

## Guidance on Home Learning with Dolphin School

### Expectations and requirements during suspension of school

#### Purpose

When school is suspended and Home Learning is implemented, the following guidelines are put in place. The intended outcome is that the curriculum remains at the forefront of the work and, as far as possible, student progress is not negatively impacted.

#### Guidelines

- For Reception and Lower School, students will be updated via email and Teams with home learning activities for all subjects where practicably possible.
- For Middle and Upper School, Teams will be used, where subject teachers set tasks for all subjects where practicably possible. Worksheets may need to replace practical work unless it can be carried out under parental supervision when appropriate.
- An altered timetable is provided by the school for the students to allow for teaching and learning to take place, to include live lessons with video and/or audio, pre-recorded video/audio lessons (by the teacher), the sending and receiving of work via an upload to Teams, or email if for some reason Teams is not working.

#### Classroom and subject teachers

1. A variety of tasks should be set across the curriculum, taking into consideration possible limitations students might experience at home such as access to a device, writing materials, physical resources and adult support.
2. Work set should reflect the length of a usual lesson, plus any required homework.
3. For extended periods of Home Learning, teachers could record a regular video that introduces set work and acts as a motivator for the students. Other staff members may also like to contribute with short videos to maintain a sense of community (eg. Head, Head of Section etc.)
4. Wherever possible, work set should reflect the normal curriculum.
5. Teachers must keep a record that identifies the work set.
6. Teachers ensure that all student work received is acknowledged within 24 hours and any question dealt with in an appropriate manner.
7. Middle and Upper School Teachers should note any students who do not complete the work for whatever reason. (EYFS and Lower School students are more reliant on a parent to email work) Work not submitted will be chased up in the first instance by the subject teacher who set it.

#### Heads of Section

1. Should provide support to colleagues in their teams to ensure that work is provided as required.
2. Heads of Section are shared on each Team Channel so that they can oversee the consistency and quality of work being set. Lower School and EYFS section leaders should check Teams and with their staff to see that work is being updated.
3. Heads of Section should regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.

**Deputy Head**

1. Deputy Head should oversee student engagement with home learning, intervening and escalating as appropriate. Will keep a record and liaise with staff as required.
2. Deputy Head should check in on staff members to see if there are any issues, be it academic, pastoral or technical.

**Students**

1. Middle and Upper students should check their Teams General Channel for form teacher messages and Subject Channels to see the posts for each lesson. If they are unsure about work they should contact their teacher directly for clarification and support.
2. Students should endeavour to complete all set work as far as resources and support allow them to.
3. Students should engage with online forums and discussions in a positive and appropriate manner and using written English of the same standard as expected in school.

**Parents**

1. Should encourage and support their child's work - including: finding an appropriate place to work, checking that set work is completed.
2. Should contact the form or subject teacher if there are any concerns.
3. If Reception and Lower School students have produced physical pieces of work, they can photograph and send them in so that the teacher can see and acknowledge them.