



Caludon Castle

Home Learning Policy

Local Level Policy

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Review Cycle	Annually
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Committee approved by	Caludon Castle Local Governing Body
Author	
Date	Notes



Part of the Castle Phoenix Trust
Leading Learning and Excelling Together

PARENTAL REMOTE LEARNING GUIDE 2023-24

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to students, in the event that normal lessons are unable to be delivered 'face-to-face' as normal.

Situations where this may apply include:

- An extended period of school closure (defined as 3 or more days)
- A student who is absent from school for 3 or more days for a pre-agreed reason e.g. taking part in a sporting tournament
- Student exclusion
- Students with personalised timetables where mutually agreed with a member of the Senior Leadership Team
- Students unable to attend school due to a period of advised self-isolation, but who otherwise remain well

This does not apply in situations such as:

- A student who absents themselves from school without prior authorisation from the school, with or without parental permission, e.g. a family holiday taken in term time
- A parental decision to absent their child without medical advice for isolation

Senior Leader responsible for remote learning; Victoria McManus

EXPECTATIONS OF STUDENTS	EXPECTATIONS OF STAFF
<p>Assuming they are well enough to work, students are expected to:</p> <ul style="list-style-type: none">• Complete all work set for them and submit work which is requested for feedback promptly• Contact their class teacher and/ or tutor using Firefly in the first instance, if they require additional support• Check Firefly and emails regularly; read and respond to communication from the school• Ensure that the device to be used at home is fully charged at the start of each day. Where students experience problems with IT systems, they should proactively be emailing helpdesk@caludoncastle.co.uk• In the event of live lessons students are expected to uphold the same standards of conduct and behaviour during live online lessons, as would be expected in school. This includes, but is not limited to:<ul style="list-style-type: none">○ Ensuring appropriate language is used in Teams comments or emails, and that any comment is on-topic and relevant to the task in hand.○ Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.○ Ensuring that clothing is appropriate, following the same guidance as a normal "non-uniform" day.	<p>Assuming they are well enough to work, staff will:</p> <ul style="list-style-type: none">• Ensure that work is set and made available on Firefly, as per school and faculty guidelines.• Maintain oversight of the appropriateness and quality of the work set across their faculty, if they are faculty leaders. Individual class teachers will set the specific tasks for their classes.• Be familiar with the use of Firefly and Microsoft Teams, and be available online through Teams at designated teaching times.• Set, assess and return work to students promptly by electronic means.• Liaise with their staff, if faculty leaders, through regular contact, to ensure that sufficient work is being set to cover ongoing periods of closure <p>Any online contact between students and staff must only take place through official school channels, which are:</p> <ul style="list-style-type: none">• Caludon Castle email addresses only. No personal email addresses must be used by either staff or students• Microsoft Teams chat or video conference (through Caludon Castle email address only)• Firefly messaging <p>Contact between students and staff through sharing personal telephone numbers or personal email accounts, or any other third-party messaging software or video conferencing software, is prohibited.</p>

Remote learning is applicable when;	REMOTE LEARNING	
<p>- school remains open and working as normal, but an individual student is unable to attend lessons, but is otherwise well and able to work, e.g. a period of advised self-isolation, an absence that has been authorised by the school in advance or an agreed personalised timetable</p> <p>-there is a partial school closure such as whole year groups being asked to learn remotely</p> <p>-whole school closure where all students and staff are working from home</p>	<p>Caludon Castle School is committed to providing continuity of education for its students in the event of students being unable to be in school, a partial or extended school closure. While such situations are inevitably highly varied in their causes and ramifications, we will endeavour to provide continued learning for our students during any period of closure. The school may vary the methods described below, in the light of developing situations surrounding the reasons behind any closure.</p> <p>Where there is a whole school, partial closure or individual students are self-isolating, learning will continue in line with students' timetables. The school may vary the methods described below, in the light of developing situations surrounding the reasons behind any closure</p>	
	<p>Live Sessions</p> <p>During a period of extended school closure (3 or more days) real time sessions will take place as per students' timetables. They may consist of whole group feedback, modelling and explanation of challenging material and opportunities for questions.</p> <p>Students are encouraged to take part in the live sessions that are available.</p>	<p>Pre-recorded modelling and tasks</p> <p>Staff will set modelled tasks, which have built in interactive content, to allow students to make the most progress possible. The work will have built in pit stops and be suitably challenging for the given key stage.</p>
	<p>Assessment and Feedback</p>	
	<p>Students will continue to be given feedback to help them make progress, even though they are learning remotely. We categorise this as 'formalised feedback' and 'in-between feedback'</p> <p>Students should expect to receive formalised and personalised feedback on a piece of work where they have applied their knowledge and skills, similar to a progress check, once or twice within a half term. This will be in STAR feedback format: detailing strengths and targets, which students can then action and respond to in future work. This feedback may be recorded verbally or written and submitted to students via an online platform of Firefly.</p> <p>Students will receive other feedback throughout their learning, and this will take a variety of forms. For example:</p> <ul style="list-style-type: none"> • Self-marked quizzes testing knowledge and understanding • Whole class feedback • Verbal feedback in Live lessons • Audio/written feedback on submitted tasks on Firefly <p>We expect students to respond to, and action feedback from their teachers; as they would do after a progress check or if they received verbal feedback in class. Better progress is made when students engage with their feedback so it is important that students access this feedback and do their best to apply it in future work.</p>	

