

Shoreham Academy Continuity of Learning Plan Jan 2021

Remote Provision for Students Unable to Attend School due to Covid

As a school we aim to ensure that teaching and learning continues as efficiently and effectively as possible while the national lockdown is in effect or in the event of a student or groups of students being unable to attend school due to Covid. Our policy and procedures during this time will help us to ensure high educational standards, in line with our school aims. They underline our commitment to learning as a partnership between students, teachers and parents/carers.

This document has been updated following the most recent Department for Education requirements for 'Remote Education Support' as described in 'Restricting attendance during the national lockdown: schools' Guidance for all schools in England' [Click Here](#) and 'Statutory obligations and expectations' [Click Here](#)

From 1st January most students will be receiving remote education following the national lockdown. Students attending the onsite provision will follow the same curriculum as their peers.

Provision

- **Live lessons will occur daily on MS Teams**, according to the allocation of **curriculum time on the school timetable for students in all year groups**.
- Homework will be set on Firefly as per school homework policy.
- Lessons will follow the **curriculum sequence** of lessons that would have been taught **in school**. Faculties may change the sequencing of certain elements during the lockdown period. (Some more difficult topics that are more suitable for in school teaching will be rescheduled for later in the academic year.)
- Updates will be communicated in an effective way – via the **school website link 'Learning from Home'** on the home page link and on Firefly in the tasks section and parents updated in the weekly email.
- All work will be appropriate and relevant to student needs.
- We expect all live lessons to be attended and any work set in them to be completed in full by students – as well as any homework set on Firefly, SENECA, Hegarty maths or our other online educational packages.
- Attendance at live lessons, engagement in lessons and submission of work will be monitored daily by the attendance team and teachers with feedback provided as appropriate.

How long can I expect work set by the school to take my child each day?

Curriculum Classes

Year 7 – 10	<p>5 * 60 Min live lessons on MS Teams</p> <ul style="list-style-type: none">• Period 1: 8:30am until 9:30am• Break: 9:30am until 9:50am• Period 2: 9:50am until 10:50am• Period 3: 10:50am until 11:50am• Period 4 (mentor): 11:50am until 12:10pm.• Lunch: 12:10pm until 12:40pm.• Period 5: 12:40pm until 1:40pm• Period 6: 1:40pm until 2:40pm <p>(Mentor time will only be live session on Tuesdays – Firefly task set for other days)</p>
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Year 11	5 * 60 Min live lessons on MS Teams <ul style="list-style-type: none"> • Period 1: 8:30am until 9:30am • Period 2: 9:30am until 10:30am • Break: 10:30am until 10:50am • Period 3: 10:50am until 11:50am • Period 4 (mentor): 11:50am until 12:10pm. • Period 5: 12:10pm until 1:10pm • Lunch: 1:10pm until 1:40pm. • Period 6: 1:40pm until 2:40pm <p>(Mentor time will only be live session on Tuesdays – Firefly task set for other days)</p>
Sixth Form	Live Lessons as per daily curriculum timetable
Teachers will build screen breaks into lessons where students work independently and in some cases finish a few minutes early to allow short breaks for students	

Homework

Homework Min Times	Year 7	Year 8	Year 9
English	45 Min	45 Min	45 Min
Maths	60 Min	60 Min	60 Min
EBacc	45 Min	X	X
MFL	30 Min	30 Min	30 Min
Science	X	45 Min	45 Min
GCSE Option	X	X	60 Min
Personal Reading	At least 30 mins, five times a week		

Homework Min Times	Year 10	Year 11
English	60 Min	60 Min
Maths	60 Min	60 Min
Options per subject	60 Min	60 Min
Science	60 Min	60 Min

In addition to the live lessons and tasks set during remote classes, students are expected to continue to complete the homework that they have been set on Firefly. The purpose of the work set is to help students to keep up with their peers across the country.

