Remote Education Contingency Plan for School Closure

At Neatherd High School our primary aim is the safety and wellbeing of our staff and pupils. In addition to this we recognise the need for continuity, routine and predictability for parents / carers and young people.

With this in mind we will take all steps possible to keep school open, whilst having robust contingency plans in place should school ever need to close.

We ask all parents and carers to take the time to familiarise themselves with the information below, so that the whole school community can support our pupils and ensure minimal disruption to their learning, should we be forced to close for any reason.

To enable teaching and learning to continue as effectively as possible during the school closure:

- We will expect pupils to complete all work set to the best of their ability.
- We will keep expectations clear that all work set must be completed and will not set any additional homework during closure.
- Pupils will need to have access to the internet (please contact us on office@neatherd.org or via the school switchboard) as soon as possible if you require support with this, so that we can arrange hard copy resources for collection).
- Pupils will follow their normal school timetable, so that pupils can plan their day accordingly.
- We will allocate a member of our Student Development Team or the Special Educational Needs team as a link, to provide remote support and enable pupils with additional needs to access the work and liaise with teachers.

Our staff will:

- Set work that is released to pupils on a daily basis according to the usual timetable.
- Set lessons and resources that will focus on ensuring curriculum progression, rather than long term projects or research projects. Curriculum maps can be read here on the school website (https://neatherd.org/Information/Parents-Curriculum-Handbook/)
- Provide a blend of online teaching, online check-ins and pre-recorded lessons dependant on the year group and context. Pupils will be kept informed of deadlines and online lesson timings by email.
- Allocate the 'ownership' of each Google Classroom to one of the subject teachers in the department. This will not necessarily be the pupil's class teacher.
- Set work on Google Classrooms, which will become available at 8:45am each morning.
- Share learning resources, including but not limited to slideshows, documents, worksheets, textbook page scans, which will all be accessible to open within Google Classrooms.
- Provide video guides to the work, which may be pre-recorded tutorials, feedback, explanations or narrated slideshows, at relevant points.
- They will also provide videos sourced from other sites, such as YouTube, BBC Teach, Hegarty Maths or Oak Academy where relevant.
- Be available at designated times to respond to pupil questions about the work and to provide feedback.
- Contact parents via email if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- Invite parents to their children's Google Classrooms using the email addresses on our database, where they can view the work being set.

- Monitor the academic progress of pupils with and without access to the online learning resources and arrange strategies for support accordingly.
- Give feedback to the pupils via the Google Classroom's feedback system or other suitable means, e.g. the pupils' NSix emails. This feedback will include individual, group, whole class and whole year feedback depending on the particular assignment.
- School leaders and subject leaders will assure the quality of the work set by monitoring the Google Classrooms and consulting with the teams.

Our pupils will be expected to:

- Check their Google Classrooms at 8:45am every day to view their allocated work.
- Dress appropriately for the online lesson if their camera is on – a school shirt to be worn.
- Sit up at a workspace during the lesson – not in bed.
- Check their NSix email inboxes for any messages or notifications from the Google Classrooms, or emails from the teachers or the school.
- Complete the work to the best of their ability.
- Submit their completed work according to the deadline set by the relevant member of staff, by uploading it on to the Google Classroom
- Pupils can complete work in exercise books/on paper, but will need to take clear photographs of it and upload in to their Google Classroom. Using a smartphone with the Google Classroom app installed is the most straightforward method of doing this.

Parents are responsible for:

- Adhering to the remote learning policy during periods of remote learning.
- Ensuring that their child is available to learn remotely according to their normal timetable and that schoolwork is completed on time, to the best of their child's ability.
- Ensuring that their child is familiar with the expectations for remote learning and that any absences are reported accordingly.

Information regarding our learning platform

- Google Classrooms are used in conjunction with our NSix Google Apps for Education, which is maintained by Norfolk County Council – Educator Solutions.
- Parents and carers are asked to support pupils in familiarising themselves with these systems and let the school know if they cannot access them.
- Google Classroom is an online website/application that enables your child to access work and communicate with their teachers.
- Your child is already a member of a Google Classroom for every subject they study in school, or has been sent in invitation from the Google Classroom's teacher.
- If they are having any difficulties in accessing all of their Google Classroom, or if they have not received an invitation to join, they should contact the school via office@neatherd.org.

Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency.