



Creating a culture of aspiration and ambition by having high expectations of students, parents, governors and ourselves.

Provision for students who are unable to attend school due to Covid-19 (Updated October 2021)

Short term absence unrelated to Covid-19: If a student is unwell and unable to attend school it is unlikely they are in a position to work independently at home. In these cases of short term absence our approach will remain as it always has been. We will await a student's return where we will then direct them to any work missed and support them with catch-up. This will avoid a potential issue of students deciding they can 'work from home' when they choose to. All students should continue to attend school whenever possible as this is the best place for them to be supported with their learning.

COVID -19 Contingency Principles

The most up to date guidance from the DFE states that:

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19 if they are below the age of 18 years and 6 months.

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. **We would encourage all individuals to take a PCR test if advised to do so.**

Therefore, if a student has been identified as a close contact, they should continue to attend school as normal and remote learning will not be provided if they fail to do so.

Sir William Romney's school will provide remote learning in the following circumstances;

Scenario A- *Individual Students needing to isolate due to a positive result on a Covid-19 PCR test. (Please note that any prolonged absence due to a positive result must be confirmed by a PCR test and that an LFD test on its own would not be considered as an authorised absence for more than the time it takes to receive your PCR test result.) We will also provide remote learning for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.*

Scenario B- *A national or local lockdown in which only identified groups will remain in school. (This would only occur following an instruction from Public Health England)*

In these scenarios, Sir William Romney's is committed to an approach that will continue to provide high quality teaching and learning to all students so that the breadth and depth of their curriculum is impacted as little as possible by any period of home learning and that they remain supported by specialist teachers to ensure they are able to make progress whilst away from school. The approach will also set realistic expectations of staff workload and the staffing context of our school and as such will need to be flexible dependent on specific context but the over-arching approach is set out below.

Central to our approach to any of the above scenarios will be the use of Microsoft Teams. All year groups have received training on how to use Teams and it is used regularly to deliver assignments and information to students across the school. A guide outlining the basics of using Team is available on our website and will be sent home to parents/ carers in the event of their child needing to use Teams to access their learning.

Scenario A - Individuals needing to isolate

HYBRID LEARNING

In the event of a student having to isolate they will have opportunities to engage with most but not all of the lessons they would have been attending in school remotely. *(If staff absence meant that teachers weren't available to deliver lessons at the allocated slots the timetable would need to be adapted.)* They will follow their normal school timetable and enter scheduled meetings on Microsoft teams to engage with the lesson content and get support. The timetable will ensure that all subjects are covered and that students have regular, scheduled interaction with subject specialists to support them with their home study.

Live Engagement (Synchronous):

Live Engagement can take on a number of forms and it is likely to vary depending on the subject, the content to be delivered or the activities that students in class will be engaging with. Some examples are;

- A student logs into the scheduled meeting and the lesson is delivered as if they are present in the room.
- A student logs in to a specified point in the lesson to be given instruction, have something modelled to them or to check in on their learning, for the rest of the time they are working independently on the tasks set.
- The teacher is logged in through Teams but rather than delivering oral instruction, the teacher is available for a Q&A / feedback session; this could be written communication only using the chat function.

Students will be able to see any scheduled live sessions on their calendars in Teams.

Directed Sessions (Asynchronous):

A number of subjects will not be live streaming unless the entire class is having to isolate. This is due to the practical nature of the subject and the potential health and safety risk of trying to monitor students both at home and in school. These subjects are PE, DT workshop lessons, Drama and Musical Practical lessons. PD lessons will also not be live streamed, this is because we feel it is important that the topics explored are done so in an environment where the students have the full attention of the class teacher and are able to ask questions in a safe and monitored environment.

In addition, across all subjects there may be some content that cannot be delivered through 'live streaming'. In these instances, teachers will set work through Microsoft Teams for completion but will not be available via Teams until the next scheduled 'Live' Session. This work could be a written task, an online exercise or an instruction to watch a pre-recorded video or presentation.

Students will not need to submit every piece of work they do in Directed sessions but will need to submit identified assignments through teams to allow for teachers to monitor progress and address any areas in need of development. Students will be directed to use email (rather than the chat function on Teams) to contact their teacher if they have questions or concerns outside of the 'Live' session.

Scenario B- National or localised lockdown

In the event of a national or localised lockdown, all student learning will move online, and students will be expected to follow their school timetable and access scheduled live sessions for each of their subjects through Microsoft Teams.

