

General principles

- These are exceptional times and everybody is learning to live and work in different ways. The circumstances of each household is unique and we must understand that all families, whether that of students or staff, need to be able to create routines that work for them.
- It is likely that some families will experience illness during this time and they should not be worrying about completing or setting tasks. We do not want students, families or school staff to feel overwhelmed or under excessive pressure.
- The school commits to providing continuity of learning for all students and will do that via the published timetable. However, ultimately the tasks we set are a suggestion and parents/carers must decide what is manageable for their family. In many households computer time needs to be shared and this can limit the work a student or teacher can access. Resources such as printers, glue and paper may be limited. There may be tasks that students and parents/carers are unable to do for a range of reasons and we understand that.
- It will be necessary to deviate from the published curriculum in order that students can work independently and remotely.
- When students return to school, all teaching staff will be understanding of the varying challenges individuals have experienced and our teaching will adapt accordingly.
- As we get to grips with the new circumstances, we will review this guidance at least weekly. It is likely that we will quickly see how we can better support families in planning learning at home.

Practical information

- During the Easter holidays, our Firefly provision will be transferred to the cloud. This will enhance the speed, service and range of features available and enable us to establish sustainable remote learning. During the transfer, information on Firefly can be accessed but the platform will not be updated or interactive for a specified number of days (tbc).
- Teachers will not be setting Firefly tasks during the Easter holidays. We have, however, published a list of interesting activities for students and their families to engage with over the Easter break. This can be found on Firefly and the school website.
- The term resumes on Tuesday 14th April 2020. Students will be set tasks during term-time.

Task for students

- All tasks will be set via Firefly. Students and teachers are able to communicate via this platform, for example to clarify instructions or to get feedback.
- All tasks should be named as follows: **Date – Subject – Period**, e.g. 25.03.30 – History – P1. The task should be set by 1pm the day before. The deadline should be for the same day as the lesson so that students can have 6 tasks per day and clear those tasks. Other tasks can be labeled as 'optional', e.g. 'Optional documentary' so that students do not feel under pressure to do the enrichment.
- Teachers will set roughly 50 minutes of work per timetabled lesson. However, all parties must understand that it will take different students different amounts of time to complete a piece of work. Ultimately tasks are a suggestion and families must be able to manage learning routines in way that suits their needs. Some students may not be able to complete all tasks. Some students may wish to access material beyond the tasks to extend their learning. We fully support parents making choices appropriate to their circumstances.
- Tasks will be archived within 1 week of the timetabled lesson unless it is part of an ongoing project; this will help students organise their Firefly space.
- Within subjects, teachers may be using other platforms such as Google Classroom to aid the learning experience. Our confidence and application on new platforms will develop in time. The use of the software and systems must be done with due diligence, considering safeguarding, GDPR and impact.

- Teachers will monitor student engagement, giving encouragement and feedback where it is manageable and meaningful. Each subject will have its own needs and all parties must understand that feedback will vary according to the subject, the task and the number of students any one teacher is responsible for.
- The Firefly help pages are a good source of information for all. <https://helpcentre.fireflylearning.com/teachers-staff> and <https://helpcentre.fireflylearning.com/students>
- We have asked teachers to be mindful of printing implications. The link below allows multiple pages to be scanned, then uploaded to email or Firefly <https://evernote.com/products/scannable/>

Provision by year group: Updated 27 March 2020

Years 7, 8 and 9

With such a range of ages and subjects, it is very difficult to create guidelines that work for all students in all subjects at all times. It is important that students are able to have a routine and they can anticipate what is coming up in the days ahead. In general we ask that students are set work according to the timetable. The tasks should be set by 1pm the day before so that students can plan ahead and structure their day. Where subjects feel that a project extending over a number of hours is suitable, we ask that students are reminded of the task as per their timetabled lesson. Again, this will help them plan their time.

This guidance ensures that students will continue to receive the allocated curriculum time for all subjects.

Year 10

Students will be continuing with their courses and be set work according to their timetable. Tasks should be set by 1pm the day before the timetabled lesson so that students can organise their day. Where tasks take longer than 1 lesson, the teacher should send a reminder for each timetabled lesson. Where appropriate, teachers will give feedback. Please understand that the medium of feedback will vary between subjects and also over time as we adapt to these new circumstances and the technology that can support us.

The mock exam period was not completed before closure was enforced. Students who sat exams will receive feedback and marks. However, due to incomplete information, we will not be issuing grades at this point. Meaningful feedback and guidance on next steps has far greater value for learning than the awarding of grades.

Year 11

We are still awaiting details of how exam grades should be awarded. We have been told that students will be able to sit the exams later in 2020 should they wish to aim higher than the grade awarded. Therefore some students may wish to continue their courses or engage in retrieval for those courses. They should contact their teacher who can set work appropriately.

In the week beginning 14/4/20, students will be set normal GCSE work according to the timetable; this will allow students to continue learning and to structure their day. In the course of that week, teachers will transition to setting alternative tasks for Year 11 students. These tasks will support their next steps post-16.

Students who are considering A level will be set bridging work and wider reading which will help prepare them for A level study. We have contacted local further education and apprenticeship providers. A summary of their responses is available on our student closure pages on Firefly. None of these providers asks for students to be doing specific work for them. However, we highly recommend students keep their Maths and literacy skills up-to-date. For Maths there will be checklists available for Hegarty Maths and also links to CorbettMaths 5 a day. Students can direct this themselves, but may also contact their teacher if guidance is required. English tasks will be available for those students who wish to maintain their literacy levels. We highly recommend reading daily. Amazon Audible has made its catalogue freely available during the period of school closures.

For all of our Year 11 students we are working with the school council and looking at enrichment projects that will allow them to develop their interests and engage in 'learning for the sake of learning'. This will not be compulsory. However, we hope to give them access to a range of interesting ideas that they can pursue. This could be a unique moment in their lives where they have the time to develop new interests, skills or knowledge. Please understand that this is a new approach requested by students and it will need time to develop.

Year 12

Students will be continuing with their courses and be set work according to their timetable. Tasks should be set by 1pm the day before the timetabled lesson so that students can organise their day. Where tasks take longer than 1 lesson, the teacher should send a reminder for each timetabled lesson. Where appropriate, teachers will give feedback. Please understand that the medium of feedback will vary between subjects and also over time as we adapt to these new circumstances and the technology that can support us.

The Year 12 exams were scheduled for April. Learning for A levels will continue but we will reschedule the exam period to a more appropriate time in due course.

Year 13

We are still awaiting details of how exam grades should be awarded. We have been told that students will be able to sit the exams later in 2020 should they wish to aim higher than the grade awarded. Therefore some students may wish to continue their courses or engage in retrieval for those courses. They should contact their teacher who can set work appropriately.

We understand that our Year 13 students are mature and independent learners who will be seeking their own ways to make the most of these times to enhance their learning. However, we are happy to offer ideas for enrichment. After Easter, as with Year 11, we will promote projects that will allow students to develop their interests and engage in 'learning for the sake of learning'. This will not be compulsory. However, we hope to give students access to a range of interesting ideas that they can pursue. This could be a unique moment in their lives where they have the time to develop new interests, skills or knowledge. Please understand that this is a new approach requested by students and it will need time to develop. We will release details of enrichment possibilities by 17th April 2020.