Submission of completed work and feedback

Clear instructions for submission of completed work will be provided alongside any tasks set on Firefly and given by teachers in live lessons. Submission may vary as follows:

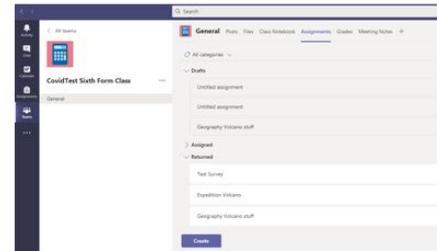
1. For self-marking apps/websites will be automated
2. Via Firefly tasks
3. Via Email to class teachers
4. Via O365 Teams & One Note
5. Photograph of hand completed work scanned to OneDrive and sent to teachers

Lessons will be:

- **Scheduled daily**, invite sent at least day in advance by teachers, according to the school timetable – 5 subjects per day of 60 min duration
- Communicated in an effective way – via Firefly, MS Teams and Email
- Highly interactive enabling teachers to gauge how well students are progressing through the curriculum, using questions and other suitable tasks including assessments
- Completed by all students
- **Monitored and assessed** by teachers with **fortnightly feedback** provided in Attitude to Remote Learning grades as identified in the scheme of work and Departmental Policy
- **Some lessons or parts of lessons will be recorded** and can be viewed by students on their class MS Teams channel after the lesson. If students are unable to view live they can view materials and tasks later.

Students who report they have no Internet access and/or no access to a laptop/pc support will be provided with a device or work packs used.

Remote Learning - Live Elements



How will my child access any online remote education you are providing?

Student Guide to Live Lessons on



Shoreham Academy will be using 'live' lessons during scheduled lesson times.

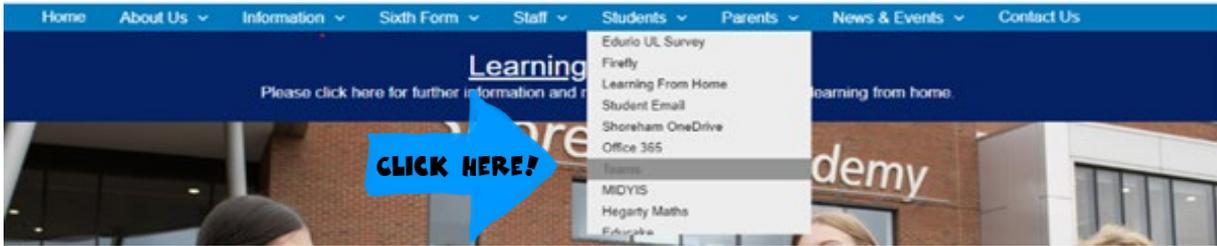
The information below will enable you to access a live lesson.

1. Go to school web site – home page
2. Click 'Student' tab and then 'Teams'

You can also access your live lessons using your Outlook calendar, Teams calendar or MS Teams app by downloading this from the app store or play store on your phone. Whichever route you take to your live lesson, the key is to check the calendar where link to your lesson is found.

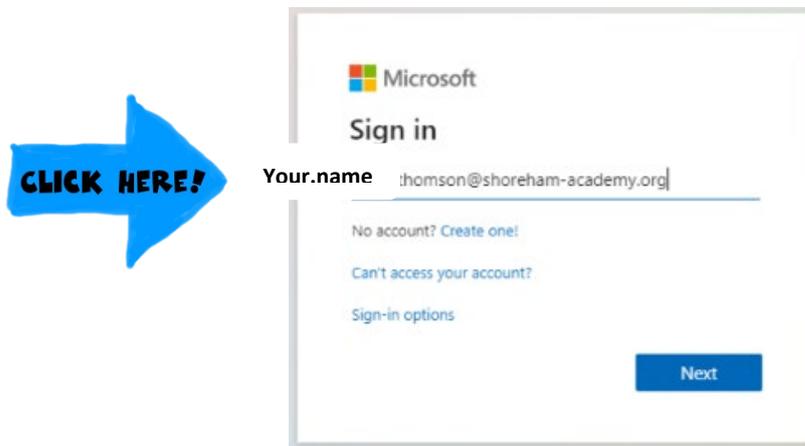


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3. Enter your email address and password, e.g. joe.bloggs@shoreham-academy.org This is the same as your academy outlook log-in & Firefly.

