

## **Standard Operating Procedure (SOP): Northallerton School and Sixth Form College**

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September.

DfE Guidance for full opening: 30th December 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res>

With regards to the provision of remote learning, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:
  - secondary: 4 hours a day, with more for pupils working towards formal qualifications this year
- provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos
- have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern
- gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate
- adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.

During the full lockdown over the summer term we introduced live audio-based lessons in some Y12 and Y10 classes. The feedback we received from students involved in these lessons was extremely positive. We will therefore be making more extensive use of live teaching across all year groups in the event of another lockdown situation.

### **1. If a whole year group pod is asked to self-isolate at home**

#### Arrangements for remote teaching

We will be providing students' education through a combination of live audio-based teaching using the Cisco Webex platform and Google Classrooms. Students will be following their published timetable for each day, with lesson times and break times as published in their current school timetable.

Students are expected to:

- Log onto the Webex roll-call at 8:45a.m. each day which will be led by the form tutor. The form tutor will take a register of students and record this on SIMs, as they would usually do. The Webex link will be available each day in the stream on Google Classroom for the tutor group. During this period, tutors will communicate any important messages to students and answer any questions that they have on the chat function.
- Follow the published timetable for the day and attend all lessons by accessing the Webex links provided in each Google Classroom. The Webex link will be available in the stream of each subject google classroom prior to each lesson. Formal teaching will begin 5 minutes after the official start of the lesson to give all students time to get logged on. Webex lessons will last between 15-50 minutes, depending on the structure of the lesson. In many cases, the teacher will begin with an explanation of the key concept / learning in the lesson and the tasks to be done. The Webex may then finish, leaving students time to complete the activities. As students are completing the activities, the teacher will be available for the remainder of the lesson on their work emails to answer any questions from students. The maximum length of time of a live lesson will be 50 minutes which will give students and staff time to get logged onto the next lesson.
- Complete the activities which will be posted onto the Google Classroom for your class. Google Classroom continues to be our main platform for accessing the lesson materials. As explained above, once students have begun their lesson tasks the teacher will be available to respond to students' questions which should be emailed to their @northallertonschool.org.uk email addresses.
- Submit work for assessment as explained through live lessons and set out in Google Classrooms. As was the case in the full lockdown over the summer, we will expect students to submit their work through Google Classroom. This work will be assessed and students will receive feedback from the teacher. If the issues are specific to individual students then the feedback will usually be personal to them. If the issues are common across the class the teacher will usually build this into their live lessons.

Further points to note:

- Only basic IT equipment is needed to access your live lessons and Google Classroom tasks. Students will not need a webcam or microphone. A desktop or laptop with speakers / headphones would be ideal, but a tablet or smartphone would also work. Students should also have access to your usual stationary i.e. pen, pencil, paper etc.
- During the course of each live lesson, teachers will take a register of the class using the list of attendees shown on the screen. This register will then be inputted into SIMs so that we and your parents can track their attendance at each of the lessons using the SIMs app. Issues with attendance will be followed up promptly by the Head of Year, who will likely make contact with your parents if you are not attending lessons.
- Webex lessons will not routinely be recorded. The amount of stored data needed would quickly overwhelm our school servers. For this reason students must access

their lessons at the timetabled times, just like you would have done if you were in school.

- We have a small pool of chromebooks that we loan out to students who do not have access to IT. If students are experiencing problems with equipment please see the contacts below. If students currently have a loaned device and they no longer need it then we would urge them to contact us so that we can collect it.
- Live lessons will be audio-based in combination with the teacher's presentation (e.g. powerpoint). Students will be able to hear the teacher speak but you will not be able to see the teacher. Similarly, the teacher will disable the ability for students to use videos of themselves. In running live lessons we will be placing the safety of students and staff as our top priority.

#### Key contacts whilst students are working remotely:

- If students are struggling with accessing their webex lessons then please contact Mr Brown: [brown.c@northallertonschool.org.uk](mailto:brown.c@northallertonschool.org.uk)
- If students are having any general IT problems (e.g. they don't have the right equipment, slow internet connection etc.) then please contact Mr Hall, our IT Manager: [itsupport@northallertonschool.org.uk](mailto:itsupport@northallertonschool.org.uk)
- If students have issues with the quality or quantity of the work being provided please ask your parents to contact Mr Wilkinson at [wilkinson.a@northallertonschool.org.uk](mailto:wilkinson.a@northallertonschool.org.uk)
- If students are worried or anxious about anything please contact the head of year:
  - Y7: [mccarten.h@northallertonschool.org.uk](mailto:mccarten.h@northallertonschool.org.uk)
  - Y8: [tyreman.r@northallertonschool.org.uk](mailto:tyreman.r@northallertonschool.org.uk)
  - Y9: [gillespie.s@northallertonschool.org.uk](mailto:gillespie.s@northallertonschool.org.uk)
  - Y10: [stimson.m@northallertonschool.org.uk](mailto:stimson.m@northallertonschool.org.uk)
  - Y11: [robson.d@northallertonschool.org.uk](mailto:robson.d@northallertonschool.org.uk)
  - Y12/13: [redpath.k@northallertonschool.org.uk](mailto:redpath.k@northallertonschool.org.uk)

