



Home Learning Contingency Framework: Guidance for Parents and Students

At Headlands School, we are committed to providing our students with high-quality teaching and learning experiences which promote their development and equip them with the necessary knowledge, understanding and skills to enable them to fulfil their potential, achieve their goals and pursue their dreams.

We continue to live in unprecedented times and we are all too aware that in the coming academic year, students may be required to learn from home. We want to assure you that should this be necessary, we have robust curriculum and learning plans in place to ensure the disruption to our students' education is minimised. As such, this document gives an overview of the different types of Home Learning that we will provide in the scenarios possible under the current COVID-19 guidance.

This document has been written to follow the details set out in:

- ✓ [Guidance for full opening: schools - GOV.UK](#)
- ✓ [Teaching during coronavirus \(COVID-19\) - GOV.UK](#)
- ✓ [COVID-19 contain framework: a guide for local decision-makers](#)

The details below also take account of feedback collected from teachers, students and parents regarding our provision. We have considered carefully the feedback on effective practice as well as suggested areas for development and the additional measures and actions needed.

Please note:

- All government guidance is subject to alteration and we will endeavour to keep our plans as clear and as up-to-date as possible.
- Students who are ill with COVID-19 are not expected to complete all work set by their teachers on Google classroom; they should however, use the materials to support their learning on return to school.
- Any students absent for non-COVID illness will be able to access the work they have missed via Google classrooms; it is recommended that they do so, only when they are 'fit to work' and have returned to school.

SINGLE STUDENT IN SELF-ISOLATION OR IDENTIFIED MULTI-INDIVIDUALS, MIXED-YEAR COHORT SELF-ISOLATION

<p>Administration</p> <ul style="list-style-type: none"> Notification of student absence due to COVID-19 symptoms or self-isolation reported to School's Attendance Officer: 01262 676198 ext. 208 OR Public Health England or LA advise they have received notification of individuals with COVID-19. 	<p>Pastoral Action</p> <ul style="list-style-type: none"> Year Leaders will contact home at least once during the period of self-isolation as a wellbeing check. 	<p>Monitoring</p> <ul style="list-style-type: none"> Class teachers to contact home regarding any non-completion of tasks set either during self-isolation or on return for students who are self-isolating. Students who are ill are not expected to also complete school work but should use the materials to support learning once they are well enough. <p>Please note: Contact with parents should be made via email or where this is not possible, via telephone.</p>
<p>Learning</p> <ul style="list-style-type: none"> Their usual, timetabled teacher in each subject area will upload class work for students to their Google Classroom on a daily basis. If you experience any issues logging in to Google Classroom, please contact our IT technicians on ictsupport@headlandsschool.co.uk Where students are unable to access the technology, ensure that school are aware by emailing admin@headlandsschool.co.uk or by contacting the relevant Year leader via the school switchboard. We will then endeavour to ensure that you have access to the technology required. The curriculum will continue and work set will reflect that which is being delivered in lessons to the rest of the students. Students should therefore follow their normal timetable. Materials uploaded may not always be an 'exact match' to those used in the classroom as they may need to be adapted to online delivery e.g. Oak National video to explain concept vs. uploading the lesson PowerPoint; Google Form to answer instead of worksheet; Annotated text to read and answer questions on, instead of task to annotate without prior knowledge/lesson input. Materials will be set for same amount of time to cover the same lessons as those missed i.e. if a student misses 3 lessons of the subject on their timetable across the span of isolation, there will be 3 hours of learning set. 	<p>Critical Workers & Vulnerable Cohort</p> <ul style="list-style-type: none"> Individual students should follow the self-isolation instructions set out by the government and NHS. No separate or different provision for critical worker students required to self-isolate at home. Vulnerable cohorts' needs should be met through high quality provision of suitable materials by class teachers following liaison with the Learning Support team / and or Year Leaders. Students identified as SEND will be supported by Headlands staff in line with school policy. Students with an EHCP will be contacted by a member of the Learning Support Team on a daily basis to ensure they are able to engage with the online learning materials. 	

