



Purpose

When school is suspended and Home Learning is implemented, the following guidelines will be actioned. The intended outcome of these guidelines is to place the curriculum at the forefront of school's work and, as far as possible, the ongoing academic progress of students.

Teachers

1. 'Class Charts' and school email will be the means of communication between school and home and vice versa.
2. For each lesson which is suspended, a learning activity should be set on Class Charts. The aim should be for this to be posted as early as possible, ideally before the day of the lesson, or at the latest, by the time of the lesson.
3. There is an expectation that teachers will check their school email account to respond to feedback from students and provide feedback before the next lesson.
4. Learning activities that are set should reflect the length of the lesson.
5. Wherever possible, work set should reflect the normal curriculum objectives. It is understood that learning activities may differ from those in a classroom setting.
6. It is the student's responsibility to complete the work or communicate to their teacher why it is not completed.
7. Teachers should take into account adaptations to Home Learning for students identified as requiring additional support or with special educational needs. Work should be accessible at home and appropriate expectations of what can be produced stated.

Subject Leader

1. Should provide support to colleagues in their teams to ensure that work is provided as required.
2. Should regularly check in with their teams to ensure that staff are consistent in their approaches to Home Learning and address any concerns that may arise.

Tutors

1. A personal tutor group message at the start and end of the week offering support, and letting students know that they can email for support if necessary.

Students

1. Should be online and follow their normal timetable to enable teachers to respond to student needs and keep structure to the day.
2. Students should complete all set work.
3. Students must use email to communicate with their teachers and ask questions if they do not understand.

Parents

1. Should encourage and support their child's / children's work – including finding an appropriate place to work, checking that set work is completed by the end of each day and ensuring that the normal school timetable for the day is followed.
2. Should contact the subject teacher / tutor by email if there are any concerns.