Timings for Live sessions will follow our normal timetable. In the event of another national lockdown, sessions will be scheduled to end 10 minutes before the end of the hour, this will ensure students have breaks from screen time and to provide teachers with time to leave one session and start another. It is important that students are punctual to these sessions:

	Live Session Starts	Live session Ends
Period 1	9:00am	9:50am
Period 2	10:00am	10:50am
Break 11:00am -11:20am		
Period 3	11:20am	12:10pm
Period 4	12:20pm	1:10pm
Lunch 1:20pm-2:20pm		
Period 5	2:20pm	3:10pm

It is important to note that whilst the school will make every effort to run this timetable, in some circumstances, staff absence may mean that some live lessons may be unable to run. We will endeavour to provide 'directed tasks' in these events but they may not be immediately available.

Pastoral Support

In the event of a whole year group being absent, regular pastoral sessions will also be provided. These will occur twice a week. These will be group sessions and will provide tutors and students an opportunity to catch up and discuss wellbeing/ health etc. Students will also receive one assembly a week delivered through teams by either a head of year or member of the Senior Leadership team.

If closure is prolonged we will also seek to provide students with **'Wellbeing sessions'** on Microsoft Teams during any prolonged periods of closure. These sessions can be accessed in the same way as the assignments from subjects. These will focus on ensuring our students look after their mental health during this challenging time and we again encourage as many students as possible to engage with these.

Monitoring 'Attendance' and behaviour

If students are unable to attend school, they are expected to log in to Microsoft Teams daily and attend all live sessions on their timetable. If a student is unwell or unable to attend a session for a valid reason, the school should be notified by a parent/ carer at the earliest opportunity (no later than the morning of the planned absence).

Attendance at sessions will be monitored and chased up should it become a concern with sanctions being put in place if deemed necessary.

As with classroom behaviour, teaching staff will monitor and report on the Attitude to learning of students in their live sessions. Students will be given clear expectations around their behaviour and conduct on Microsoft Teams. Parents/ carers will be contacted by the class teacher and HOY/ LOL notified if a concern is identified so that steps can be taken to improve the situation. Sanctions may be put in place on a student's return to school if their behaviour during any live sessions does not meet our expectations.

Provision for students with limited or no access to the internet or suitable devices:

If a student has to isolate but has no or limited internet access we will work with parents to find a suitable solution that ensures they are able to continue following the course of study. If internet access is available but devices to access the work are not available at home, parents are encouraged to contact the school and we will take steps to support by either making devices available if appropriate or providing hard copies of work.

Additional support for pupils with particular needs

In the event that an individual student with additional needs is unable to attend school, our SENCO will work with parents to establish a regular point of contact during their time away from school. This may be a TA or the SENCO themselves who will be able to ensure the student is able to access work and support with any potential barriers. However, it will not be possible to provide one to one TA support as our Teaching assistants will be involved in providing support for those students in school.

In the event the school is shut to an entire year group or all pupils, the school will take the following steps to try and support students with additional needs;

- Each student will be allocated a TA who will act as their 'key point of contact'. This means that the TA will be available via email during their contracted hours to support the student with their remote learning. The TA will not necessarily be able to respond to emails immediately as they may be working with students in school or another key student but will endeavour to respond to any queries as promptly as possible. Please note that TAs are not expected to respond to emails outside of their normal working day.
- Students will have the option of 2 hours of 1:1 Teams or phone support from the TA each week. Please note that these sessions are for support with learning that has been set by a teacher and TAs should not be expected to take the place of a teacher at any stage.
- Statutory duties will be maintained in that EHCP reviews will go ahead when they are due. These will be scheduled in Teams with our SENCO
- If necessary, subject to discussion with teachers, we can offer a reduced timetable of lessons if a student is not able to access the full curriculum. This would be an agreement between home, SENCO and subject teachers if it is deemed to be in the best interest of the student.

Assessment and Feedback

The work students complete during isolation or a year group closure will continue to be assessed in line with each subject area's assessment procedures. As with lessons in school, students will not need to show or submit every bit of work completed. If a teacher asks for a specific piece of work to be submitted, it is important that students do so in order to receive feedback. Students will receive feedback on their learning and how to make further progress in a variety of ways as they do in 'normal' schooling. Parents and carers will continue to be informed of student progress through our school reports and any calendared parents' evenings. Parents and carers will also be contacted if there is a significant concern regarding progress during a closure or period of isolation.