

# Tiffin Girls' Learning Continuity Plan

## In the event of school closure

If there is a need for the school to close for certain form groups/year groups/ or all students, teaching and learning will move to remote learning. We were successful with our remote learning provision in the summer and will look to build on this if any closure takes place.

In order to complete the work from home, all students will need to have access to a device, ideally their Chromebook, and an internet connection. If at any point a student does not have either of these things, please call the school as soon as possible.

All students should understand how to use Google Classroom and Google Meet to access their work or online lessons as these are our chosen methods for delivering lessons.

If there is a technical difficulty with a Chromebook, this can be reported to [ITSUPPORT@eduthing.co.uk](mailto:ITSUPPORT@eduthing.co.uk) or via the school office.

## Registration/Form Time

- Students will be expected to register online with their tutors at **08:30 each day**
- This is to ensure that all students are prepared for the day ahead and to give them the opportunity to talk with their tutors
- Registration will be through a Google Meet link that can be found in their form's Google Classroom
- Google Meets for registration will include use of video so that tutors are able to see tutees. Students are able to blur their background in google meet, however they should be suitably dressed and in an appropriate setting. They do not need to be wearing school uniform.

## Lessons

- Students will be expected to follow their normal school timetable, a 5-period day and the usual timings of lessons that students have followed in school so far this academic year – this is different for Key Stage 3 and Key Stages 4 and 5.
- Lessons will be 50 minutes long rather than 1 hour to provide a brief break between each lesson for students and staff.
- Although it would be preferable for students to complete the work at the usual lesson time, teachers, where possible, will post clear details of the work by 08:30 each day. This includes giving students notice of any live lessons that will be taking place via Google Meet.
- The teacher will be available online **at the time of the lesson** to provide support for students and to check engagement. Students will be able to email their teachers or add comments to the assignment that they are working to which their teacher will respond. If there is a lesson for which the teacher will not be able to be online, due to illness for example, there will still be work available for students to complete
- Teachers will decide how it is best to deliver the lesson to students. All teachers have a range of digital teaching and learning strategies that they can select from including live and recorded lessons, online quizzes, written details of assignments and online instructional videos. This approach may vary from lesson to lesson depending on the activities completed.
- Where possible, current programmes of learning will be followed to enable students to keep up with the curriculum. If adaptations are made, they will be carefully tracked so that any gaps can be addressed when students return to school.
- Feedback will be provided using a virtual model of the departmental policy. If students are due to receive feedback in school, they should receive feedback from a distance instead. Students should respond to feedback as guided by their teachers.
- The homework schedule will continue to be followed.

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### **Individual student absence or self-isolation (and where lessons in school are continuing);**

- Where students are absent but well enough to work, it is expected that they access the lesson content through Google Classroom and complete any tasks set to ensure that they keep up with their learning
- Teachers will not usually provide separate tasks for absent students to complete; students should access any resources that have been posted for the in-school lesson through the Google Classroom. Teachers will upload a date and lesson title into the classroom to guide learning for instances where there may not be lesson resources provided
- Students can submit work to their teachers via email or through Google Classroom – they will be directed by the teacher on the preferred medium. Where they have completed work on paper, they can also send a photograph of this to their teacher. Teachers will provide feedback in line with the feedback policy
- Where students have questions about the work, they should email their teacher for support. They should be aware that teachers may not be able to respond straight away if they are teaching a lesson.