set on Insight for student completion.</p> <p>Where students have to isolate due to coming in to contact with a positive case outside of the school setting, work will be set on INSIGHT. This will match the content covered in the lessons the student is unable to attend. Some teachers may choose to broadcast their lessons live via Microsoft Teams instead of posting work on INSIGHT.</p>
<p><b>To enable teaching and learning to continue as effectively as possible during the need for remote learning:</b></p>	<p>During a school closure or lockdown</p> <ul style="list-style-type: none"> <li>• We will ensure families are called regularly to check student well-being and any issues followed up</li> <li>• Closely monitor attendance to live lessons and call parents when attendance issues arise</li> <li>• Monitor the engagement of pupils learning and make parents aware on non-engagement</li> <li>• Communicate regularly with families through social media, emails</li> <li>• We will expect students to complete all work set to the best of their ability</li> <li>• Students will need to have access to the internet (please contact us as soon as possible if you require support with this)</li> </ul>
<p><b>Our staff will:</b></p>	<ul style="list-style-type: none"> <li>• Deliver live lessons on Microsoft Teams as per the timetable</li> <li>• Contact parents if students are not attending live lessons or their engagement with work does not meet the expected standard</li> <li>• Give feedback to students in line with their departments Feedback Policy</li> <li>• Hold parents evening through a virtual system (school cloud) in line with the normal parents evening calendar</li> </ul>

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<b>Our pupils/students will be expected to:</b>	<ul style="list-style-type: none"> <li>• Join live lessons and take a full and active part in them</li> <li>• Complete tasks/assignments set by their teachers and upload their work as requested by the teacher</li> <li>• Students can complete work in exercise books/on paper, but will need to take clear photographs of it and upload into their assignment. If this is not possible then the department submit work email accounts can be used</li> <li>• Check TEAMS regularly to view their calendar, assignments and feedback they may have received from their teachers</li> <li>• Complete the work to the best of their ability</li> <li>• Access learning platforms such as Hegarty, Liguascope, Seneca which are used to set tasks and submit work when directed by their teachers</li> </ul>
<b>Parents are responsible for:</b>	<ul style="list-style-type: none"> <li>• Read all communications that come out from the school to ensure they are fully aware and up to date with news.</li> <li>• Support their children to complete all of the learning set</li> <li>• Ensure courtesy and politeness to any member of staff within any communication</li> <li>• Ensuring that their child is available to learn remotely according to their normal timetable and that schoolwork is completed on time, to the best of their child's ability.</li> <li>• Ensuring that their child is familiar with the expectations for remote learning and that any absences are reported accordingly</li> </ul>
<b>How to access work</b>	<ul style="list-style-type: none"> <li>• Students will need an electronic device that can access Microsoft Teams. Ideally, this would be a laptop or a tablet device rather than a phone although it is possible to access via a smartphone. Any families needed support with technology should contact <a href="mailto:info@glebelands.surrey.sch.uk">info@glebelands.surrey.sch.uk</a> and we will endeavour to provide a suitable device</li> <li>• Students can access Microsoft Teams via the staff and students section of the school website. It is recommended to download the desktop app</li> <li>• Access homework and resources via INSIGHT</li> </ul>
<b>Vulnerable and Key Workers</b>	<ul style="list-style-type: none"> <li>• In light of a whole school closure, the school will be open for Key Worker children and vulnerable children. They will be placed into Bubbles with consistent members of staff. They will complete all remote learning set by their class teachers on computers provided by the school</li> <li>• Vulnerable students will have a regular phone call home from Home School Link Worker to ensure that they are ok</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• We will provide regular updates and information through emails and Instagram posts</li> <li>• We will gather feedback from parents via surveys sent by email</li> </ul>