



AYLESBURY GRAMMAR SCHOOL

REMOTE HOME LEARNING GUIDANCE

PURPOSE

When school is closed for an extended period and Remote Home Learning is implemented, the following guidelines are put in place. The intended outcome is that the curriculum and continued learning is at the forefront and, as far as possible, student progress should not be negatively impacted.

TEACHERS

1. For each lesson which is suspended Google Classroom and Google Meet should be used. Each lesson will follow real time timetable expectations. The lesson will include some live or recorded content (to a maximum of 40 minutes on Google Meet).
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 each day; and follow up on student learning through marking and/or feedback.
3. Teachers will do this through Google Classroom.
4. Learning set should reflect the length of the lesson(s).
5. Wherever possible, learning set should reflect the normal curriculum objectives. It is understood that learning activities may differ from those in a classroom setting.
6. Additional "Home Learning" during remote learning should not exceed expected norms and should complement the lesson.
7. Teachers must identify clearly at the end of their entry the intended outcome of learning. Students will tick they have completed the learning or return the learning as per the teachers instructions.
8. The marking and assessment requirements may change dependent upon the learning tasks set. It is important that teachers continue to follow their department policy as a minimum expectation.
9. It is the student's responsibility to complete the learning or communicate to their teacher why it is not completed. Teachers will send a new Remote Home Learning Letter on iSams to any students who do not regularly complete the learning.
10. Teachers should, where possible, ensure that by the end of the day, all student queries have been dealt with in an appropriate manner.
11. Teachers should take into account adaptations to home learning for students on the SEND or support register and to ensure they are able to access the learning at home and that there are appropriate expectations of the learning they will produce. The SEND register is available using iSams.

HEAD OF DEPARTMENT

1. Should be shared onto all the Google Classrooms for their subject so that they can oversee the consistency and quality of learning being set.
2. Should regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.

3. Should provide support to colleagues in their teams to ensure that learning is provided as required.

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.
2. Tutors and Heads of Year should be prepared to pick up on anyone who has not been regularly completing the learning set, and use this opportunity to pick up any issues arising. This includes emailing the student, and/or calling parents where necessary.
3. Tutors or Heads of Year should send a personalised message to anyone who is on support plans or pastoral intervention.

HEAD OF HOUSE

1. Should be responsible for positive messaging to their House.
2. Should proactively liaise with parents in their community to provide the personal touch.

STUDENT SUPPORT

1. Should connect with parents and/or students (every other week) on the SEND register to check how they are coping with the home learning.
2. Should coordinate the Student Support Officers to reach out to students/staff and provide guidance/feedback as necessary.

SENIOR LEADERSHIP TEAM

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

STUDENTS

1. Students should be online for each timetabled lesson, following the timings of the School day.
2. Students must check google classroom regularly for any announcements.
3. Students must complete all set learning.
4. Students must use email/google classroom to communicate with their teachers and ask questions if they do not understand.
5. Students must sign off that they have completed set learning as per teacher's instructions.
6. Students should be at home during the day engaging in their day's learning activities.

PARENTS/CARERS

1. Parents/Carers should encourage and support their child's/children's learning - 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 days learning during the School day.
2. Parents/Carers should contact the subject teacher/form tutor/Head of Year if there are any concerns.

SAFEGUARDING

This guidance document is supported by the Safeguarding policy in place.