



Walkwood

Church of England  Middle School

Draft Home Learning (remote education)

Governing Body Committee responsible:	Teaching, Learning & Curriculum
Approval granted:	Review date:

Overview

This document details the protocol that Walkwood Church of England Middle School will follow in the event of partial closure for a year group or full closure for the school to ensure that home learning continues and that progress is being made.

We shall:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects, planning a programme that is of equivalent length to the core teaching pupils would receive in school and broadly following the curriculum that would be taught in school;
- provide a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject;
- gauge how well pupils are progressing through the curriculum;
- teachers are to adjust the pace or difficulty of what is being set in response to questions or assessments including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.

As a school we will be using ePraise primarily to set our home learning tasks for pupils. Teachers in departments have already planned packs for home learning and teaching assistants have also differentiated English, Maths and Science packs for our most vulnerable pupils.

Home learning is intended for use when a pupil cannot attend school due to a medical reason. It is not for situations where a parent or carer cannot get the child to school.

Additionally, there may be occasions when a group of children cannot attend school due to particular circumstances that affect the ability of the school to operate normally. In exceptional circumstances, this could be for the whole school.

The home learning activities cover considerable scope so that some elements of the Home Learning are optional – this allows for some level of support for SEND pupils and for any pupils who need additional support with their learning. It also encourages the less motivated learner, who may relish a choice of task.

The tasks have resources that are within the packs. Some links are made to online resources, such as recorded video or websites. These are in addition or as alternatives to the resources that are within the home learning packs.

Star Challenge components are included within the Home Learning activities to allow and encourage more able pupils to be stretched in an achievable and realistic manner.

It is recognised that not all pupils will have access to their own laptop or PC, and that whole families may be sharing such devices. Consequently, within each Home Learning pack, there are options for pupils to complete the work using paper and pen, and the option of pupils collecting their work in a folder to hand in to teachers at a later date is an option.



We recognise that some pupils, for example some pupils with special educational needs and disabilities (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 parents and carers to support those pupils.

Parents and carers can contact the school via the Arbor app or by email:

office@walkwoodms.worcs.sch.uk

In preparation for home learning

Teachers to read through all their learning packs for all subjects even though English, Maths and Science will be uploaded first. Any amendments made and sent to Head of Department for approval.

Teaching assistants to work with SENDCo to collate home learning packs for pupils without access to internet or devices. Paper copies can be photocopied and printed in readiness for pupils along with anything that has been differentiated.

First day

English, Maths and Science teachers to upload necessary home learning packs for their classes. Teachers shall ensure that these are differentiated to enable all learners to access them, this task supported by teaching assistants. All teachers to confirm upload to Heads of Department.

Blanket email from school office to go out to all parents and carers informing that English, Mathematics and Science are added to ePraise.

Teaching assistants to prepare hardcopies of work in other subjects for pupils who have limited or no internet access. Printed home learning packs to be collected by parents/carers if not already distributed to pupils. If necessary delivery of these to be arranged for our most vulnerable pupils.

Within 48 hours

Form tutors to contact pupils/parents by email within their given form to ensure they have received access to ePraise and their home learning from English, Maths and Science. Ascertain that all is well for pupils generally.

Home learning information is added onto ePraise by other department teachers these include: Humanities, SSE, French, Design & Technology, I.T, Art, Music and physical education.

SENDCo, Pastoral Coordinator and Pastoral Managers to ensure telephone contact is made with our most vulnerable pupils to check on well-being and their access to home learning

During the first five days

All teachers must be looking at e-praise and providing feedback to pupils on completed work, awarding points as per the home learning set. Some learning packs have self-marked quizzes which will provide feedback.

Staff will be expected to check the home learning of pupils, provide feedback and answer questions in their directed time. Each child should have feedback on each learning pack.

Pastoral Managers to collate data on their groups for who has done and homework and not,



making contacting through telephone conversations or emails to praise pupils' efforts or to remind pupils and parents that this work need to be completed.



Appendix 1

Home learning proforma for all subjects

	Subject:			Year group:	
	Topic:				
	Objective(s):				
	For fortnight beginning:		Link to curriculum:		
Fruit of Faith:		because			
Superhero:		when			
Achieve  (1 Epraise point)					
success					
Build  (2 Epraise points)					
success					
Challenge  (3 Epraise point)					
success					



Appendix 2

Teachers' guide: Using ePraise for home learning

Setting up a classnote

Once you have logged into Epraise select 'Groups' from the top tool bar and then classes. Here you will be able to see all the classes you teach.



Select a class and when you reach this page you need to click on 'Classnotes'. This is the same section we use to set homework.



