



St Mary's CE High School

We believe everyone is equal, everyone deserves the best

Parent/carer Guide to Virtual Learning: Expectations of student engagement January 2021

"Our vision, as a school with a Christian ethos, is founded on The Parable of the Sower, where

***Through God's love, we are the rich soil where seeds flourish and roots grow,**
based on the Parable of the Sower, Mark 4: 3-9*

*This underpins our motto, **We believe everyone is equal, everyone deserves the best,** and is key to what we do. We believe that we are all equal, irrespective of our background and beliefs. We provide a safe, nurturing environment in which we can all flourish. We have the very highest aspirations for our students, their families, our local community, and ourselves, and want nothing but the best. We challenge students by having a rich and exciting curriculum provision and by making learning practical, engaging and enjoyable. We enable students to succeed by providing the best possible personalised support."*

Nicholas Simms – Head Teacher

Parent/carer Guide to Virtual Learning: St Mary's expectations of students' engagement

This information is intended to provide clarity and transparency to parent/carers about what is expected from virtual learning at St Mary's CE High School.

1. The remote curriculum: What is taught to students at home?

All students will be taught the same broad curriculum remotely with a few exceptions where practical subjects such as Food Technology, PE, Design Technology are unable to teach the planned curriculum. In subject like these, lessons will vary from those delivered in school.

2. What should my child expect from virtual learning?

Registration	Lesson 1	Lesson 2* Break	Lesson 3	Lesson 4* Lunch	Lesson 5	Lesson 6 (Triple Science or Sixth form)
8.25- 8.50am	8.50- 9.50am	9.50- 11.20am	11.20- 12.20pm	12.20- 13.50pm	13.50- 14.50pm	14.50 – 15.50pm

Break time and lunch times

Year 7-8

9.50 – 10.20am / 12.20-12.50pm

Other year groups

10.50 – 11.20am / 13.20 – 13.50pm

Students will start their day with their form tutors in a virtual live form time. It is important that students are ready to learn, dressed appropriately and if they are 'live steaming' on camera, that they are in a public place in the home rather than in a bedroom. This advice is in place to safeguard students and family members as well as staff. Students will be given more advice on these tutorials but their microphones must be on mute until they are invited to talk and it is important family members know that the meeting is 'live' so that they are not compromised in any way. Students do not need to turn their camera's on.

For lesson time, all students must sign into their lesson by answering a question set by the teacher. This will act as the register. Teachers will register students in the first 10 minutes of the lesson but throughout the day as students may need to log in at different times of the day dependent on circumstances.

If students have not engaged the lesson, a member of the administration team will contact parent/carers to inform of this to enable you to remind your child to log into their lesson. This email may arrive at the end of a school day to enable as many students to log in when they can access home learning. As parent/carers and staff this would also be an opportunity to ascertain if there are any problems that your child maybe experiencing that are impeding them from being able to learn during the times of the school day and allow support to be put in place.

If a student has not engaged in learning over 2-3 lessons or sporadically, the class teacher will inform the Head of Year who will contact you at their earliest convenience.

If there are regular challenges in your environment for students to follow their timetable, for examples, the sharing of devices, please see the advice on question 8 below.

3. How will my child be taught remotely?

Initially, lessons will be presented as voice-animated PowerPoints. These have advantages to live lessons because students can pause, replay and get access to it after the lesson has finished. These will be voiced over presentations where a teacher will explain the topic and the tasks. The teacher will be actively engaged in the lesson through Google Classroom so that if a student has a question about the work or would like the teacher to comment on their work they will be able to do so whilst the lesson is in progress.

- **Start learning with a Do Now activity**

This will include tasks such as a retrieval of knowledge quiz, a skills based task or a reading comprehension task.

- **Teach new information via Goggle Classroom using school designed resources**

Students will be exposed to new learning information and staff will help students to contextualise, apply and write about this through modelling good examples and when giving feedback and providing opportunities for students to improve their work.

