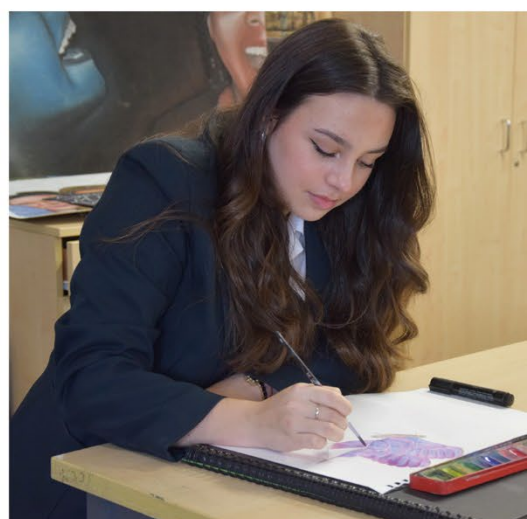


Caroline  
Chisholm  
School

Ambition Confidence Success  
Everyone Every Lesson Every Opportunity

Secondary Phase  
Remote Learning Programme



Date: 25 January 2021

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## Introduction

As we enter a new period of school closure, it is essential that the school provides high quality education to all students, whether they are working at home, or are working on the school site as part of our critical worker and vulnerable student provision.



Students, parents and teachers have come a long way since the start of the first lockdown in March 2020. Students have had to move from a classroom environment to one where they are working online, using electronic devices to communicate with school staff and friends. From the start of the academic year in September, staff professional development has focussed on how we further develop our ability to provide education through digital learning resources, as a result, we are very prepared for the recent school closure.

This guide will give parents clear information on the form and structure of the provision that the school will provide during this time. This will include technical, academic and pastoral support that will be offered by the school. Please note, due to the ever-changing situation that we find ourselves in, the guidance in this document may change, but we will continually update this document with the most up-to-date guidance and information where possible.

We will also outline our approach to Year 11 and 13 students and how we will work with these students over the next few months to ensure that we have undertaken comprehensive assessment to ensure teachers are best placed to make accurate teacher assessed grades.

During this lockdown, the school will be providing a much more structured approach to teaching and learning, in both primary and secondary phase, than we provided in 2020. We are pushing our staff to provide an outstanding educational experience and will work tirelessly over coming weeks to ensure that all students are supported in their learning.

In secondary phase, the school will provide a "Live lesson" based curriculum, with the vast majority of lessons taking place with part or all of the lesson directed via a live online video or audio lesson with the teacher with students.

The school uses Microsoft Teams along with the Office 365 suite as our means of delivering education. All students have access to this via their school network login and have the ability to download the full suite of Office 365 applications onto a large range of devices.



## Expectations

Students expectations:

- **Students will undertake learning as part of their normal timetabled school day.** Lesson times, breaks and lunch will take place at the same time as the student's current timetable.
- Students will undertake **at least 5 hours of structured/directed learning each day.**
- **Students will also undertake additional learning** (equivalent to homework) to help them develop their independence and academic confidence.
- **Students are expected to attend lessons on-time and to behave appropriately during lesson time.**
- Students will submit work via the "Assignments" system.
- **Teachers will provide a live lesson experience for most lessons each day** and will be expected to be available to support students during this time.
- There will be **weekly opportunities for whole year group assemblies** – to discuss wider issues as part of the PHSE programme.
- Teachers will continue to follow the marking and feedback policy and to ensure that students work is assessed in line with this policy.
- **Pastoral staff will monitor online learning** and will support teachers where there is inappropriate behaviour from students.
- School leaders will be working with teachers to further develop our ability to deliver high quality education.
- Parents will need to provide students with an adequate space to work and an appropriate device.  
The school can support parents with devices if this is needed.

Unfortunately, we are unable to provide a live lesson experience for more practical subjects such as PE and drama. We are, however working to provide some learning activities in these areas in the near future.

## Key Strategies to work effectively online



Familiarity with remote learning has increased significantly over the last 12 months and we now feel that it is possible to continue to deliver as near to a full curriculum as possible online. Discussions with students has shown us that they value the familiarity of their usual timetable and the opportunity to interact with their teachers on a daily basis.

The remote learning approach needs to have flexibility for families who may be sharing devices or have limited capacity broadband. For this reason, we ensure that all lessons are recorded and posted to individual class channels in Teams, this allows students who are unable to join the lesson at the timetabled slot to catch up on any missed learning. Additional guidance has been provided on how to access Teams through an Xbox or a smart TV.

The learning programme will be accessible to all students including those with additional needs and we are setting realistic expectations of what can be taught and learned remotely right from the beginning, accepting that staff and students will not be as productive as they would be under normal circumstances but being ambitious and committed to minimising the loss of learning.

There will be opportunities for parents to provide us with feedback on our approach via MS Forms questionnaires. Your feedback is always welcome as we continue to adapt and improve our digital offer.

## Teaching methods

All students will continue to receive their timetabled lessons during the lockdown via MS Teams.

Staff will deliver lessons live and work to accompany the lesson will be posted in the Assignments tab. The only exceptions to this are KS3 and KS4 core PE and KS3 Drama lessons where the nature of the subject makes it impractical to attempt to deliver a meaningful lesson online.



Music lessons are currently under review and although they are currently delivered as part of the timetable this may be reduced in the event of the current lockdown being extended.

Teacher input during the live lesson will be a minimum of 30 minutes but this will be organised by individual teachers to suit the learning intentions in the lesson.