- Assessments and tasks will be set in line with those being completed in class and given feedback in line with the on-site class.
- Students should be able to use these resources to follow their timetable at home.
- Google Meet **will not be used** to bring individual students “into” lessons - this creates various safeguarding implications as well as complication for effective T&L delivery.
- Work for ‘paper pack’ students will be sent out within 2 working days of staff being notified of absence. We cannot guarantee postal delivery times. Parents / carers can collect any work from the school site if they prefer.

REVIEW THRESHOLDS - A) 5 STUDENTS OR STAFF WHO HAVE MIXED CLOSELY & TESTED POSITIVE FOR CV-19 WITHIN 10 DAYS

B) 10% OF STUDENTS OR STAFF WHO HAVE MIXED CLOSELY & TESTED POSITIVE FOR CV-19 WITHIN 10 DAYS

Administration

- In this instance, the school will remain open and lessons continue as “normal” where possible.
- Discussion regarding reintroduction of Asymptomatic Testing Sites (ATS) to be considered in consultation with Public Health England and / or the LA.
- Discussion regarding reintroduction of face coverings being more widely worn to be considered in consultation with Public Health England and / or the LA.
- Discussion and decision regarding Online Live Learning for identified Year Groups where staffing in-person lessons are not possible due to teaching staff absence.

Pastoral Action

- **Year Leaders** for the affected individuals liaise with student services, tutors and SLT link to divide up the ‘wellbeing’ calls if necessary
- Each student should receive at least one wellbeing call across the span of self-isolation.

Monitoring

- **Class teachers** to contact home regarding any non-completion of tasks set either during Online Live Learning, self-isolation or on return for students who are self-isolating.
- Students who are ill are not expected to also complete school work but should use the materials to catch up once they are well enough.

Please note: Contact with parents should be made via email or where this is not possible, via telephone.

Learning

- Their usual, timetabled teacher in each subject area will upload class work for students to their Google Classroom on a daily basis. Where Online Live Learning is introduced students will follow their normal timetable remotely, including Tutor Time.

Critical Workers & Vulnerable Cohort

- Students of critical workers and vulnerable cohorts who can attend school should be considered and can continue to attend full time education on site.

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| <ul style="list-style-type: none"> • If you experience any issues logging in to Google Classroom, please contact our IT technicians on ictsupport@headlandsschool.co.uk • Where students are unable to access the technology, ensure that school are aware by emailing admin@headlandsschool.co.uk or by contacting the relevant Year leader via the school switchboard. We will then endeavour to ensure that you have access to the technology required. • The curriculum will continue and work set will reflect that which is being delivered in lessons to the rest of the students. Students should therefore follow their normal timetable. • Materials uploaded may not always be an 'exact match' to those used in the classroom as they may need to be adapted to online delivery e.g. Oak National video to explain concept vs. uploading the lesson PowerPoint; Google Form to answer instead of worksheet; Annotated text to read and answer questions on, instead of task to annotate without prior knowledge/lesson input. • Materials will be set for same amount of time to cover the same lessons as those missed i.e. if a student misses 3 lessons of the subject on their timetable across the span of isolation, there will be 3 hours of learning set. • Assessments and tasks will be set in line with those being completed in class and given feedback in line with the on-site class. • Students should be able to use these resources to follow their timetable at home. • Google Meet will not be used to bring individual students "into" lessons - this creates various safeguarding implications as well as complication for effective T&L delivery. • Work for 'paper pack' students will be sent out within 2 working days of staff being notified of absence. We cannot guarantee postal delivery times. Parents / carers can collect any work from the school site if they prefer. | <ul style="list-style-type: none"> • Individual students should follow the self-isolation instructions set out by the government and NHS. • No separate or different provision for critical worker students required to self-isolate at home. • Vulnerable cohorts' needs should be met through high quality provision of suitable materials by class teachers following liaison with the Learning Support team / and or Year Leaders. • Students identified as SEND will be supported by Headlands staff in line with school policy. • Students with an EHCP will be contacted by a member of the Learning Support Team on a daily basis to ensure they are able to engage with the online learning materials. |
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FULL SCHOOL ISOLATION & SUSPENSION OF ON-SITE LEARNING