- **Provide opportunities for feedback**

Staff will be available during the virtual lesson to give feedback. Lessons are planned to take 50 minutes maximum which gives students 10 minutes to complete a quiz or download the work that staff request.

Staff will not mark all work set over the Lockdown and they will ask students to complete knowledge quizzes to ascertain learning and progress and ask students to download specific work that staff will assess in a 2-3 week period as they will be focused on giving specific and meaningful feedback on key pieces of work as the term progresses.

Feedback can take many forms and will not always mean extensive written comments for individual children. For example, whole class feedback or quizzes marked automatically via digital platforms are also valid as well as effective methods of feedback such as GSCE Pod or Google Classroom quizzes.

Our approach on giving feedback on learning is as follows:

- To comment on effort and attitude
- To record low stake quiz marks via Google Classroom
- A summative mark linked the mark scheme of Level 2 or 3 subjects
- Individual comments on students learning

It is important that staff give feedback to students within professional working hours which means between 8.15am – 5.00pm weekdays. Neither students nor staff should message outside of these hours in order to support the emotional welfare of each other. Staff may mark a students' work outside of these hours because they are unable to do so in the school day and this will generate a message. This is unavoidable due to the immediacy of the GC programme. Staff do not expect students to pick up these messages or respond.

4. Does my child get a break?

Absolutely! It is very important for student's wellbeing that they observe breaks and also use the time at the end of each lesson (lessons are timetables as an hour but students are expected to work for 50 minutes) to prepare themselves for the next lesson and take some time to relax.

The times of break time are now different to that on your child's original timetable so that staff and have a consistent school day. Please make sure your child is aware of this so that they do not miss signing into their lesson.

5. What are your expectations for my child's engagement and support that we as parent/carers should provide at home?

We expect all students to attend virtual lessons as they would if they were in school.

Students will receive some feedback from their teachers during lessons and once key work has been completed.

To support, we ask that parent/carers ensure that students:

- Wake up ready to learn for the first period at 8.20am
- As far as possible, have working space with a pen and paper to hand
- Take suitable breaks as per the child's timetable
- Contact school if you have any concerns or worries about your child's learning

6. How is the school supporting my child with SEND?

We recognise that some students with SEND may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families and we will work with parent/carers to support these students and will offer places in school for those that have an EHCP.

Please contact Laurel Lee (SENCO): laurel.lee@stmaryshigh.herts.sch.uk if you wish to discuss any specific concern.

7. What do I do if my child is ill?

If a child is ill and therefore cannot engage with their virtual lessons, parents/carers should call the absence line in school in the morning in the same way as in pre-lockdown days. The number is 01992 642918 and you can leave a message to report your child's absence. Alternatively, parents /carers can notify the school of a child's absence via an email sent to attendance@st-maryshigh.herts.sch.uk.

Our Attendance and Administration Officers will inform teachers about a students' illness so that they do not expect your child to engage in the lessons that day.

8. What can I do if my child cannot engage in a virtual lesson at the designated time?

In some homes, children and parents/carers are sharing laptops/desktops or students are supporting with child care. Therefore it may not be possible for every to student to engage, live, in every lesson. In these cases, parents/carers should email the relevant **Student Manager** of the year group who will inform relevant staff.

Student Managers

Sixth form: claire.scarisbrick@st-maryshigh.herts.sch.uk

Year 11: Kara.Gunning@st-maryshigh.herts.sch.uk

Year 10: tonia.nigrelli@st-maryshigh.herts.sch.uk

Year 9: kim.hewitt@st-maryshigh.herts.sch.uk

Year 8: Karen.Anderson@st-maryshigh.herts.sch.uk

Year 7: pauline.brown@st-maryshigh.herts.sch.uk

The school is operating a laptop borrowing scheme so if you would like to take advantage of this please contact: finance@st-maryshigh.herts.sch.uk

9. What do I do if my child will not engage with virtual lessons?

It is important that students engage with every e-lesson to ensure that they are making progress and keeping up with the programme of study.