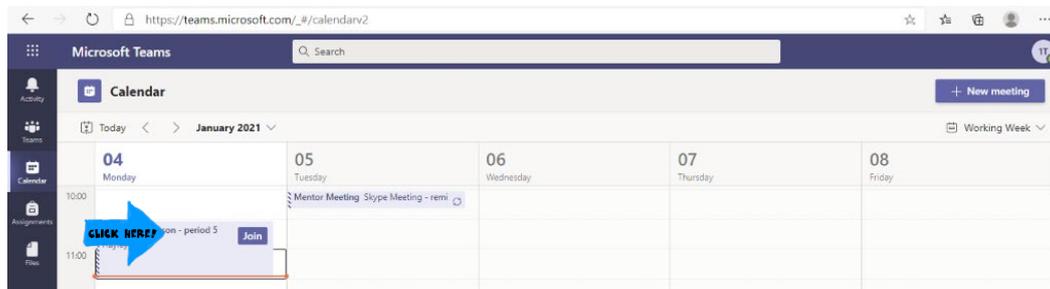
Password: If you do not know or have forgotten your e-mail password and need a re-set please contact the academy on phone (01273 274100) or via alternative e-mail address to helpdeskit@shoreham-academy.org.



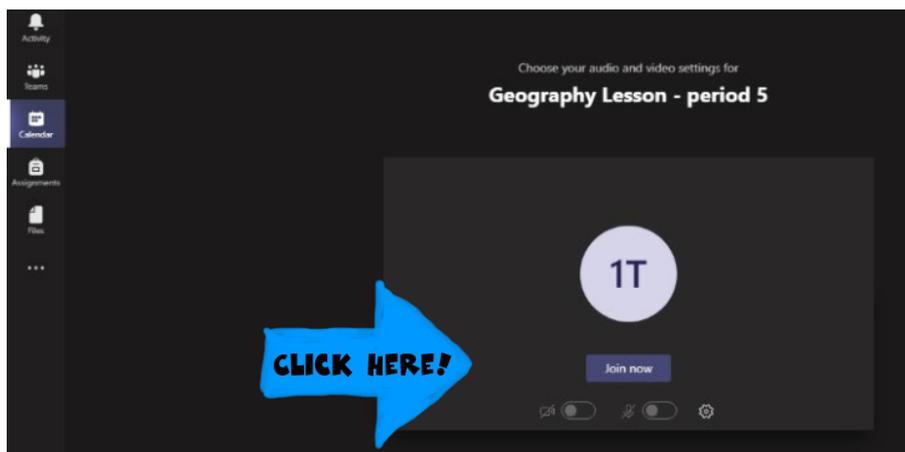
4. You will then see an image like the one below; this will show most if not all of your classes or 'Teams'. If your class is not displayed, then please do not worry; it might be that your teacher has not yet activated the set-up of your class.



5. There are a number of ways to access your lesson. The best way is to go to '**calendar**'; on the left had side of the screen. Then click '**join**', this is alongside the timetabled lesson that you should be joining and would normally join if in school.



6. Once you have clicked 'join' on the calendar; your screen will look like the image below. You then click 'join now'. At this point you may be asked to wait in a 'lobby' until the teacher admits you into the class – do not worry if you are asked to wait to be let into class.



7. Live Lessons Class Protocols, Rules & Expectations

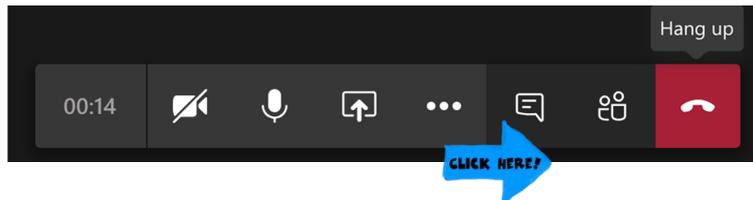
1. Students must be dressed appropriately for the duration of the video lesson.
2. Students must remain on mute until invited to speak. Your microphone may have been disabled by the teacher so do not worry if you cannot switch it on.
3. Students should be ready and waiting at the starting time of the lesson – this means work out ready, with writing equipment ready, to receive/join the call via MS Teams.
4. Students will respond to any register being taken by the teacher. Electronic registers of attendees may also be used.
5. Students are not allowed to record or capture/screen grabbing content from the video call/Ms Teams lesson. **This would be considered a serious breach of ICT Acceptable Use policies and would be followed up under the behaviour and ESafety policies.** Any resources used will be shared with students by the teachers.
6. Students should remain in a public part of their house wherever possible.
7. Devices should not be used in the bathroom or anywhere in the house your parents and carers do not give permission.
8. Students should respond to requests to contribute either verbally or via chat or hands up functions.
9. Students should wait in the lobby until they are admitted by the teacher.
10. Students should behave appropriately just the same as if they were in class.
11. Students must leave a class when instructed to do so
12. Remember to get involved in the learning; ask questions using 'hands up' function or using 'chat box'.



