



WAKEFIELD GIRLS' HIGH SCHOOL

Remote Learning Policy

In the case of school closure to prevent the spread of
Covid-19

Document Control

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Remote learning in the case of enforced school closure to prevent the spread of COVID-19.

1 Purpose

Wakefield Girls' High School is committed to providing every student with an excellent education and school closure will not inhibit this. Should the school close as a result of the spread of COVID-19, the following measures are in place.

1.1 List of abbreviations and meanings

WGHS	Wakefield Girls' High School
WGSF	Wakefield Grammar School Foundation
COVID-19	Coronavirus
PHE	Public Health England
SLT	Senior Leadership Team

1.2 Members of SLT, for clarification

Head	Ms Heidi-Jayne Boyes
Deputy Head, Academic	Mrs Judith Tingle
Deputy Head, Pastoral	Mrs Sarah Loftus
Deputy Head, Teaching & Learning	Mr David Eggleston
Assistant Head, Director of Sixth	Dr Joanna Rhodes

2 Policy Aims

This policy aims to:

- Outline the remote learning teaching and learning arrangements for WGHS
- Outline the role that teachers, students and staff will play
- Outline the pastoral provision available to all students as we move to a virtual school

3 Introduction and Overview

The school's academic aim is for each student to develop a love of learning and fulfil their academic potential in an inspirational and distinctively girl-centered learning environment. Effective teaching and learning is essential for the successful delivery of the curriculum and its aims and this will continue, should WGHS close to prevent the spread of COVID-19. We are also well aware that girls fulfil or exceed their potential when they are content and supported. Therefore, we endeavour to offer remote pastoral care to all our students.

4 Notification of School Closure

Should WGHS close, a communication will be shared from the Chair of Governors. A separate letter will be sent from the Head, Ms HJ Boyes. If the decision directive to close school comes from the Government / PHE and the school is in session, staff and students will be told during the school day and students will be asked to take their chromebook and other learning materials home with them. Chargers should already be at home. Students have already been asked to make sure all their textbooks etc are kept at home and that these are brought in, for relevant lessons, on a daily basis.

If the instruction to close the school falls over a weekday night or weekend, a communication from the Head will be shared via Firefly to students, parents and staff.

Parents and students will receive regular communications providing updates on the school closure, via Firefly from the Head. Other communications may be sent from other members of staff.

SLT will be available via email to respond to any concerns or queries.

5 Provision of Classwork

5.1 What can you expect from the teaching staff?

- All timetables will be followed and therefore work will be set as a task, via Firefly. Tasks can be set in advance, giving staff some flexibility.
- Either Firefly or Google classroom will be used for facilitating remote learning tasks.
- All work will be carried out remotely.
- Staff may be available at the scheduled lesson time to engage in discussion and respond to student's questions. If, for some reason, they are unable to do this at the scheduled time, staff will respond within the hours of the school day.
- Staff will continue to reward work with merits. On the rare occasion that work is of an unsatisfactory standard, or work has not been submitted, it may result in your daughter receiving a sanction point.
- Practical subjects will endeavour to provide students with kinaesthetic tasks.

5.2 What can you expect your daughter to be doing?

- To complete all classwork and any homework tasks set by her subject teachers. The lessons set will reflect your daughter's daily school and homework timetables.
- To check Firefly regularly to keep on top of communications and access tasks and lessons using Firefly or Google Classroom.
- Students are expected to engage in discussions, ask questions and ask for support.
- All work will be carried out from the student's home or in an environment agreed by parents/ guardians. School will not be accessible.
- Upon completion of a Firefly task, students should mark these as complete in order to manage the number of tasks and avoid becoming overwhelmed. Numerous tasks a day will be hard to keep a track of if they are not cleared.
- Year 7-11 may be requested for a video conference lesson with a member of staff. This will be through Google Meet. The 'Meet' will be recorded and shared on Firefly for any student who cannot make the lesson. All students attending the 'meet' should turn their camera off but keep the sound on. Teaching staff may also turn the camera off, if they wish. The students will therefore be able to see or hear their teacher, but the teacher will only be able to hear the student.