During this period, we will continue to set the highest expectations for students and support them to make the academic progress which will enable them to achieve their ambitions. As a result, we will be carefully monitoring students' learning. Where issues arise we will ensure that measures are put in place to support students in accessing and completing learning. In the eventuality a student does not engage in virtual lessons following this support, they will be informed that they are expected to work in school between 8.00am and 2.50pm on a daily basis, under the provision of vulnerable students. This is so that we are better able to support the needs of the student.

Staff will monitor and intervene where students are not submitting key pieces of work. Submission of work is important because it allows staff to evaluate where learning gaps exist, whether students have achieved the success criteria of the lesson. Particularly for students in KS4-5 it also provides assessment data that is used to inform predicted grades and allows staff to plan lessons appropriately to allow the student to meet or exceed their target grade.

10. Will my child have homework?

Homework will be set to a minimum but the following guidance has been given to staff regarding the setting of homework:

YR	English	Maths	Science	Foundation
7	Bedrock up to 30 minutes weekly	Heggarty maths : up to 30 minutes weekly	30 minutes up to weekly	Homework should be planned to take no more than 30 minutes set on a fortnightly basis from 1 subject per T&L Area
8				
9				
10	Weekly 40- 60 minutes	Weekly 40- 60 minutes	Weekly 40- 60 minutes	Homework should be planned to take no more than 40 minutes set on a fortnightly basis from 1 subject per Teaching and Learning area
11				
12/13	4-6 hours to include reading and assessment type tasks			

11. What provision is in place for Key Worker and Vulnerable students attending school during lockdown?

Some students will continue to attend school during the lockdown period, for example, the children of keyworkers. These students need to wear school uniform and they must ensure that they bring all the necessary equipment to school to allow them to participate fully in their virtual lessons. Please be aware that computer devices will be available so students do not need to bring their own device into school. Students must also remain focussed during their virtual lessons and engage fully with the lessons. They will have the opportunity to purchase hot food and will be able to partake in some Physical Education. Any unacceptable behaviour will be reported to the appropriate Year Leader and responded to in line with the school behaviour policy and parents / carers informed and may result in your child's place being withdrawn for a period of time.

12. How are the school rewarding and praising my child?

The aims of the Rewards System are to:

- allow all students to feel valued
- recognise a wide variety of success
- reward in ways which are regarded positively by students and parents
- allow for rewards to be recorded electronically in order that parents can view the rewards received by their child(ren) via the SIMS parent/carer ap.

Rewards will be posted to students to celebrate and reward the students' achievement.

Additional Support and Guidance

Concern	Solution
My child has forgotten his/her Google Classroom information	Please contact your child's form tutor – this will be sent to you electronically
I want to support the curriculum and my child's learning but need advice and support on the topics my child is studying	Please access the website and follow this link to the Curriculum booklets. These booklets outline the topics our child is studying and provides support and guidance.
I/We don't have enough data to download or stream the PowerPoints and resources	Please contact the finance office Finance@st-maryshigh.herts.sch.uk
My child does not have a personal laptop	The school can lend each child who is a student at St Mary's CE High School a laptop Please contact the finance office Finance@st-maryshigh.herts.sch.uk
My child does not have his/her exercise book and we don't have other resources such as art and maths equipment to complete work	The school can give your child the resources that they need – please contact your Student Manager who will organise these to be sent or collected from school
My child can't work during the school day because they have to support look after their another family member or the learning environment is too challenging	Please contact your child's Student Manager who will speak to your child's teachers and help support you. Your child may be eligible for a place in school that could support their learning.

My child is struggling to work at home	Contact your child's Student Manager who will make regular contact with them to check that you they are well and provide them with strategies to help them learn
My child is stressed and anxious because of the lockdown	Contact Mrs Gillett who is the School Mental Health Lead or your child's Year Lead Jane.gillett@st-maryshigh.herts.sch.uk