



Trinity High School: Pride. Ambition. Excellence.

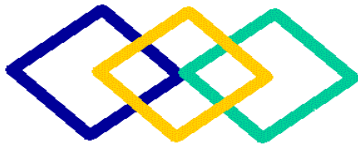
Home Learning Policy

Rationale

High quality teaching and learning is at the heart of Trinity High School's Home Learning Policy. If school is closed, either partially or fully, we aim to provide a home learning experience that will enable all our students to continue to make progress through the curriculum so that, on return to school, subject curriculums can resume as smoothly as possible. Home learning at Trinity will, therefore, be a blended approach. Work provided to our students will be a combination of on-line work set through Microsoft Teams; live lessons delivered through Microsoft Teams and paper resources, delivered home.

What you can expect from your teachers:

- Lessons will be engaging with appropriate challenge. They will be well sequenced with retrieval introductions, new content clearly presented and opportunities to practice/demonstrate understanding.
- Each lesson will form part of a sequence of lessons which together develop a deeper understanding of the curriculum.
- Online lessons will be uploaded, via Microsoft Teams, by 9am on the day of the timetabled lesson. Paper resources (for those who requested these via the online access survey) will be sent out at the beginning of the week.
- Where a teacher chooses to deliver a **live online lesson**, students will be notified 24 hours in advance and both staff and students must follow the live lesson protocols, detailed later in this document.
- Lessons will have clear instructions for students and parents – either **verbal or written**.
- Students can choose to do the lesson at any point during the day, but teachers will be available during the timetabled hour to answer any questions students might have.
- Homework, if applicable, will be set via Microsoft Teams.
- Feedback on uploaded work will be available within 72 hours of submission and rewards issued via e-Praise.
- Contact with students via Teams/Email will be focused on the lesson or sequences of lessons, other issues will be directed to your Head of Year.
- Any safeguarding concerns communicated to a teacher by a student, during this period, will be logged with our Designated Safeguarding Lead.



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What we expect from our students:

- Each lesson will form part of a sequence of lessons which together develop a deeper understanding of the curriculum. Therefore, students must adopt a consistent approach to their home learning.
- Students will be working during school hours and must complete all work set via Teams or paper resources.
- Students do not have to follow their timetable chronologically, but all work set for that day should be completed by the end of the timetabled day.
- Students can contact staff about the work via Microsoft Teams – teachers will be available during the timetabled hour or they will respond to student questions when they are next available.
- Questions to subject teachers should be focused on the lesson/sequence of lessons only. Any general questions about the quarantine period should be directed to the Head of Year.
- You must only use **Microsoft Teams** or **school e mail** to contact your teachers. This must not be done via social media platforms.
- You are responsible for your work, so you must engage fully with home learning/ Unless agreed with your HOY, failure to complete work set during this 14-day period will result in usual sanctions on return to school.

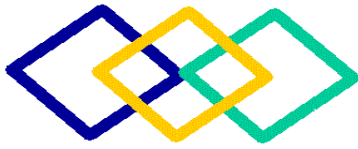
Live Online Lessons

It is likely that, should we have a whole school closure, live lessons via Teams will be more frequent. These lessons will be uploaded after delivery and paper resources sent out, where necessary. All live lessons will be part of a longer sequence of lessons.

As a school it is our duty of care to ensure that all our students and staff are safeguarded whilst delivering live learning. Therefore, the protocols for students and staff are very important and must be strictly adhered to.

Staff Protocols for live online lessons

- All live lessons to be delivered via Microsoft Teams **only**
- All students and staff must join / host Teams lessons through their THS email address. Students must not enter a Teams lesson as a 'guest' through an alternative email address. Staff will not accept these students into the lesson.
- All lessons will be recorded and sent to the **Director of Faculty**, after the lesson.
- Recording must start 5 minutes prior to the specified time to allow all student interaction to be captured – at this time display the **Student Protocols slide for students to read**.