To set Home Learning you must select 'New note' and this box comes up for you to complete:

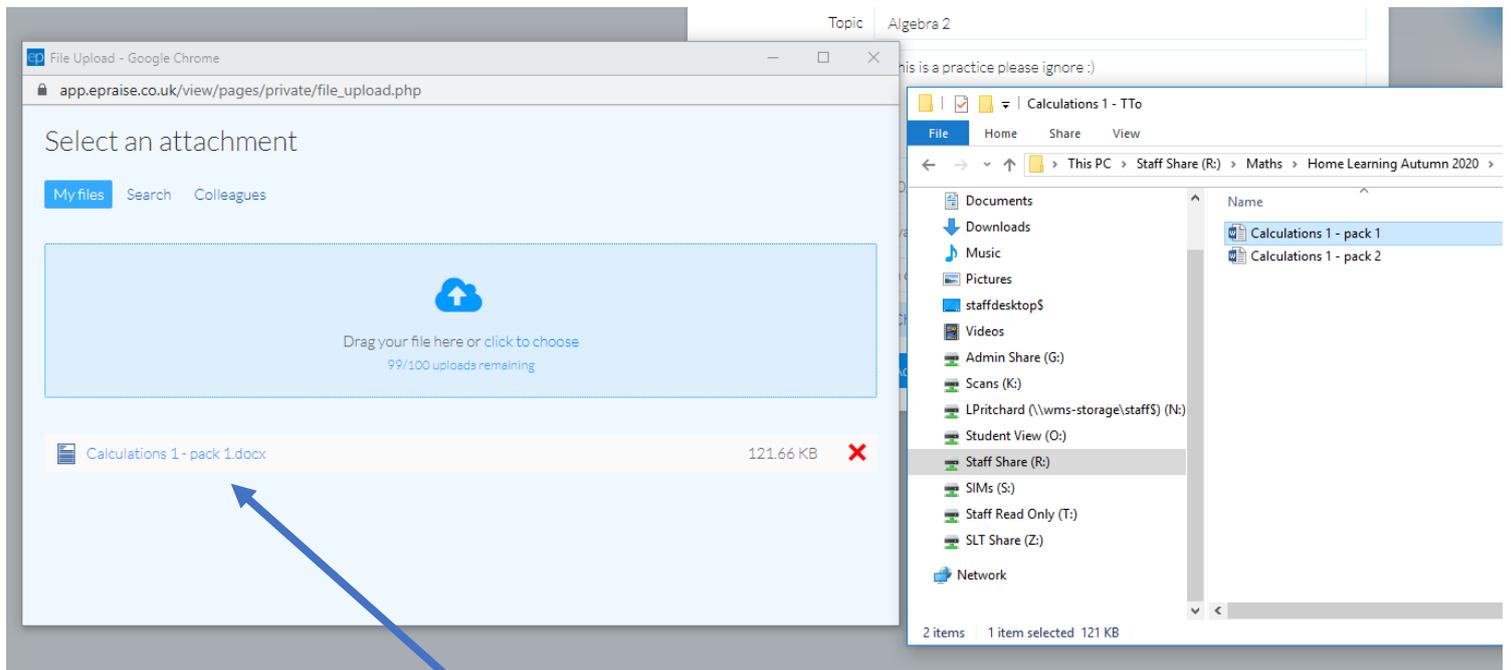
Make sure you set the due date that has been agreed upon to ensure consistency.

Pupils will not be able to see this task in their Epraise account until this date. Do you want them to be able to see it today or at a later date?

This is set to in class submission. If you want pupils to be able to upload work you must click to get the drop down options and change it to 'File upload'.

Uploading an attachment

To upload an attachment click on 'Choose'. The box on the left in the screen shot below opens. Open the folder with the document you want to upload as shown to the right below. Drag your document into the box and it will appear underneath as shown below.



Double click on the document and it will appear in your classnote.

Now 'Add note'.

A screenshot of a form for adding a note. It includes a 'Submission' dropdown menu set to 'In class', an 'Attachment' field containing 'Calculations 1 - pack 1.docx' with a 'Remove' button, and a blue 'Add note' button.

Once you have added your note it will look like this on the classnotes page:

Maths - Algebra 2

Please ignore this. I am writing a guide for teachers on how to set classnotes :)



If you have correctly set it up so pupils can upload work it will say 'File upload' here.

You can click on the pencil to edit your classnote.



The cloud with an arrow in it is the document you have attached.



Click on the squares to the left of the cloud to upload this same classnote to other classes.