<p>Administration</p> <ul style="list-style-type: none"> Notification of Public Health England or DfE or LA advice to close the full school as part of either a localised outbreak or national lockdown will be communicated via emailed letter and social media. Discussion regarding reintroduction of Asymptomatic Testing Sites (ATS) to be considered in consultation with Public Health England and / or the LA. Discussion regarding reintroduction of face coverings being more widely worn to be considered in consultation with Public Health England and / or the LA. Online Live Lessons will begin as soon as possible, with as little break in learning as can be achieved. (This will be dependent on the timing of the notification) 	<p>Pastoral Action</p> <ul style="list-style-type: none"> By attending Google Meets, the majority of students will be in regular contact with staff and no separate wellbeing call will be needed or made. Student Services team will contact home at least once during the period of self-isolation as a wellbeing check for: <ul style="list-style-type: none"> identified vulnerable students where students have paper packs where attendance at Google Meets is low 	<p>Monitoring</p> <ul style="list-style-type: none"> Class teachers to contact home regarding any non-completion of tasks set during lockdown or failure of students to attend Google Meets. Students who are ill are not expected to attend the Google Meets or complete the work for the sessions they are ill. They should inform their teachers and should use the materials to catch up once they are well enough. <p>Please note: Contact with parents should be made via email or where this is not possible, via telephone.</p>
<p>Learning</p> <ul style="list-style-type: none"> The timetable will run as follows for all classes with 5 teaching periods per day: <ul style="list-style-type: none"> 8.30 am - 8.45 am - Tutor 8.50 am - 9.50 am - Period 1 9.50 am - 10.50 am - Period 2 10.50 am - 11.05 am - Break 11.05am - 12.05 pm - Period 3 12.05pm - 1.05 pm - Period 4 1. 05pm - 1.45 pm - Lunch 1.45pm - 2.45pm - Period 5 The class teacher will Google Meet their usual class in line with their timetable across the day. Registers of attendance will be taken for each Google Meet - attendance is compulsory for all students able to access the technology. 	<p>Critical Workers & Vulnerable Cohort</p> <ul style="list-style-type: none"> Students of critical workers and vulnerable cohorts who can attend school should be considered and can continue to attend full time education on site. On site provision for the above will be based in IT suites. This will enable the critical worker & vulnerable cohort to access the IT facilities needed so they can join the Google Meet delivery with their class & teachers. SLT and key members of Headlands staff will supervise the on-site provision for the span of the Online Live Learning period. Students identified as SEND will be supported by Headlands staff in line with school policy. Students with an EHCP, or identified as in need of additional support, have the opportunity to access support from a Learning Tutor during “Live lessons” through use of the Google ‘hangouts’ App. Students with an EHCP who decide not to attend school, will be contacted by a member of the Learning Support Team on a weekly 	

- Where students are unable to access the technology, ensure that school are aware by emailing admin@headlandsschool.co.uk or by contacting the relevant Year leader via the school switchboard. We will then endeavour to ensure that you have access to the technology required.
- Lessons will be of the same length as a normal school lesson and in the same time slots with teachers available across the lesson time. This does not mean the teacher is delivering for the whole time; it is perfectly acceptable for a teacher to set up a task and then simply be available as support across the time whilst students work through the task.
- Delivery will be adapted to suit Google Meet vs. classroom teaching and in line with government advice, materials from other sources e.g. Oak National, GCSE Pod, My Maths, Dr Frost, BBC Teach, subject association sites, etc. may form part of this delivery. The teacher, however, will remain as the lead expert and facilitator of the lesson.
- Assessments and tasks will be set in line and any feedback given in line with usual department timings and processes.
- Supporting resources for the lesson may also be uploaded to Google Classroom. Teachers will direct students to these in the course of the lesson delivery.

basis to review their ability to engage successfully with the online learning materials.