For example, the time may be divided in to two 15-minute blocks at the start and end of the timetabled hour with students working independently in the meantime. Teachers will remain online during the independent phase of the lesson to support students as they complete the work.

The requirements for work will be clear, but if in any doubt, students can post questions on the 'Chat' function in MS Teams meetings and the teacher will respond with clarification. Work to be completed will be assigned to students using the teams "Assignments" system.

Teachers will also be reviewing student work at regular intervals and providing developmental feedback in line with the school marking policy.

In summary:

- Most lessons are taught live following the existing timetable.
- There are two aspects to real-time lessons:
  - **Direct instruction** – teacher delivers an online lesson explaining key concepts and the work to be completed.
  - **Interactive** – teacher is active in the chat function or ‘looking over the shoulder’ in One Note
- Some subjects are suited to being taught completely via live lessons and others suit independent project-based tasks better.
- The key platforms staff and students will be using are found in Microsoft Office 365 and include Word, Teams, OneNote, Class Notebook, MS Forms and PowerPoint.
- Students should download Microsoft Office 365 to their computer if they have not already done so. It is available for free at: <https://kb.ccs.northants.sch.uk/apps/>





## Organisation of student workload

Students will be receiving all their lessons as currently timetabled. The work to be completed will be set as assignments. There will be no additional homework set in addition to the work that is set on Teams. Where students are unable to attend the live lesson, they will find the recording of that lesson on the class channel and so they can catch up on any missed learning at a convenient time. Please inform the pastoral team/ attendance officer if your child is unable to attend live lessons on any given day. We would encourage parents to contact us immediately if the workload is proving excessive for their child and we will do our best to adapt activities to support them.

Students can use the time where PE and Drama would have been taught to include time for well-being activities such as exercise and time to socialise on-line with friends if they choose. There are optional activities being provided by PE and Performing Arts should students wish to do them.

Teachers will continue to use the CCS achievement point system to reward students and the points accumulated will count towards electronic certificates of achievement.



## Supporting Learning

### Installing Microsoft Teams

Microsoft Teams provides quick and efficient communication between the school and students.

**For secondary age students we recommend that all students have the MS Teams app installed onto their personal mobile phone** as well as their tablet, laptop and/or desktop. This allows the school to communicate with students in a safe, quick and secure way.

It also allows students to contact key safeguarding staff without having to divulge their private mobile phone number.

Students can use the "Status" indicator, which allows them to make themselves unavailable from the "Teams" environment based upon time of day or how you are working.



## Online Safety

Parents should ensure that home systems are able to protect young people from online threats and should install appropriate online filtering and monitoring software. Low-cost solutions are available to parents.

Please refer to the Northamptonshire Online Safety page for advice on how to protect young people from the danger of the internet.

1. **Install appropriate online filtering and monitoring software** on all devices that your child may use.
2. **Only use school approved learning environments**, this will be Microsoft Teams, Office 365 and other educational sites.
3. The school recommends that you **enable “Restricted mode” in YouTube** which filters mature content. <https://support.google.com/youtube/answer/174084>
4. **Check your privacy settings** especially on social media.
5. **Do not share your own personal details online** and limit what information you are giving out online.
6. **Ensure your home devices have appropriate anti-virus software installed**. This is now often free.
7. **Supervise young students when they are connected online** and if possible, allow them to work in the same room as you if you are home working.

<http://www.northamptonshirescb.org.uk/health-professionals/safeguarding-topics/esafety/>

## Behaviour

We have high expectations of behaviour during online learning and we have put in place systems to report and act on poor behaviour.

Where students disrupt the learning of others, the pastoral team will intervene to support the teacher. If appropriate, parents will be contacted.

## Attendance

In line with Government guidelines, we will not be using our normal attendance registration systems during the lockdown.

We expect students to attend all lessons and complete work set and teachers will be monitoring this. The progress team will monitor student engagement and will contact parents if there are any concerns. All lessons will be monitored and absences from live lessons will be followed up.

If your child is unable to take part in educational activities each day due to illness or family circumstances, please contact the pastoral team, so we can inform teachers of the situation.

## Access to devices

To ensure all students have access to devices, the school has already assigned laptop devices to families in the most financial need.

We are aware, however, in families where parents are working from home and there are a number of children in the household, there is often a challenge for all students to access remote learning.

The school can offer a number of options to parents to support home learning.

- Free devices provided by the DfE and LA to support parents with
- Free use of a device donated to the school from the community.
- A Lenovo E11 Win-book Yoga ThinkPad device with a touchscreen and pen – available with a £50 deposit which is refundable if the device is returned to the school undamaged.



All devices provided by the school have Office 365, Windows 10 and are managed centrally by the school's IT system. Devices will be provided with internet filtering and device locations can be monitored.

The school has sent out a [booking form](#) to all parents to allow them to book an appropriate device. The school now has significant stock of devices, but they will be provided on a first come first served basis.

## Keeping in touch with the school

The school now has a new “virtual phone system” that now allows you to ring the school to talk to key members of staff.

Currently this is limited to a small group of staff and includes the admin, progress, safeguarding and lead learner team.

To contact the school via the new phone system, please call the following number during normal school hours:

**+44 (01604) 344744**

You can choose the following menu options to speak to the relevant area:

1. Safeguarding team
2. Admissions
3. Student Attendance
4. Primary Phase
5. Secondary Phase
6. Lead Learner Team
7. Secondary Progress Team
8. Sixth Form Team

### Safeguarding

If you have any concerns about any student in the school, please contact the safeguarding team directly on their dedicated number:

**+44 (01604) 344745 (24 hours)**

