



## **THE JUBILEE ACADEMY**

*Aspire and Achieve*

### **Online Teaching and Learning Policy in the event of Self Isolation and/or Temporary School Closure**

<b>Created:</b>	<b>30<sup>th</sup> March 2020</b>
<b>Status:</b>	<b>Statutory</b>
<b>Delegation:</b>	<b>Head of School</b>
<b>Responsibility:</b>	<b>DHT Teaching and learning</b>
<b>Review Frequency:</b>	<b>Weekly</b>
<b>Policy Locations:</b>	<b>Website/Staff Shared Drive/Hard Copy</b>
<b>Date shared with staff:</b>	<b>April 2020</b>

# Online Teaching and Learning Policy in the event of Self Isolation and/or Temporary School Closure

## Statement of intent

The purpose of this policy is to outline practice and procedures for students, staff and parents to continue with academic program if the School has to close due to advice from the Government and/or Public Health England or similar body.

It also outlines procedures and practice for students and teachers in self isolation, and are otherwise fit and healthy, to continue with their academic programme.

In these events, the school will continue to utilise our online teaching and learning strategy (TJA Online) which is intended to be a core platform of curriculum delivery for homework, the focus of educational support and services beyond the school environment.

Through 'TJA Online' we intend to meet students' individual strengths and needs by:

- Providing students with a flexible and engaging curriculum which provides some degree of choice in how they learn and demonstrate their achievement
- Integrating studies across the curriculum
- Developing student capacity for sharing responsibility for their learning
- Enabling students to work at their own pace and in relation to the confidence and speed at which they use TJA online
- Providing diversity of learning experience
- Developing essential skills that students require for success including being able to research and select material in completing tasks and to read and process information

## **Remote teaching and learning for students and teachers who are in self isolation whilst the school is still open**

According to Public Health England, self-isolation of a pupil or teaching staff is required if they have been in an affected area and are displaying flu like symptoms, or if they have been to one of the designated affected areas even if they are not displaying symptoms.

During such a period, the School will ensure education is provided remotely via TJA online so no-one should fall too far behind. In the case of teacher self-isolation, the School will ensure that the lessons are covered in a similar way to any other planned absence.

This policy summarises remote teaching and learning provision via TJA online for teachers and students in this position, to ensure that there are consistent and well understood expectations of the level of support that will be provided for everyone concerned.

## **Remote teaching and learning in case of self-isolation or enforced school closure**

If students or teaching staff have to self-isolate or if the school has to undergo enforced temporary closure due to government and/or public health guidelines, the following will apply:

### **Expectations of students**

- Students should retain some structure to their working day starting with logging into TJA online by 9am
- Check to see the home learning packs for each subject, following their daily timetable
- Upload work via TJA online
- Complete all set work
- Use designated departmental email addresses to communicate with their subject teachers and ask questions if they do not understand/require help or are having difficulties.
- If students do not have access to equipment allowing access to TJA online, they should complete the home learning packs sent to them physically

Where students breach the expectations of behaviour (including ICT Acceptable Use) in the online environment, this will be dealt with under the school's Behaviour and Preventing Bullying policies.

### **Expectations of parents**

- Encourage and support their children to follow the above expectations
- Monitor their child's work via TJA online parent portal, checking the set work is complete
- Finding an appropriate place to work and ensure they have some structure to the working day: start and finish times and appropriate breaks
- Contact the school or subject teacher if there are any concerns.

### **Expectations of teachers**

- Upload appropriate teaching materials to TJA online
- Ensure high-quality content and resources is placed online at frequent intervals, ensure that material is relevant and understandable to individuals, and suitable for The Jubilee Academy
- Mark work undertaken by students and provide feedback using the same regularity they would have done if in school via TJA online or using departmental email
- As much as possible, use the usual rewards such as achievement points, and verbal praise/warnings.
- Inform Senior Leadership Team who will contact parents if there are concerns

This guidance is supported by the TJA Esafety and Acceptable Use of ICT incl. of remote and mobile technology policy and in the Expectations document which has set out clear guidelines for teachers, students, parents, support staff, and the Senior Leadership Team

Approved by:

Approved on:

Review date:

Responsibility for review