



## **Protocol for Teaching & Learning in the event of extended emergency school closure**

We aim to ensure that teaching and learning continue as effectively as possible in the event of an extended closure. We will do everything possible to minimise the disruption caused by school closure.

We have an expectation that work will be:

- Set daily, **according to the school timetable**, following the procedures described below
- Communicated in an effective way – via Edulink and Google Classroom
- Appropriate and relevant to student needs
- Completed in full by students
- Monitored and assessed

### **How often and how much?**

In the circumstance that students may not physically be in the building, Chatsmore Catholic High School still views our role as to continue to educate as long as is feasibly possible. Work will be set following the school timetable for each day, 6 lessons per day of 50 minutes each. For their own well-being and sense of purpose students must be supported to access this as if it was a normal school day.

Some practical subjects, such as PE, will set theory based work in the first instance for Years 9, 10 and 11 (exam groups). We will try to ensure that all students have access to a computer device.

### **How can parents/carers help?**

- Ensure your son/daughter can access all the websites listed below and know passwords
- Check Edulink and discuss what work has been set
- Talk with your son/daughter about their work and the importance of completing work set
- Help your son/daughter manage their time
- Praise your son/daughter for successful completion of the work
- Contact the subject teachers if there are queries about the work or further help is required.
- Parents of students with an Education, Health and Care Plan will be contacted by SENCO Mrs J Martin ([jmartin@chathigh.co.uk](mailto:jmartin@chathigh.co.uk)) or a member of the Learning Support Department, who will make them aware of how they can seek ongoing support with their child's remote learning.

### **Websites and Apps**

Below is a list of our most commonly used websites/apps.

- School Email (contact school office if passwords need to be re-set)
- Google Classroom
- Edulink (email Mr Gonzalez [hgonzalez@chathigh.co.uk](mailto:hgonzalez@chathigh.co.uk) if passwords need to be re-set)
- Hegarty Maths and [www.cgpbooks.co.uk](http://www.cgpbooks.co.uk) (Maths)
- EzyScience and Educake (Science)
- Duolingo (MFL)
- Seneca (English/History)
- The Everlearner (GCSE PE / OCR Sport Studies)
- [www.digitaltheatre.com](http://www.digitaltheatre.com) (Drama)

**These measures will work best when...**

Staff	Parent/Carer	Students
<p>Set work:</p> <ul style="list-style-type: none"> <li>● That is released to students on a daily basis, in accordance with their timetable – please <b>do not</b> blanket set work in advance, this could be overwhelming and cause confusion.</li> <li>● Label work in a consistent way on Edulink/Google Classroom e.g. <i>Monday 23<sup>rd</sup> March: Lesson 1 - Year 11 Chemistry (Mr Byrne)</i></li> <li>● Place this on Edulink/Google Classroom – including if referencing other software / websites by 8.15am each day.</li> <li>● Ensure that it is clear how the work will be submitted</li> <li>● Learning Support Assistants will provide remote support via email and telephone to identified students on their usual daily timetable.</li> </ul> <p>Monitor progress:</p> <ul style="list-style-type: none"> <li>● Respond to queries from students/ parents about work related issues that arise within 24 hours (school days).</li> <li>● Provide feedback where relevant/appropriate.</li> <li>● Should a student not respond to the work set - email them with expectations.</li> <li>● Should a student not respond following your email - contact relevant HOY with your concerns.</li> <li>● If working part time - consider making this clear with the <i>out of office</i> reply on your email settings.</li> </ul> <p><b>Absence:</b> Follow usual protocols as per handbook instructions for absence. If unable to set work due to absence reasons alert Curriculum Leader who will set work.</p>	<ul style="list-style-type: none"> <li>● Alert the school if they do not have Internet access and/or access to a PC/laptop at home.</li> <li>● Check the work set on Edulink/Google Classroom to ensure that your child has understood what is expected</li> <li>● Discuss any issues with your child and raise any concerns with the teacher via email/ Edulink/Google Classroom - whilst understanding there may not be an immediate response.</li> <li>● Be able to contact a member of Learning Support for additional assistance if their Child has an Education Health and Care Plan.</li> <li>● Inform your child's teacher if the task has not been completed properly/fully and confirm the reason for this.</li> <li>● Help your child to plan their day.</li> </ul> <p><i>*please be aware that a member of staff may be absent or unable to set work/respond to emails immediately. Emails will be responded to within 24 hours (school days) where possible (some staff are part time and will respond on their next working day). In the case of absence the Curriculum Leader will endeavour to set work later in the day.</i></p>	<ul style="list-style-type: none"> <li>● Ensure that they have informed their tutor if they do not have Internet access and/or access to a PC/laptop at home so that the school can provide hard copy work packs</li> <li>● Check the work set for the day on Edulink/Google Classroom by 8.40am</li> <li>● Complete all work set to the high standards expected in class and from homework</li> <li>● Ensure that the task is understood and ask for help via email</li> <li>● Complete the work in the manner set, upload if required as requested for feedback.</li> <li>● Inform your parent/carer if the task has not been completed and ask them to write to your teacher to explain – exceptional circumstances only</li> <li>● If you are unsure about your work email your teacher</li> </ul>