This is a quick way of setting this same Home learning task for other classes you teach or to classes of other teachers. You do this by selecting the teacher from the drop down options then the class and a due date:

Maths - Algebra 2

Please ignore this. I am writing a guide for teachers on how to set classnotes :)

Homework Due 30/09/2020 Set 28/09/2020

Copy to

Cull, Mrs L	Y6C3/Ma	30/09/2020	x	Available today
Cooke, Miss R	Y6C1/Ma	30/09/2020	x	Available today
Manzur, Mrs H	Y6E2/Ma	30/09/2020	x	Available today
Cull, Mrs L	-- Pick group --	Add due date		Available today

Go

Commenting on work and awarding points

The final symbol on your classnote is this:



To be able to write a comment you need to click on the + sign

Maths - Algebra 2

Please ignore this. I am writing a guide for teachers on how to set classnotes :)

Homework Due 30/09/2020 Set 28/09/2020 File upload

Student	Handed in	+
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Maths - Algebra 2

Please ignore this. I am writing a guide for teachers on how to set classnotes :)

Homework Due 30/09/2020 Set 28/09/2020 File upload

Create marksheet column

Column name: HW 28/09/2020

Topic: Algebra 2

Subject: Maths

Type: Comment / feedback

Shared with students:

Save changes

This needs to be changed to Comment/Feedback by selecting from the drop down menu.

This must be ticked or pupils won't be able to see your comments.

Don't forget to save your changes



If pupils upload work it will show as a blue cloud in the 'Handed in' column. You can then open their work and comment in the right hand column. I would advise doing this as pupils start to upload work so you don't have to do it all in one go on the due date. If a pupil uploads work that is incomplete you can delete the upload to enable them to upload it again once complete. This also stops them being awarded points when they have uploaded an incomplete document. Please note that pupils can only upload one document per classnote and there is a size limit.

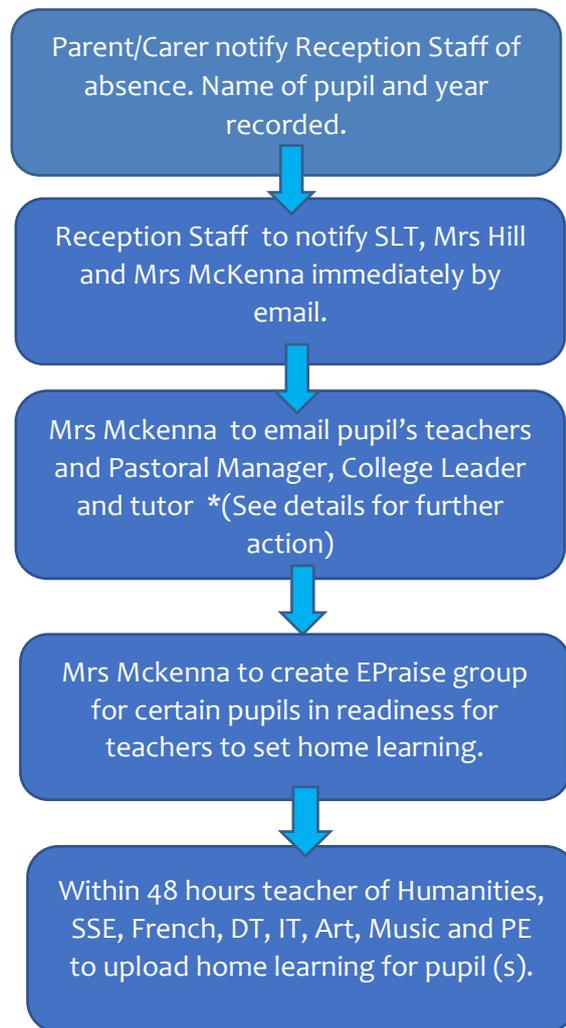
To award points please wait until the deadline has passed so you can click on the points box at the bottom of this section. It will then automatically select all pupils who have uploaded work so you can award points to them all in one go.

	-	
	-	
	-	
	0/28	0/28
	Points	
	Demerits	



Appendix 3

Process of communication



*After GMc email during that first day the pupils English, Maths and Science teacher must upload or email current Home learning Packs within the first 24 hours of absence.

* After 48 hours all subjects for the pupil (s) to be uploaded to EPraise.

* Pastoral Manager to contact home by the end of the first day to ensure home learning has been received through EPraise or if any physical copies are needed.



Example of Email to be sent to Pupil(s) teachers from GMc:

Dear Year ____ Teachers,

(Pupil Name) is now self-isolating for two weeks and will not be in school. It is now required that we provide home learning instantly.

By the end of the day (DATE) English, Maths and Science work must be uploaded to their personal EPraise class. Please search for their name in classes and add work.

Within 48 hours of (DATE) all other subjects appropriate for that year group need to be uploaded to EPraise.

Please ensure deadline line date is set from two weeks of upload. Use the appropriate Home Learning Packs to coincide what you are covering in the curriculum at this time.

