



## Contingency Curriculum Policy

In the event of disruption to learning due to the COVID-19 pandemic students will continue to have access to:

- Their full curriculum with meaningful and ambitious work set for each of their timetabled subjects every day.
- Regular interaction with their teachers to explain new content, check on their progress and feedback on their progress.
- High-quality curriculum resources and videos.
- Pastoral contact, monitoring and support.

Outlined, below, are plans for the scenarios anticipated as most likely at the time of writing. We recognise events may create other situations which would require alternative plans. \*Adjustments may also be made if IT infrastructure limits the capacity for live broadcasting of lessons from School. Any changes will be communicated to parents and students in a timely fashion.

What to do if...	What to expect	How to access work
Your child is absent for a day or so awaiting a result of a Covid-19 test for them or a member of the household	Key Stage 3	Key Stage 3  See document "KS3 Subject Contingency Curriculum Plans" for details of what work will be set for each subject and how it can be accessed.
Your child is self-isolating at home for a longer period of time (up to 14 days) due to a positive test in the family or close contact	Students will have work set for each timetabled lesson. If they have queries regarding their work, they should contact their teacher through Edulink.	
Your child is part of a group (not a whole Year group) of students from school who have been directed to stay at home by Public Health England due to close contact with a confirmed or suspected case in school.	Key Stage 4 and 5  Students will be able to join lessons as they are delivered in school*	Key Stage 4 and 5  Students should join the online lesson via their Google Classroom for each subject.
Your child is part of a whole Year group (or year groups) who have been directed to stay at home by Public Health Board England due to a positive case or cases	Students will be able to join lessons as they are delivered in school*	Students should join the online lesson via their Google Classroom for each subject
The school is closed to all students with the exception of the children of key workers and vulnerable children and your child is learning remotely from home	Each timetabled lesson will contain an element of direct interaction with their teacher. Structure of those lessons will vary according to what is most effective in each subject. Across a series of lessons teachers will ensure: <ul style="list-style-type: none"> <li>● Meaningful and challenging tasks that take approximately the same length of time as normal lessons and homework.</li> <li>● Frequent live, or pre-recorded explanations, of content and tasks.</li> <li>● Opportunities for students to get timely answers to questions.</li> <li>● Regular assessment of student work and feedback on their progress.</li> </ul>	

### **In the event of the School having to close:**

Teachers will:

- Ensure meaningful and ambitious work is set for each timetabled lesson and is shared clearly on Edulink.
- Include an element of direct contact with students within each lesson, normally through Google Classroom.
- Plan to ensure a 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.
- Provide frequent, clear explanations of new content, delivered by themselves or through high-quality curriculum resources or videos.
- Ensure all live elements of lessons are recorded, and shared on Google Classroom to support students who were unable to access the content at the time through ill health or lack of access to IT.
- Regularly assess how well pupils are progressing through the curriculum, using questions and other suitable tasks and adjust the pace and difficulty of what is being taught in response.

Senior Leaders will:

- Co-ordinate the remote learning approach across the school including monitoring of engagement.
- Monitor the effectiveness of remote learning by collecting regular feedback from subject leaders, teachers, parents and students.
- Ensure appropriate training and support for staff.
- Monitor the security of remote learning systems, including data protection and safeguarding considerations.

Parents will

- Ensure their child has access to online learning through an appropriate device (please notify the school if this will present difficulties).
- Contact the School if your child is unwell and unable to complete set work.
- Engage with their child regarding set work and support them with it where they can.
- **Not** be involved in the direct interaction between students and teachers in lessons. If they attempt to do so their feed to the lesson will be disconnected.

Students will

- Regularly check Edulink to ensure they know what they are required to do for each lesson.
- Communicate with their teacher through Edulink or Google Classroom if they do not understand what they need to do.
- Engage with the direct element of each lesson (unless IT access makes this impossible).
- Complete all work set each day and submit it on time when required to do so.

