

## Remote Home Learning Guidance

### Teachers

1. For each lesson, a post on Show My Homework (SMHW) should be made. The aim should be for these to be posted by 9am each day. Set the date for submission as the next day.
2. There is an expectation that teachers will plan and prepare learning for each day; be available to respond to student needs in a timely manner (within two working days, within working hours); and follow up on student learning through marking and/or feedback.
3. Learning set should aim to be a minimum of 30 minutes for each lesson (Year 11 and Year 13 may be longer).
4. Additional homework should not be set, but Year 11 and Year 13 students should have access to practice questions for their independent revision.
5. For every piece of work posted, select 'Online Submission (via SMHW)' as below. Students will then be able to comment online that they have completed the work, or ask any questions, and you will be able to view this from your SMHW dashboard. Respond only through SMHW to student comments, however in the Sixth Form student **school** email accounts can be used. Live chat should not be used.

How should students submit this task?\*

6. The marking and assessment requirements may change dependent upon the learning tasks.
7. It is the student's responsibility to complete the learning. However, teachers can monitor how many students in each class view or complete homework, by using the Insights tab for that piece of home learning.

Description

Insights

Assess



Insights

8. If teachers wish to upload personal video teaching, this should not link to any social media account or a live webinar and should be uploaded directly and delivered in a professional manner. There is no expectation for teachers to do this.

## **Curriculum Leaders**

1. Complete the internal overview log of work set for each year group by lesson.
2. Should use SMHW to oversee the consistency and quality of learning being set.
3. Should regularly (every two working days) check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
4. Should provide support to colleagues in their teams to ensure that learning is provided as required.
5. Microsoft Teams is available via Office 365 for staff teams already fluent in its use. Line managers should always be included in staff teams.

## **Form Tutors and Heads of Year**

1. Tutors will send a personal tutor group message at the start and end of the week offering support as necessary. This will be sent via SchoolComms to families. In the Sixth Form, students can also be contacted using SchoolComms.

## **SEND, Safeguarding and Student Services Teams**

1. Should connect with identified students to check how they are coping with the home learning.

## **Senior Leadership Team (SLT)**

1. SLT will continue to act as SLT links to subject teams to provide support.
2. SLT will continue to support with emerging concerns with year group teams.
3. SLT are available to all staff to support and offer advice as necessary.

All of the above via email communication unless otherwise agreed.

## **Students**

1. Students must check Show My Homework after 9.00am each morning to receive the learning for the day.
2. Students must complete all set learning.
3. Students must use Show My Homework to communicate with their teachers and ask questions if they do not understand.
4. Students must leave a comment via Show My Homework that they have completed set learning as per teacher's instructions.
5. Students should be at home during the day engaging in their day's learning activities.

## **Families**

1. Families should encourage and support their child's/children's work - including: finding an appropriate place to learn, checking that set learning is completed by the end of each day and ensuring that the students are engaging with the day's learning during the school day.

## **Safeguarding**

This guidance document is supported by the Safeguarding policy which can be found on our website. Any concerns of a safeguarding nature should be reported to the Safeguarding Team on [safeguarding@themisbourne.co.uk](mailto:safeguarding@themisbourne.co.uk)