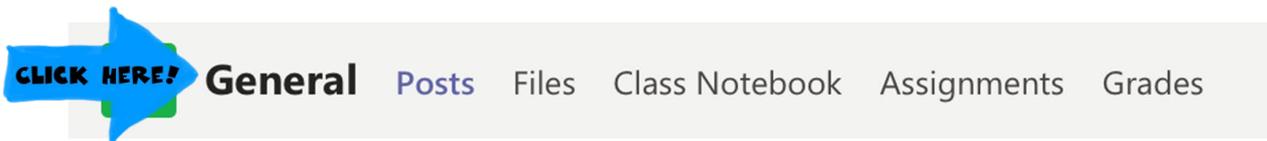
13. Make sure you complete pre and post tasks that may have been set on Firefly, which may include HW as well.

8. At the end of the lesson, the red button will end your call and take you out of the class.

Lessons may be recorded or part recorded and added to the MS Teams channel for that class by staff if this is required.



9. You might be directed to other useful parts of MS Teams by your teacher



MS **Files** may contain class materials and could be used as a folder for work returns of files that a teacher may want you to look at. **Class Notebooks** give you your own online notebook that can store your class notes (You may also have other notebooks for different subjects that are not linked to your Team). You might also be set "**Assignments**" for a class. To see these, click the assignments tab.

What are the full protocols and rules for live lessons?

For all live lessons on MS Teams the Shoreham Academy Acceptable use Policy for live lessons will be followed.

Shoreham Academy Acceptable Use Policy for Live Lessons

Teachers

1. Teachers will host live lessons where and when they find this will enhance the learning experience for the students.
2. Teachers will send the invite to students for the live lesson in advance of the scheduled lesson.
3. Teachers will be dressed appropriately and remain professional throughout the video.
4. If teaching from home teachers will ensure no other family members are on view of the camera.
5. Teachers will ensure they conduct all videoing with a plain/neutral or blurred background.
6. Teachers will not communicate with students outside the hours of 8.30am to 3.45pm.
7. Some lessons or parts of lessons may be recorded for safeguarding or learning purposes. These are stored automatically on the academy's MS Teams areas.
8. No video lessons will be one-to-one without prior arrangement and approval by SLT.
9. Teachers will use the lobby function and admit the students when they are ready. (Lower School)
10. At the start of each lesson teachers may disable cameras and mute students' microphones.
11. The teacher will decide if the 'chat' function of MS Teams will be permitted for that session.
12. The teacher will setup themselves as the only presenter for lower school lessons and allow students to present as appropriate.

Students

1. Teachers will not communicate live with students on MS Teams outside the hours of 8.30am to 3.45pm; we do not expect students to be in live sessions outside of these hours.
2. Students must be dressed appropriately for the duration of the video lesson.
3. Students must remain on mute until invited to speak.
4. Students should be ready and waiting at the starting time of the lesson – this means work out ready, with writing equipment ready, to receive/join the call via MS Teams.
5. Students will respond to any register being taken by the teacher. Electronic registers of attendees may also be used.
6. Students are prohibited from recording or capturing/screen grabbing content from the video call/MS Teams lesson. This would be considered a serious breach of ICT use policies and would be followed up under the behaviour and ESafety policies. Any resources used will be shared with students by the teachers.
7. Students should remain in a public part of their house wherever possible.
8. Devices should not be used in the bathroom or anywhere in the house your parents and carers do not give permission.
9. Students may have their school MS Teams or network accounts suspended temporarily if they behave inappropriately.
10. Students should respond to requests to contribute either verbally or via chat or hands up functions.
11. Students should wait in the lobby until they are admitted by the teacher.
12. Students should behave appropriately when learning by video, just the same as if they were in class.
13. Students must leave a class when instructed to do so
14. Staff may record some lessons or key parts of them and share videos of them in Teams where appropriate.