- Sixth Form classes may be requested for a video conference with a member of staff. This would always be a group conference and not 1:1. Smart attire is expected from staff and students and the usual expectations in terms of lesson behaviour, language and interactions apply.

5.3 What will the lessons look like?

Each lesson will include:

- Identification of scheduled lessons eg Lesson A Mon5
- Homework or Classwork
- Title and Learning objectives
- A variety of tasks and clear instructions
- Possible links to a video / podcast
- Possible video calling for live interaction, for a period of time during the lesson
- Instructions for how to submit the classwork / homework
- Teachers will only set homework for KS4 (Y10-11) and KS5 (Y12-13) if absolutely necessary and this will be once per cycle per subject. No homework will be set for KS3 classes (Y7-9)

5.4 What feedback will my daughter receive?

Teachers are not expected to mark each piece of work, but they are expected to check that the work has been completed once students have submitted the work. Any misconceptions will be addressed but lengthy feedback may not be provided, unless it is an assessed piece of work.

Feedback will be shared via Firefly so that parents can also receive the comments and support their daughter with any further actions. Feedback and discussions may also be visible in Google classroom. However, feedback will be shared via Firefly at least once / cycle / subject.

Students should feel free to contact their subject teachers or Head of Year, via email should they require additional help.

Parental responsibility: Parental settings on home devices should be set in an appropriate way to filter out any inappropriate content that might otherwise appear on YouTube, as the school cannot take responsibility for the settings on home devices during the period of remote learning

6 Setting and providing feedback on classwork and homework

For clarity of communication and to track consistency, all tasks and any homework will be set as tasks via Firefly. Students should submit this work via Firefly to allow staff to keep track of submissions. Any feedback will be shared via Firefly so that parents can also view the comments. Homework will only be set if it is absolutely necessary and this will also be set as a Firefly task. Teachers will also provide feedback via Firefly.

It is up to the subject teacher to decide whether they want to collect and send back work through Firefly or Google Classroom. Work should be marked electronically, where possible, and returned promptly to students through Firefly or Google Classroom. In the event of a service interruption to Firefly, staff should provide feedback using Google Classroom or the student's school email account.

7 Pastoral Care of our Students

The school day begins at 8.40am and all students should be engaging with school life from this time. If they are unable, for any reason, to log-on at this time, they should look back at tasks set at this time and complete them.

The start of each day is an opportunity for staff to check in with students. This will happen virtually. On a Monday and a Friday, there will be assemblies with a key message to be shared. Tuesdays and Thursdays are when form time activities will be set; this may include a Google Meet with the form tutor or a challenge set by the tutor or Head of Year. Wednesdays will also have a similar feel but there will be no set task on this day, giving our students an opportunity to gather their thoughts and prepare for the day. They may wish to use this time to read, reflect on the previous day, practice mindfulness or prepare for the day ahead.

Therefore, form tutors will be contacting students on a regular basis in addition to Heads of Year and Mrs Loftus, Deputy Head Pastoral. In addition, the school counsellor - Ms Imolc - will continue to offer counselling sessions, as per the home: school agreement shared with relevant students and parents. If your daughter usually has access to the Learning Support Department she will still have the opportunity to discuss her progress with staff.

Parents can see many of the pastoral tasks and challenges set on the Year group Firefly pages.

8 Direct teacher-student interaction online.

Conference calls will be arranged using Google Meet.

Google Meet allows video or audio conferencing which will make answering questions much faster and more effective. It is also hosted on their servers and so relieves pressure on the school server system. It also allows for live streaming, where students can watch and listen to the teacher in real-time, without direct interaction.

A suitable time for an email or group video/conference call may be arranged for classes. This will be within the school day (8.40am to 4pm). If a video call is scheduled, students in Years 7-11 must make sure the camera is turned off, sixth form students may leave the camera on. The staff camera may be on and therefore staff are expected to be wearing their work attire. In addition, it is important to be mindful of the environment in which the call is being made and for GDPR, ensure there are no personal items eg photographs, in view.

