



Seahaven Academy

The best in everyone™

Part of United Learning

Protocol for Continuity of Learning During Emergency Closure

Reviewed: September 2025

Next Review: September 2026

Protocol for Continuity of 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:

Satchel One – Log in via Microsoft or contact the main office office@seahavenacademy.org.uk (also for parent logins)

Sparx – log in via Microsoft or contact subject teacher

Language Nut – log in issues via French teacher

Office 365 – helpdesk@seahavenacademy.org.uk

Other Useful Contacts

Vice Principal Teaching and Learning:

Mr Langley langleyd@seahavenacademy.org.uk

Vice Principal Key Stage 4 Outcomes:

Ms O'Brien obrienm@seahavenacademy.org.uk

Assistant Headteacher Key Stage 3 Progress and Outcomes:

Ms Koutsoukou koutsoukouv@seahavenacademy.org.uk

Staff Will	Parent/Carer Will	Students 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 – please do not blanket set work in advance, this could be overwhelming and cause confusion place this on Satchel One – 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 laptop/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. If unable to set work due to absence reasons alert HoD who will set work</p>	<ul style="list-style-type: none"> Alert the school if they do not have Internet access and/or access to a PC/laptop at home so that the school can provide hard copy workpacks Check the work set on Satchel One. 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). 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"> Ensure that they have informed their tutor if they do not have Internet access and/or access to a PC/laptop at home so that the school can provide hard copy workpacks Check the work set for the day on Satchel One 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/carers 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

Policy and Protocols for Live Streamed Lessons Seahaven Academy

There is no real substitute for being in an actual classroom with the class teacher, however in our endeavours to provide students with the best learning experiences possible whilst working remotely we will be providing a blended approach of both 'live' streamed lessons and ongoing online resources for learning. Streamed lessons will be used by subjects as and when deemed appropriate or pertinent to the aspect of a topic being studied.

Both staff and students are expected to maintain a level of professionalism and treat any online lesson in the same way as they would treat a classroom lesson. Live lessons will always be recorded with two staff members in the lesson. Attendance registers will be kept (teachers can see who has joined and leaves)

Senior leaders may join lessons, so students should be prepared to hear or see a mixture of different teachers.

Parents and carers are encouraged to go through this document with their child and reiterate the importance of appropriate online behaviours to enable good learning progress.

"It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite and remember their manners. Position your computer or webcam in an open environment where you can monitor their activity, preferably not in a bedroom. Try to keep the background neutral with good quality lighting and sound." National Online Safety

At no point, should students take any form of recording or photo of the session. If it is found that this has happened, it will immediately be referred to the Head of Year and Safeguarding team.

	Staff Will	Students Will
Before	Only use Microsoft Teams Schedule in Teams calendar as a 'Live Event' Dress appropriately Be in a neutral area where nothing personal or inappropriate can be seen or heard in the background Change background to blurred or classroom scene Deactivate student cameras and microphones Arrive 5 minutes prior to the start of the session – ensure all materials etc	Arrive 5 minutes prior to start Login using school accounts Dress appropriately Be in a neutral area where nothing personal or inappropriate can be seen or heard in the background Be equipped with pen and paper and any materials directed by teacher Ensure the device they are using is charged/plugged in Remove distractions eg mobile phones, close other tabs
During	Enter through App Ensure tabs open on browser relate solely to the lesson Remind students of acceptable behaviour and their conduct during class. Always record live events so there's something to go back to later if you need to Use the same appropriate/academic language as if you were in your classroom. It is essential teacher/student relationships are maintained throughout this period	Fully participate in the lesson; no music, tv, games or other activities whilst lessons take place. Use the same appropriate/subject/learning language as if you were in your classroom speaking to your teacher. Behave with the same high expectations as in classroom lessons, always acting responsibly and with respect. Type questions about the work into the question box – personal or whole class responses will be made.

	Always have another teacher present in the online space - they may take the role of responding to questions.	Be as accurate as possible when asking questions. Simply saying 'I don't get it' will not help the teacher explain the aspect being asked about.
After	End the lesson and remove all students from the event before disconnecting Download a register of attendees – if 1 attendee inform HoD and DSL Report any safeguarding concerns via CPOMS	Complete and submit all work as instructed by your teacher Watch the recording of the live lesson and complete the work if, for an important reason, they were unable to attend the live lesson. Report any behaviour/conduct concerns via 'I'm telling you'