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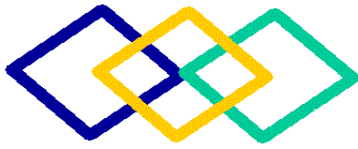
- Backgrounds are neutral and in an appropriate setting.
- Appropriate clothing must be worn.
- Maintain suitable and professional teacher student relationships.
- Do not engage with conversations not relevant to the learning. Student issues should be directed to their HOY.
- Any concerns about student behaviour and conduct will result in the removal of the student from the lesson and escalation to the HOY and Director of Faculty.
- 1:1s can only occur if the conversation is recorded by the teacher. The teacher will then receive an email of this recording which must be kept by the teacher and forwarded on receipt to their line manager in order to safeguard them.
- You must report all safeguarding concerns to a DSL immediately and record on My Concerns.
- You must end the meeting. Ensure all students have left before you leave.
- If a student misses a live lesson e.g. illness, the lesson will be recorded and emailed to the teacher. The link to this lesson can then be emailed to the student with the Director of Faculty copied in.

Student Protocols

- Please ensure you are in suitable learning environment at home with a suitable background.
- Dress code must be appropriate for learning.
- Please have learning resources to hand (paper and pen).
- Be on time for your lesson – enter the ‘Lobby’ area 3 minutes before the lesson is due to start.
- All sessions are recorded – both your audio and video will be captured.
- **Therefore, at the start of the session your microphone must be muted and your camera must be turned off.**
- You must use the ‘raise your hand’ feature to gain attention.
- Use the chat feature to ask and answer questions.
- Only ask questions which are relevant to the learning. Other questions should be directed to your HOY.
- Any inappropriate behaviour will result in your removal from the lesson and sanctions on return to school.
- You must only use Microsoft Teams or school e mail to contact your teachers. This must not be done via social media platforms.

Communication with Students/Parents

- All teaching staff emails should relate to school-work and school-work issues.



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- Where a student is failing to meet deadlines then an email should be sent by the teacher to the student and the student's carer/parent to check any issues.
- If student/parent or carer does not respond to the email within 3 days then teaching staff email relevant HOY who will contact the family by phone and discuss the issues on no completion of work. Prior to phone calls being made by HOY, they will check MyConcern in case there is relevant information on there.
- HOY will then email the relevant teacher to follow up.
- Parents should notify the school at Office@Trinityhigh.net if student is unwell. On receiving notification that a student is unwell, the attendance team will notify relevant teaching staff via e mail.

For Parents

1. TEAMS operates on most devices, mobiles/desktops/tablets. Please ensure you have responded to our online access survey, so that we know the best way to continue your child's education.
2. Parents should do all they can to encourage and support their child's/children's work - including: finding an appropriate place to work, checking that set work is completed by the end of each day and ensuring that the timetable for the day is completed.
3. Parents should contact the student's Head of Year as normal if there are any concerns.
4. Notification of student illness or any other concerns please contact Office@Trinityhigh.net

Technical Support for staff; students and parents:

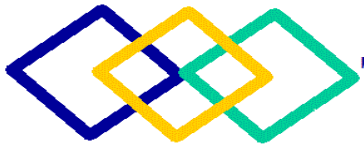
Staff, students and parents will be able to access a document 'Introduction to Teams' – which is a step by step guide on how to use Teams and how to host/deliver lessons.

Provision for students who are self-isolating

Our aim at Trinity High School is that learning should continue as normally as possible during this time. Therefore, for those students who are self-isolating and not experiencing Covid symptoms, work will be provided through the medium requested by parents in the online home access survey. So, for example, those students with internet access on their mobile phones will be able to access the lessons missed via Teams; work should be completed in exercise books or lined paper.

Pastoral Support

There will be ongoing pastoral support for all students, including news bulletins, motivational techniques and reflections. Heads of Year and are available for individual pastoral needs.



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