All video calls should involve at least 2 students, ideally the whole group. There will be no 1:1 video calls for reasons relating to safeguarding. Video Meets will also be recorded and shared with the whole class in order to support students who could not log on for the timetabled session. The member of staff will be responsible for recording and sharing these links with their classes.

The only exception to this is individual music lessons as parents have consented to these 1:

1 sessions.

Parental responsibility: Please ensure that there is a quiet space where your daughter can access video conferencing lessons and that there is nothing inappropriate or anything that you would not wish to be seen in the background of this location.

Personal email accounts or any alternative forms of social media/ messaging or non-school software services must not be used to communicate either by staff or students.

9 What if the school closure is for an extended period (more than 4 weeks)?

If the period of enforced closure becomes more protracted then the school will of course review the measures in place in this remote learning policy on an ongoing basis and may make changes to our provision in light of that ongoing review process.

Where possible and practical for departments (at the discretion of the Head of Department), a common set of assignments will be set across the entire year group rather than on a class-by-class basis, so that the provision of resources and materials can be delegated out within the department. The responsibility for the marking of these common assignments should remain with the individual class teacher.

If it is not possible to do this because different classes follow different paths (such as studying a different text) then the provision of resources will be done on a class-by-class basis by teachers. Management of this and ensuring consistency between classes will be the responsibility of the Head of Department and communicated to the Deputy Head, Academic.

It is important that the nature of the work being set should allow progression through the scheme of work to ensure curriculum coverage. Work set might include reading and noting new material from a common department textbook, using pre-existing department Firefly pages of notes and lessons, watching a video resource, or the provision of sets of electronic notes or presentations to students for them to read and digest. Homework should then assess this new material to ascertain that students have understood the topic area concerned.

The policy has now been updated and staff are asked to conduct a GoogleMeet with each of their academic classes at least once per cycle. In addition, form tutors are asked to carry out a pastoral GoogleMeet at least once per cycle. We ask staff to give students 24hrs notice, where possible, about the meeting. We also ask that students notify their teacher if they cannot attend. Attendance will be recorded so that we can identify students who, for whatever reason, do not attend and if this generates concern the Head of Year will follow this up.

10 The reopening of Wakefield Girls' High School for Years 10 and 12

It has been announced that there would be no reopening of secondary schools for Years 10 and 12 until Monday 15th June. Further guidance subsequently published stipulated no more than 25% of Year 10 or Year 12 students could be in school at any time.

These stipulations are designed to make the process manageable and safe. Therefore, plans are in place to welcome back Year 10 and 12 on Monday 15th June, subject to any further changes in guidance from the government.

With these measures in place, it will not be possible to timetable for students to see their normal teachers with their normal teaching groups. Therefore, any students attending WGHS during this period will attend subject tutorials (duration is a double period unless it is a practical subject (Art, DT, Food, Textiles, Drama or Music) as these will have an AM or PM session). Time will be spent with a subject specialist to review the work done remotely and ask questions in-person. Whether a student attends or not, work will continue to be available via Firefly and/or Google Classroom in accordance with our remote learning policy.

In addition, Years 7-9 will continue with the remote learning offer as it currently stands.

11 Related Policies and Guidance

Teaching and Learning Policy

Homework Policy

Quality Assurance Policy

Remote Learning Policy

[Guidance for secondary school provision from 15 June 2020](#)

12 Monitoring, Evaluation and Review

The Deputy Head, Academic will monitor the implementation and effectiveness of this policy, review it annually through Quality Assurance measures (see QA Policy) and report to the Head.

13 Key Contacts

All SLT members at Wakefield Girls' High School.

14 Internet Connectivity

The provision of Teaching and Learning services as detailed in the above plan, and the expectations placed on teaching staff and pupils remain at all times subject to the continued provision of external services outside our control; including, but not limited to: internet access, Firefly digital learning platform and other internet based services. These Teaching and Learning services, and all associated arrangements, remain subject to change wholly at the discretion of the Foundation and in response to changing circumstances.