Parents

1. Parents should ensure their child is appropriately dressed for sessions.
2. Parents should ensure that their child is aware of the need to behave in a session delivered by video link in the same way as if they were in school with the member of staff.
3. If a student is behaving inappropriately, we may suspend their school network account temporarily.
4. Parents should ensure other family members are out of camera shot and do not contribute to the video call.

5. Parents should ensure their child is familiar with how the whole process works. Also, make sure that their child knows their login so that they are ready to go at the appointed time.

Guidance and support for Parents and Carers

Please let them have some privacy if you are able to. They need to be able to participate without worrying about you overhearing them, so let them set up in a location that gives them some latitude.

Plug in and close all other tabs: Video-conferencing uses a lot of machine power. It's a good idea to keep devices plugged into the mains power.

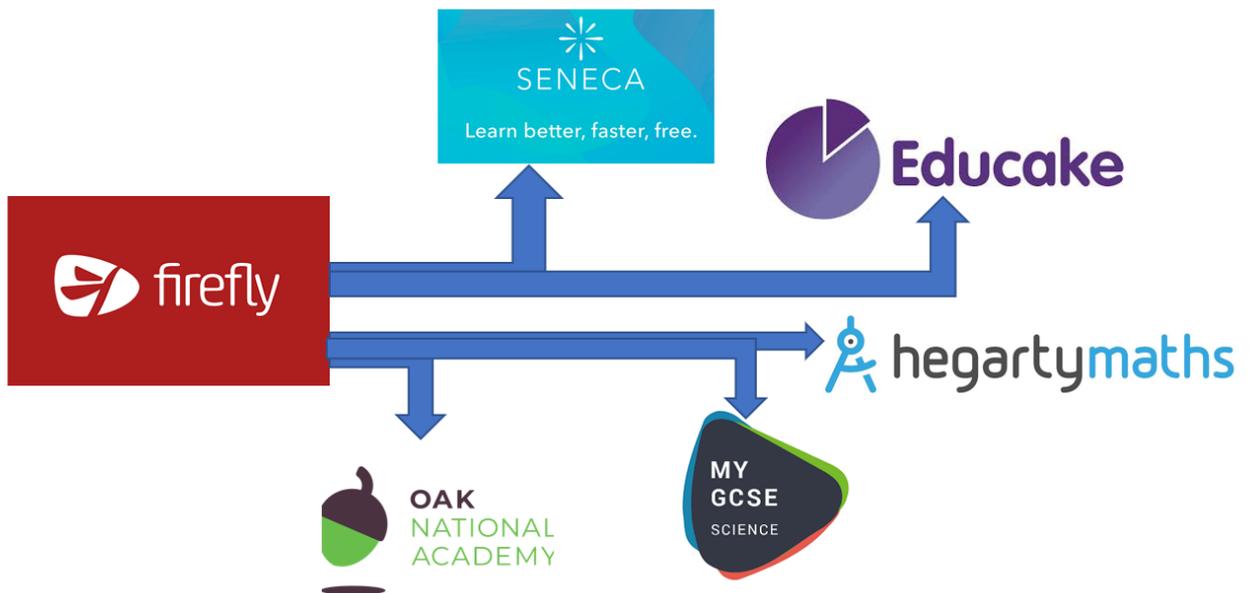
Choose a neutral background: Broadcasting from the bedroom is a little intimate for a class setting. If they must, help them carve out a space where they can have peace and quiet but that doesn't convey too many personal details. Video may not be used in all lessons.

Don't take devices into the bathroom: Just as with regular school, students should go to the bathroom before class.

If there's an emergency, make sure your child knows how to temporarily disable the video and mute themselves and then turn everything back on again.

