

The HCC Continuation of Learning Plan during school closure for a prolonged period (updated – April 2020).

Students' ability to learn during an extended closure is vital to ensure that we can continue to support their education. Working in line with our College protocol and policies is crucial and needs to be at the heart of our approach to teaching and learning, coupled with supporting every student's wellbeing.

Students will be able to follow their usual timetable of lessons and staff will set work for 9am daily on Firefly. However, it is acknowledged that home circumstances will vary enormously and not all students will be able to access all of these activities. For those students without internet access paper copies of work will be distributed and returned on a weekly basis. There will also be a weekly set Mentor activity with a focus on a current affairs topic. Those students with an Educational Health Care Plan (EHCP) will be further supported through staff in the Hub and ASD Facility. In addition, children of key workers will be able to attend the college.

The College expectation is that staff provide planned work for students as follows:

- In the Primary Phase staff to communicate to parents/carers via Tapestry/email.
- In the Secondary Phase staff to communicate to students via Firefly/email.
- In the Post 16 Phase staff to communicate to students via Firefly/email/Microsoft teams.
- Student work will be acknowledged by staff online and online feedback will be provided on a regular basis to students in line with department policy where possible.
- In the Primary Phase children to have 1 Maths, 1 English and 1 other activity linked to an aspect of learning per day (based on current topics if possible).
- In the Secondary/Post 16 Phase the amount of work for each subject should be equivalent to no more than 30-45 minutes of learning in one lesson and where appropriate, continuing the emphasis on 'Thinking Hard – Stretch and Challenge'.
- Work is communicated via Firefly and where this is not accessible, a paper copy is sent home via the main office.
- Accessible for all students.
- When subject areas have a practical emphasis, the task can be modified to have theoretical context.
- If a child has not completed any work for a subject during a reasonable timeframe, the parent / carer will be informed of this via their child's House Leader or other key contact. This member of staff will contact home and will be able to feedback to you what the issues/concerns are.
- Each subject Director of Learning will monitor work set on Firefly to ensure that it is 'fit for purpose'

The College asking that, where possible, parents and carers support with their child's learning as they normally would do when their child is studying at home.

- As we continue to work together to support your child's learning, please support your son/daughter is accessing daily set learning by checking Firefly.
- Support, praise and encourage your son/daughter to do the best they can depending on home circumstances.
- Please be aware that in the event of your child not completing work for a subject over a reasonable time frame you will receive communication via your child's House Leader or other key contact to discuss any key issues and to discuss any support required.

Web Sites and Apps available to support learning:

Educake, Maths Watch, Doodle, Snap Revise, Bedrock (Years 7, 8 and 9), Pixl Apps, BBC Bitesize and any directed You Tube videos recommended by individual teachers.

On-Line Learning Expectations for Secondary/Post 16 students

Staff	Student	Parent/Carer
<p>Please do not set work on mass to avoid students feeling overwhelmed and/or confused.</p> <p>The amount of work for each subject should be equivalent to no more than 30-45 minutes of learning in one lesson.</p>	<p>Please communicate with the college via hcc@hccat.net if you have internet access concerns.</p> <p>Paper copies will be posted out on the Wednesday of each week to provide work for the following week.</p> <p>Paper copies that need to be returned should be at Reception on the Friday of each week for 2.30pm – 3.00pm to Reception so this can be scanned and emailed to staff for feedback to be given.</p>	<p>Please contact the college at hcc@hccat.net if you have any concerns about accessing the work provided by the college.</p>
<p>Set work on Firefly by 9am for each college working day.</p>	<p>Work will be set for you daily by 9am via Firefly.</p>	<p>Where possible, support your son/daughter in completing daily work set on Firefly.</p>
<p>Ensure in your instructions to students how they should submit work and give a time and date.</p>	<p>Do your best to complete all set tasks to the best of your ability.</p>	<p>Communicate any concerns to the subject teacher via Edulink. They should respond within 24 hours on a school day.</p>
<p>Teaching Assistants in the Hub and ASD Facility will, through a range of methods, support our EHCP and Facility students to access materials set</p>	<p>Ask your subject teacher any questions when you do not understand a task via Firefly. Please allow 24 hours for them to reply.</p>	<p>Students with an EHCP or attached to the ASD Facility will have support from a specific Teaching Assistant.</p>
<p>Check Firefly and respond to questions from students within 24 hours</p>	<p>Complete and send your work to your subject teacher via Firefly. Your teacher will indicate to you via Firefly when they expect the work to be completed.</p>	<p>Support your son/daughter to manage their day and complete all daily tasks, where possible.</p>
<p>Feedback to be in line with Department Policy</p> <p>In the event of a student not completing work over a reasonable time frame the parent/carers will be contacted by the House Leader or the key contact to establish the reasons and discuss support required.</p>	<p>In the event of you not completing work over a reasonable time frame your House Leader or your key contact will make contact with your parent/carers to establish the reasons and discuss support required.</p>	<p>In the event of your child not completing work over a reasonable timeframe you as parent/carers will be contacted by the House Leader or the key contact to establish the reasons and discuss support required.</p>

Acknowledge hard work and progress using the College Recognition Scheme		
If you work part-time, please make sure your 'out of office' settings are visible for students/parents/covers to prevent any confusion		
If you are unwell, please use the absence procedure and set your 'out of office' to reflect this. The Director of Learning will set work in your absence.		
Literacy lessons will be set to include Bedrock and weekly reading.		
Numeracy interventions need to be continued as per a normal college week and factored into planning Make sure all work is set and communication reflects the College On-Line Safeguarding Policy		
Weekly Mentor sessions will be sent out by Assistant Principal (Climate and Culture)		
All paper copies of work to be sent via the Office before each Wednesday at 12 noon. These will then be posted out for completion the following week. On a weekly basis all paper copies of work will be returned to Reception on a Friday by 2.30 – 3.00pm.	Students to complete written work as provided and return to Reception on a Friday by 2.30 – 3.00pm.	If your son/daughter is working from paper copies of work please be aware this will be sent by post and the work should be returned to Reception on a Friday by 2.30 – 3.00pm.