

Protocol for Continuity of Teaching and Learning During Emergency Closure

As a school we aim to ensure that teaching and learning continue as effectively as possible in the event of a closure. Our policy and procedures during this time will help us to ensure high educational standards, in line with our school aims. They underline our commitment to learning as a partnership between students, teachers and parents/carers.

We have an expectation that work will be:

- Set daily, **according to the school timetable**, following the procedures described below;
- Communicated in an effective way – via Satchel: **Show My Homework**;
- Appropriate and relevant to student needs;
- Completed in full by students;
- Monitored and assessed

How often and how much?

Work will be set following the school timetable for each day, 5 subjects per day of 1-hour duration.

For Year 11 this will be following the already scheduled taught revision programme. Revision timetables that students are following outside of school hours should also continue to be adhered to.

Some practical subjects, such as PE, will set theory based work in the first instance.

For students reporting they have no INTERNET access and/or no access to a laptop/pc workpacks will be provided.

How can parents/carers help?

- Ensure your son/daughter can access all the websites listed below and know their passwords
- Check the SMHW website and discuss what work has been set
- Talk with your son/daughter about their work and the importance of completing the work set
- Help your son/daughter manage their time
- Praise your son/daughter for successful completion of the work
- Contact the subject teachers if there are queries about the work or further help is required*
- For students with additional needs a member of our SEN team, usually the existing allocated link, will provide remote support to enable students to access the work and answer queries.

Websites and Apps

Below is a list of our most commonly used websites/apps. To check or reset passwords students should contact the following:

Show My Homework – office@seahavenacademy.org.uk (also for parent logins)

Educake – Science teacher or brookesa@seahavenacademy.org.uk

Hegarty - Maths teacher or bartlej@seahavenacademy.org.uk

Doddle – username is 'lastname firstname number' from school email address all with no gaps. Password Seahaven

Office 365 – helpdesk@seahavenacademy.org.uk

Other Useful Contacts

Deputy Head Teacher: Teaching and Learning: christodouloum@seahavenacademy.org.uk

Deputy Head Teacher: Student Progress: reevem@seahavenacademy.org.uk

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Staff Will	Parent/Carer Will	Student Will
<p>Set work:</p> <ul style="list-style-type: none"> that is released to students on a daily basis, in accordance with their timetable place this on SMHW – including if referencing other software / websites by 8.25 am each day ensure that it is clear how the work will be submitted (including for those students that do not have a lap top/PC access) <p>Monitor progress:</p> <ul style="list-style-type: none"> Check email and respond to queries from students/parents about work related issues that arise within 24 hours (school days) Provide feedback where relevant/appropriate Use the school rewards system on Go4schools to recognise and praise good/excellent work <p>Absence:</p> <p>Follow usual protocols as per handbook instructions for absence.</p> <p>If unable to set work due to absence reasons alert HoD who will set work</p>	<ul style="list-style-type: none"> Check the work set on SMHW. to ensure that your child has understood what is expected Discuss any issues with your child and raise any concerns with the teacher via email* For students with additional needs contact the key worker from the SEN team via email* Inform your child’s teacher if the task has not been completed properly/fully and confirm the reason for this Help your child to plan their day <p>*please be aware that a member of staff may be absent or unable to set work/respond to emails immediately. Emails will be responded to within 24 hours (school days) where possible (some staff are part time and will respond on their next working day).</p> <p>In the case of absence the Head of Department will endeavour to set work later in the day.</p>	<ul style="list-style-type: none"> Check the work set for the day on SMHW by 8.30am Complete all work set to the high standards expected in class and from homework Ensure that the task is understood and ask for help via email (or teams if the work has been set up in that way) Inform your parent/carer if the task has not been completed and ask them to write to your teacher to explain – exceptional circumstances only If you are unsure about your work email your teacher