



READING BLUE COAT

Home Learning Policy – Pupil & Parent Version

In the event of school closure, the following is to be implemented:

Teachers

- The default platform for remote learning will be Microsoft Teams.
- 100% of lessons with a class should have teacher contact. This can be video or audio. This does not have to be the whole period; it could be an exposition at the beginning, or a Q&A at the end.
- Video or audio contact with pupils should not be recorded, unless you have arranged to download and store it with the IT dept.
- Work set must reflect the length of the lesson.
- Homework must be set using Teams assignments and reflect the normal school homework timetable.
- Teachers are expected to reply to all student queries within 24 hours.
- Pupils may be contacted via the school accounts for Microsoft Teams Video Chat or Google Hangout (personal accounts must not be used). If a teacher needs to telephone a pupil, then they must telephone the pupil's landline number (available through Everest) and withhold their number (by entering 141 before they enter the pupil's number).
- If a member of staff is ill, then they are expected to let their HoD know, and to post on the Microsoft Teams Post that they are ill so that the pupils are aware. The HoD will then take over responsibility for ensuring that work is set for the classes.

Tutors

- Tutors will hold a brief roll-call session at the start of each day at 8:45am to check attendance and engagement – this should be a very brief meeting on Teams, with the tutor registration being completed on Everest. This should

occur briefly before 8:45am when it is necessary to accommodate assemblies. Where tutors have issues with the 8:45am due to domestic issues such as childcare, they should liaise with their Director of Section to identify solutions (e.g. using chat or posted messages to 'check in').

- Tutors are welcome to have longer meetings with their groups for discussions and activities, but these are not a requirement – the success and productivity of such sessions will depend on the group and the tutor. Tutors are encouraged to experiment with what can be done remotely to build the group spirit and should share their ideas and experiences with other tutors in their year group and section.
- Tutors should communicate with each tutee individually once per week. The length and format of these will vary considerably, depending on what the tutor will judge is best for the tutee. It could be a video or audio call on Teams, or some messages exchanged on chat. The important point is for the tutor to get a handle on how each tutee is engaged and how they are doing (personally, pastorally). Any concerns or lack of engagement should be communicated to the Head of Year in the first instance.
- Tutors will check their tutees' Plus and Minus points on a weekly basis. This will enable them to see any issues arising with completion of work. It is important for tutors to have ad hoc conversations with tutees on this basis, to praise achievement and discuss problems or negative feedback.
- Tutors will continue to track the academic progress and personal well-being of their tutees, liaising with their teachers, Heads of Year, etc.
- Tutors remain the first port-of-call for pupils and parents for raising pastoral issues.

Reporting and Parents and Pupils Consultation Evenings

- The first instance of incomplete work in any half term will result in the teacher contacting the pupil to ensure that they have received the task and can access the appropriate technology etc.
- Any subsequent incomplete work within a half term will result in a Minus Point being awarded. The subject must be clearly stated in the comment section.
- The reporting cycle will carry on as normal, but there will only be one Commitment to Learning (CtL) grade.
- Parents and Pupils Consultation Evenings will happen on the published dates. Appointments will be booked in advance through the School Portal. Consultations will take place through video calls made through the pupil's MS Teams account.

Pupils

- Must follow their normal school day and homework timetable. This is for the pupils' wellbeing. It will ensure that they continue with a familiar routine, take regular breaks and have a varied day.
- Are responsible for completing the work set and communicating any issues to the relevant member of staff.
- Should have their cameras on at all times during live online lessons.

Parents

- Should try to provide an appropriate work space for their child to complete the work set.
- Should encourage their child to follow the normal school day routine.
- Should check the School Portal on a regular basis for any missed work notifications.
- Should contact the appropriate subject teacher or tutor if there are any concerns.

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