#### Links to help Videos:

- Mr Brown has created a number of short video clips showing you how to access your live Webex lessons which will be available via your year group Google Classroom before we return in January.
  - Accessing Webex from a desktop / laptop / chromebook  
<https://www.loom.com/share/37ac206a79694ccbb313649fd547c1a9>
  - Accessing Webex from a tablet / smartphone  
<https://drive.google.com/file/d/1SN0qisUiihoxFgFRXt5o1F2QwIFs-1Sd/view>
- Mr Bunn has created an excellent student guide to accessing and getting the most out of Google Classroom which can be accessed here:  
[https://drive.google.com/file/d/1eG-t8327d\\_VLCISbit6ykASjfE-EJYTq/view?usp=sharing](https://drive.google.com/file/d/1eG-t8327d_VLCISbit6ykASjfE-EJYTq/view?usp=sharing)

## **2. If part of a year group pod is asked to self-isolate at home**

If a situation arises whereby a teacher has part of their class in school for face-to-face teaching whilst other students are at home self-isolating then it will not be possible for that teacher to run a live lesson. Instead, we are asking all of our teaching staff to upload their

lesson resources onto the Google Classroom for that class as a daily routine before they leave school. Students who are self-isolating at home will therefore have access to the majority of the resources, including presentations and worksheets, that have been completed by the rest of the class.

**Additional measures that are being used to maximise the safety of children and staff on site:**

- Face coverings are mandatory for all staff and students when moving around site and in communal areas where social distancing cannot be easily maintained
- The school timetable is constructed to keep year group bubbles separate at all times and to keep students' movement around the site to a minimum
- The use of specialist rooms to be used is limited to keep students mainly in their pod areas

Preparatory Work that has been undertaken:

- CPD to complete the training for staff to lead live lessons so that all staff have the skills and ability to deliver remote learning
- Purchase of headphone and microphone headsets for all teaching staff
- Google form survey for students and staff to check:
  - Access to digital devices
  - Access to reliable Wifi
- Specific teaching during KS3 workshop time in IT suites to upskill students on making the most of online technologies / software, and in particular navigating google classrooms
- Curriculum leaders are working to ensure that the curriculum resources on Google classrooms are of a high quality and have good course coverage

**What are our expectations for teaching and learning more generally?**

We will:

- continue to use Google Classroom as the main online platform to share resources and for students to hand in work. Teachers are expected to regularly maintain and upload lesson resources onto Google classrooms, preferably in advance of the lesson to be taught and clearly mark the work with the date of the lesson;
- continue to deliver our planned curriculum as far as possible;
- provide work that is of equivalent length to the core teaching pupils would receive in school, including contact with teachers during specified time (e.g. PPA);
- ensure all lessons will still start with a focus on either retrieval or time to reflect on work, this may be a self marking google form or quiz;
- provide students with frequent, clear explanations of new content using live lessons. To save on workload departments may wish to record videos that can be used by multiple teachers for multiple classes;
- set assignments that are ambitious and meaningful and inform teachers how well students are progressing through the curriculum;
- Continue to track progress through the accelerated reader programme, for relevant year groups;
- give online feedback to students regularly;

- Google docs / sheets / slides etc. Assessments can be set within a google classroom, completed by the student and then written feedback given through google classroom using either the suggesting tool, editing tool or highlighting tool.
  - Google forms to create simple online quizzes for students.
  - Recordings of verbal feedback (created e.g. using Loom <https://www.loom.com/>) could be placed within the google classroom that could be shared with the whole class. This might be particularly useful when the feedback is generic and aimed at the whole class.
  - At NSSFC we are trialling the use of a voice recorder software that works with google docs to enable audio feedback to be recorded and shared with the students.
  - Some subjects have online platforms (e.g. Hegarty Maths) that automatically assess students.
  - Assessment tasks can be completed on sheets of paper that can be marked and then stuck into books by students
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- use positive recognition regularly through use of R awards, or digital postcards home;
  - provide printed resources such as textbooks or worksheets where students do not have suitable online access - admin team to provide support as appropriate;
  - use student data (PRP/ reading age/ student passport) to help differentiate work for students with specific learning needs so they are able to access this work remotely, including how TAs can be used to support students remotely and liaise with specialist teachers and external agencies to provide bespoke resources where necessary. TA's will maintain regular contact with SEN students;
  - avoid an over-reliance on long term projects and internet research;
  - log any incomplete work on the google sheet tracker document. Teachers will liaise with their HoS/HoF where work is incomplete and contact students then parent/carers in the first instance. In the event of a full lockdown, HoYs will become involved in parental contact where work is incomplete across a range of subjects.

What are our expectations for pastoral support?

We will:

- ensure that all students receive an email from their base coach/ tutor at least once a fortnight, with the offer of a follow up phone call should it be needed and a phone call is made to parents at least once per half term to check everything is ok;
- ensure that all vulnerable students are spoken to at least once a week by their key worker;
- conduct assemblies via google classroom;
- continue to provide activities focused on mental health and well-being via DSL/HoY;
- continue to provide support for those students who need it via the LSB/SEN teams.
- use a range of methods such as phone calls and student surveys to monitor the mental health and well - being of all students and provide support where new needs emerge.

## **Examinations and regular assessments**

As you are already aware, exam boards are consulting with staff in relation to how and what students will be examined on. We will update staff with this information as we move forward into the new academic year. This will come with clear expectations for everyone involved.

In order to best prepare us for a repeat of this year's expectations in providing CAG (Centre Assessed Grades) and ranking it is extremely important to ensure we assess regularly and record our evidence of progress for all Year 11 and Year 13 students.

We will be expecting all departments to;

- produce appropriate assessments for completion to test student recall and to inform teaching and learning, planning and intervention strategies;
- record all assessment marks to be used as evidence if required;
- adapt SOW to include assessment when working remotely;
- follow any guidance issued as how we conduct “mocks” or other forms of assessments

SOP: Dec 2020