Be respectful of others: As in the class we expect our students to be courteous to the teacher and to others. Impress upon them the fact that this is an unusual time for everyone, and appropriate behaviour should be maintained at all times.

Making remote learning even better – Planned approaches – eLearning Tools



Firefly Login – [Click here Students](#)

Firefly Login – [Click here Parents](#)

Office 365 – [Click here students](#)

SENECA Learning [Click here](#)

Hegarty Maths [Click here](#)

My GCSE Science [Click here](#)

To access your home learning tasks set via Firefly or homework tasks please login to Firefly and review your tasks

<https://shoreham.fireflycloud.net/set-tasks>

To log an IT support issue please email helpdeskit@shoreham-academy.org

Tasks

Filter this list [Reset](#) [Mark as To do](#) [Mark as Done](#)

Select 10 tasks on this page Sort by [Due Date \(latest first\)](#)

<input type="checkbox"/> Maths Intervention - P7 Thursdays Year 11 Set by Ms K Deck	TO DO Due Thu 17th Jun
<input type="checkbox"/> Science November Mocks Revision Year 11 Set by Mr R Nicholls	TO DO Due Fri 27th Nov
<input type="checkbox"/> Year 11 Science Mock Information - Chemistry Paper 1 12th Nov	TO DO

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some students may not have suitable online access at home. We take the following approaches to support those students to access remote education:

Please contact the school via info@shoreham-academy.org or call main school number 01273 274100 if you are having difficulties accessing remote learning. If you have a technical problem please email our IT Helpdesk helpdeskit@shoreham-academy.org

- We have a limited number of devices, laptops and Chromebooks that we can lend to students. Please complete the ICT access survey on Operoo if you have not already done so. (Please note we do not have enough devices to provide 1:1 access for all students who do not have one.)
- We have some internet dongles which can be lent to families to provide an internet connection where they do not have one.
- Teachers will provide alternative methods of submitting work if you do not have access to a printer at home. Where it is not possible to provide online access, we will provide work packs and printed materials.
- We will liaise with any student who is unable to submit work to their teachers if they do not have online access and provide an alternative method.
- Where it is not possible for all children in a family to access lessons live (due to lack of devices or connectivity) resources will also be set on Firefly and part or all of the lesson may be recorded to be viewed at a later time on MS Teams class channel.
- Where capacity and health and safety requirements allow, we will invite students without any access to

remote learning into school to complete their learning in our onsite provision.

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

Please watch our video which outlines expectations of live lessons. [Click Here](#)

Whether students are studying at home or at school, our expectations for attendance and completion of work are the same. We will continue to follow our behaviour policy and will inform you if we have concerns about your child. We will also seek opportunities to praise and reward your child.

We appreciate how challenging it can be to keep on top of your child's remote education. We don't expect you to act in the role of teacher – there is strong evidence that the most powerful thing a parent/ carer can do for their child is show an active interest in their schoolwork. We therefore ask you to:

- Agree a structured daily schedule with your child
- Ask your child to show you how they access online lessons
- Look at the work your child has completed each day, including additional homework
- Praise your child for continuing their education remotely

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

Whether students are studying at home or at school, our expectations for attendance and completion of work are the same. We will continue to follow our behaviour policy and will inform you if we have concerns about your child. We will also seek opportunities to praise and reward your child. We will be checking all student engagement and recording this every two weeks during the lockdown period.

How will you assess my child's work and progress?

Assessment and feedback play a key role in learning, and we've supported our teachers in providing effective feedback remotely. In most subjects, students will still do the quizzes, tests and assessments that they would take in school. We will continue to assess work and report to parents in line with our assessment policy.

Additional support for students with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some students, for example some students with SEND, may not be able to access remote education without support from adults at home. We will work with parents and carers to support those students in the following ways:

- Our teachers will make their online lessons as accessible as possible
- Our SENCO and the SEND team will continue to adapt resources and provide personalised support so that

students with SEND can access their learning

- If students are unable to learn online because of special educational needs, we will provide printed paper packs
- If you would like to discuss this further, please contact our SENCO: hphillips@shoreham-academy.org

Remote education for self-isolating students

After the national lockdown we will revert back to our previous remote education provision. Full details will be provided after the national lockdown is over.