

## Home Learning Protocols – updated 27<sup>th</sup> March 2020

### Work set – student expectations:

Students will access the work they need to complete via ClassCharts. This is the resource that students use to establish what home learning tasks they are required to do for each subject. All students have a login and are familiar with this resource. **(ClassCharts log in and password queries should be directed to Mrs Murray, nmurray@marywebbschool.com)**

When setting work for students, teachers will ensure there is a means of communication available for students to access support from them. In most cases, this will simply be the teachers email address included in the task set on ClassCharts. However, on some learning platforms, there are internal messaging facilities teachers and students can utilise. It is a student's responsibility to alert their class teacher to any issues in communication.

Work set may include reading activities, comprehension tasks and interactive activities, which in some instances, can be marked online so your child has instant feedback. There may also be work set which requires student to log in to other platforms specified by their class teachers. These may include generic websites, which are not subject specific (such as those listed below), or dedicated subject websites, such as MyMaths.

If your child completes the work set, or if you would like to explore other learning options the links below provide opportunities for our learners:

- <https://www.bbc.co.uk/bitesize/levels/z4kw2hv>  
This takes you to a menu with all the secondary options on offer, there are a range of resources for your child to explore.
- [https://www.youtube.com/channel/UC4KN50fal7f45fx2DqG7ttg/playlists?view=50&sort=dd&shelf\\_id=5](https://www.youtube.com/channel/UC4KN50fal7f45fx2DqG7ttg/playlists?view=50&sort=dd&shelf_id=5)  
BBC-produced videos useful for consolidating knowledge or investigating new areas of learning.
- <https://app.senecalearning.com/courses?Price=Free>  
Some subjects may have provided links to these resources, it is free and has links to all subjects at KS3 and 4. your child should sign up as student and will be able to learn and complete quizzes etc....

We would encourage our students to take this opportunity to consolidate their learning and practise what they have learned.

This can take the form of:

- Cue cards: easily made at home, a question on one side and answer on the other, students can test one-another or siblings/parents/carers
- Designing a quiz: once again, they test one-another or siblings/parents/carers
- Condensing their notes: turning a page into a paragraph, a paragraph into a sentence, a sentence into keywords/diagrams

There are other strategies that your child will be familiar with and may prefer, these also do not require a screen.

Students are expected to complete all tasks set by their class teacher, to the best of their ability. Extension tasks and opportunities to further learning are not an expectation of all students, however they can be accessed by all students and should be attempted when appropriate.

Students need to consider when they are expected to submit work when prioritising the tasks they have been set to complete. Students must look at the requirements of the work set within a day of it being set so they are aware of the time it will take to complete and understand what they need to do. It is a student's responsibility to seek clarification on the tasks they are set, in the unlikely event there are problems understanding the work set, in order to avoid the late submission of work.

Students should not expect feedback on work which is submitted late.

As ever, one of our key priorities at Mary Webb School and Science College is for students to develop a love of reading. Time spent with a good book is time well spent!

### **Work set – staff expectations:**

The work set for students will be via Class Charts, but may require access to other online learning platforms. If these are used, staff will be expected to ensure their students know how to use the resource or can provide them with clear instructions on how to use them.

Teachers will ensure there is a means of communication available for students to access support from them. In most cases, this will simply be the teachers email address included in the task set on ClassCharts. However, on some learning platforms, there are internal messaging facilities teachers and students can utilise.

Staff will be accessing their emails between the hours of **12.30pm-4.30pm**. However, staff will be planning, setting work and delivering feedback where appropriate. As a result, any email response may not be received that working day (you should allow a minimum of 24 hours for a response, but this may be longer).

All work set will have a submission date and the quantity of work, including homework, will not exceed that which could normally be covered in a regular school week of lessons. Submission dates should be between 2 and 6 days from setting, relative to the number/frequency of lessons in a week. For example, if there are 4 lessons of the class in a week, then shorter submission times may be appropriate. However, if the work set for 4 lessons is set all at once, the maximum length of time should be given for submission.

Where staff have established whole school email groups they may contact students through these groups. This will enable messages and common areas of feedback to be shared quickly and efficiently.

Some of the activities set by staff will enable students to have feedback on quizzes they have taken, they offer students the opportunity to retake these quizzes and develop their understanding. These will not require teacher feedback. However, staff have access to these resources and they are able to monitor results and identify strengths and areas for development.

If your child has a question about the work they have been set or they would like some advice on a particular aspect of work, they should contact their teacher in the first instance, via email. Should this advice or query not be addressed, the Subject Leader for the work set should be contacted. A list of Subject Leaders and their email addresses can be accessed from the school website.

Staff are not expected to follow up on late submission of work set. They will record when work has not been submitted. If a parent has any concerns about their child not completing/submitting work, they should address these to the class teacher in the first instance. Staff are not expected to provide feedback on work which is submitted after the deadline.

If staff are working during the Easter break, they will take their holiday during a different week. Subject Leaders will know when this holiday week is to be allocated and provide support in lieu of the support normally provided by the class teacher. Staff should notify their students on when they are taking their break from work so the students know they will not be available to set work and provide feedback.

**These protocols are new and are yet to be tested. We will review their efficacy and appropriateness. Should the need arise to amend them, we will ensure staff and parents are informed.**

If staff have any urgent concerns regarding wellbeing or safeguarding of students, picked up in their communications with students, they will direct their concerns towards a member of the safeguarding team (Mr Lowe-Werrell, Mr Davies, Miss Pugh and Mr Jervis). If there is no response within an hour, they will contact Shropshire Safeguarding Children Board's First Point of Contact on 0345 678 9021.