### **Where students are having to self-isolate but the School remains open to some students**

Teachers will:

- Key Stage 4 and 5: Connect all Key Stage 4 and 5 students to their lessons through Google Classroom.
- Ensure all Key Stage 3 students have meaningful and ambitious work shared with them for each lesson.
- Respond to any queries about the work set sent by students through Google Classroom or Edulink.
- Replicate key learning experiences students may be missing, as much as possible.

## Students will

- Key Stage 4 and 5: Connect to all lessons through Google Classroom (where access to IT allows).
- Key Stage 3: Regularly check Edulink to ensure they know what they are required to do for each lesson.
- Communicate with their teacher through Edulink or Google Classroom if they do not understand what they need to do.
- Complete all work set each day and submit it on time when required to do so.

## Parents will

- Ensure their child has access to online learning through an appropriate device (please notify the school if this will present difficulties).
- Contact the School if your child is unwell and unable to complete set work.
- **Not** be involved in the direct interaction between students and teachers in lessons. If they attempt to do so their feed to the lesson will be disconnected.

## Links with other policies

- Curriculum Policy
- E-Safety Policy
- Responsible Use of ICT policy
- Safeguarding Policy

## Protocols for live streaming of lessons and meetings with parents, including parents' evening appointments.

### Live streaming of lessons

1. In the event of full School closure, live streaming can be an element of the direct contact expected in all timetabled lessons. Live streaming can generate a great benefit to teaching and learning (e.g. clear explanations of tasks and content, engagement, debate, etc).
2. Live streaming of lessons ongoing in School is expected as part of our contingency curriculum to support learners who are having to self-isolate when the School remains open to most students. Each lesson should start with the student(s) entering the live stream so the teacher can set up the learning for the lesson. The live stream does not need to be maintained for the duration of the lesson if it does not add value to the learning that a self-isolating student is being set.
3. Staff will use only software within the School's secure digital environment (Google Meet through Google Classroom) to live stream lessons or drop-ins with students
4. Live streaming should only take place within timetabled lesson slots.
5. Staff are not expected to share their image on screen, although they are free to do so in order to facilitate teaching and learning.
6. Anyone using the camera facility to share their image should ensure that there are no objects or information in the background that they would not want to be seen by others.
7. Students should ensure that they dress appropriately for all live streamed sessions.
8. Staff may choose to record their lesson. Where the session involves a one to one meeting with a student they will be required to do so. Please be aware of the notice below with regard to recording of live streamed sessions:

*Please be aware that this session may be recorded for monitoring and safeguarding purposes only. This means the session may be shared with relevant outside agencies in line with Marling School's Privacy Notices. The recording will be securely disposed of at the end of the current academic year.*

9. Staff will keep a log of anything that went wrong in sessions. All recordings of sessions will be saved on School systems only.
10. At the beginning of the session staff will remind students that they have all signed a home school agreement which covers the responsible use of ICT. The rules for use of ICT in this situation are exactly the same as they would be in School, and the School's responsible use policy and behaviour policy apply accordingly.
11. Students should keep cameras and microphones off until invited to turn them on by the teacher.
12. If something occurs during the session that gives the member of staff cause to feel uncomfortable then the session will end immediately. The member of staff will record the reason they've ended it and notify their line manager.

### **Online meetings with parents (including Parents' Evening appointments)**

1. Staff will use only software within the School's secure digital environment to meet with parents.
2. Staff are not expected to share their image on screen, although they are free to do so in order to facilitate the meeting.
3. Anyone using the camera facility to share their image should ensure that there are no objects or information in the background that they would not want to be seen by others.
4. All parties should ensure that they dress appropriately for all live streamed sessions.
5. If something occurs during the meeting that gives the member of staff cause to feel uncomfortable then they should end it immediately. The member of staff will record the reason they've ended it and notify their line manager. Ordinarily the line manager will be notified on the next working day. However, there may occasionally be an incident that the line manager needs to be aware of that evening. Staff should therefore ensure that they have their line manager's contact details available if conducting appointments from home.