

Continuity of Learning at **YBA** during pupil absence.

Please find below our procedures for pupils who are absent from school.

	A	B	C
	Whole School Lockdown	Whole Year Groups isolating for 10 days	Individuals self-isolating for 10 days Due to family member testing positive or Track, Trace, Protect contacting them to isolate.
Lessons delivered through Google Classroom (GC) or via live stream as per pupil timetable.	✓	✓	X
When.	Lessons posted daily as per pupil timetable.	Lessons posted daily as per pupil timetable.	Lesson resources posted on GC at end of school day.
Teacher available for support.	✓ Only during timetabled slot	✓ Only during timetabled slot	X
Teacher Feedback.	Assessment pieces identified on the learning plan will be marked and given written feedback within 14 days of completion date. Other pieces of work will be acknowledged but no additional feedback will be given.	Assessment pieces identified on the learning plan will be marked and given written feedback within 14 days of completion date. Other pieces of work will be acknowledged but no additional feedback will be given.	Assessment pieces identified on the learning plan will be marked and given written feedback within 14 days of completion date. Other pieces of work will be acknowledged but no additional feedback will be given.
Paper based resources for those pupils without ICT.	KS3 Skills packs are available but only on request.	KS3 Skills packs are available but only on request.	KS3 Skills packs are available but only on request.

On-line Learning:

All students working from home will follow their normal timetable via Google Classroom. Our Blended Learning curriculum means that students can expect to see a variety of activities, which will now include live lessons/sessions and recorded presentations alongside written work and research and assessments. The content set by our teaching staff will follow the learning plans that they would have experienced had they been in school. Work will be posted as per the students' timetable with a clear completion date so pupils can complete this work at other times if required. However, where there is a live element to a lesson these will only be available during the time indicated.

As teaching and learning will take place online, students will need to access our online platforms that we are using. These are Google Classroom and Google Meet.

The Google Classroom accounts will be used to upload resources for all the lessons and Google Meet will be used to allow teachers to deliver some live/pre-recorded elements.

Live lessons/sessions:

Students can now expect at both Key Stage 3 and Key Stage 4 an element of live teaching starting from Wednesday 13th January to compliment the lessons provided on Google Classroom.

At Key Stage 3

For core subjects (English, Mathematics, Science and Welsh) this will be a minimum of one lesson per week. For non-core subjects this will be a minimum of one lesson a fortnight.

At Key Stage 4:

Students will be able to access a minimum of one live lesson/session in all their subjects.

Where teachers have decided to run a live lesson or session this will be posted where possible, 24hours before it is due to take place and will be clearly identified with the following information. Live Lesson: Subject: Date: Lesson: Time, e.g. Live Lesson GCSE Biology Tuesday 12th January 2021 Lesson 1 9am.

Instructions to join the live lessons will be provided via Google Classroom and help guides are available on the YBA Website under On-line Learning via this link [Home \(google.com\)](https://www.google.com). **Students should join live lessons with their camera off and microphones muted.** This should only be switched on when instructed to do so by the member of staff.

A register of attendance will be taken during the live lesson.

Live Form Time:

From Monday 18th January, our Form Tutors will be hosting a 'live' Form Time. This will take place once a week from 8.50am to 9am on specific days (see below). Students should join this via their Form Google Classroom using the Google Meet link at the top of the page. It is expected that all pupils will attend this wellbeing catch up. Any pupil who does not attend will be contacted by their Form Tutor in order to check in with them.

This will give students an opportunity to check in with their form tutors, for important messages as well as some of the usual form time activities. Our theme for this term is Rights, Respect & Equality.

- Year 7 Monday
- Year 8 Tuesday
- Year 9 Wednesday
- Year 10 Thursday
- Year 11 Friday

Remote Learning and Marking Expectations:

Staff will provide written feedback to pieces of work that are identified as assessment pieces on the learning plan for that topic. This written feedback will be in line the school's feedback policy and include a Feedback comment (FB) and a Feedforward comment (FF). It is expected that the student responds to the FF comment.

Written feedback should **occur within 2 weeks** of the work being submitted, or before moving onto a new learning plan.

Tasks set on Google Classroom should be clearly identified as a marked task or an unmarked task.

Other forms of feedback will include:

- Acknowledgment of completion of tasks set.
- Verbal feedback during a live lesson/session/episode.
- Pupil self-assessment
- Self-marking tasks, such as google forms, quizzes, Seneca
- Instant feedback via platforms such as Literacy Planet and Maths Watch

It is not expected that staff will mark work that has been handed in over a week late by a student, except in certain circumstances.

Expectations of Students: There are a few things that students need to be aware of:

- Students will need to ensure they are logged into their Google Classrooms. If a Google Meet link for that lesson is being used, then it will be posted at the top of the Google Classroom. If students are using a computer, there is no need to download anything. If they are using a tablet or mobile device, they will need to download the Google Meet app from the Appstore/Playstore.
- Google Meet events take time to set up for each lesson; therefore, if a live element is slightly late starting, please ensure students are prepared and do not log out.
- Students should be logged onto the Google Meet with their hwb email and not a personal or parent email – the platform will only work when students use their school email address.
- All Google Meet events are recorded- this is for educational/ training/ safeguarding purposes. Therefore, students are requested to mute their microphone and video, unless otherwise instructed. If the chat function is used, a record of the content is also recorded.
- If students accidentally leave a Google Meet, just re-join.
- If students are unable to attend a live lesson, they should follow the online resources. A recording of the lesson will not be posted so please ensure all students attend live lessons.
- Teachers can be contacted via comments on a Google Classroom post or via email during the students' allocated lesson time. If students message them at other times, there will be a delay in replying as they are probably in the middle of teaching another class.
- Please remember that there may be students in the school classroom too (Key workers etc) so the teacher may well be supporting these students at the same time.