SEND	HIGH ATTAINING (HA)	PASTORAL
<p>All teachers have had training in how to differentiate work on Firefly, to ensure that it is accessible for all. Teachers, tutors and year teams will also be asked to be aware of, and to refer, any SEND student, who is struggling with remote learning, to the SEND team.</p> <p>If students require additional support with their academic work, they should contact their class teacher using Firefly in the first instance.</p> <p>The team will respond to the individual issues, whether by contacting home, liaising with teachers or arranging SSM support for an individual or group of students. Students and parents can also contact the SEND team, if they have concerns.</p> <p>Some SEND students, including those with EHCPs, will be contacted weekly to check on their wellbeing, but also their academic progress.</p>	<p>Each lesson provided for students will usually contain a TIF, 'Take it Further' activity, to stretch and challenge their thinking as staff are expected to 'Teach to the Top'.</p> <p>There is a TIF area on each department's Firefly page, which gives students the opportunity to extend their learning</p> <p>There is a programme of HA masterclasses, which we are beginning to roll out. This is for Year 8 initially, and will expand to include Year 7 as the year progresses.</p> <p>Year 11 HA students have been issued with an advice booklet on how to achieve Grades 7+ in each subject. This is being supplemented with a model answer booklet to be given out after half term. Both are/will be available for students on Firefly.</p>	<p>Caludon Castle is committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning.</p> <p>During such periods, the normal channels of communication regarding pastoral care remain open; students can contact their tutor, year leader or any member of staff from the year team by email at any time.</p> <p>In addition, every student will have daily contact with their tutor (or member of their year team) at tutor time where a daily register is taken and there is an opportunity for students to share any concerns.. Year teams will follow up any students not responding, either with a phone call or a home visit. Tutors will use this contact to identify any problems, including academic and emotional, and refer them to the appropriate person for further support. This might include support from the year team, the safeguarding team, the SEND team, one of our school counsellors or a referral to an external agency.</p> <p>Achieve tutor programme</p> <p>Elements of the Tutor Programme will be available for students to engage with at home. Where students feel they have capacity they can complete these during the tutor slot on their timetable, but they can also be completed at any time. A link to the resources for these tasks will be appearing on student's firefly pages.</p>

Technical Requirements

Any provision of remote learning to achieve these four aims, assumes that students and staff have access to the internet at home. However, we do not make the assumption that everyone has access to printing facilities, so any work set and submitted for assessment will be entirely electronically set and distributed.

The majority of students have access to devices and the internet for using Firefly. We have a small number of iPads/ laptops that can be made available to students, to support remote working. Contact by parents/carers should be through the year teams, to check if a student is eligible for a loan device.

Work will be set, submitted for assessment and assessed through:

- Firefly (<https://caludoncastle.fireflycloud.net>)

Students have all previously used Firefly to access tasks and resources, to submit work and to communicate with staff. It is an integrated part of learning at Caludon.

Real time sessions will be carried out using:

- Microsoft Teams (from iPad application or <http://teams.microsoft.com/>)

Microsoft Teams is a collaborative platform, which allows for real-time communication. Students of Caludon Castle will be set up on Teams and pre-registered to each of their classes. There are specific student and staff guidelines for real time lessons.

Support

For technical support please contact; helpdesk@caludoncastle.co.uk

For year group specific enquiries please contact us using the appropriate email address below;

Year7enquiries@caludoncastle.co.uk

Year8enquiries@caludoncastle.co.uk

Year9enquiries@caludoncastle.co.uk

Year10enquiries@caludoncastle.co.uk

Year11enquiries@caludoncastle.co.uk

sixthformteam@caludoncastle.co.uk

Further information on e-safety can be found in the policies section on the Caludon Castle website and on Firefly in the safeguarding area.