



Bolingbroke Academy

Distance Learning Procedures

I. Courageous, Compassionate, Community – Pastoral Support

We recognize the instability caused by Covid 19 may impact pupil wellbeing - particularly our younger, KS3 pupils. Therefore, our aim is to deliver encouraging pastoral support for each child. This support will be overseen by your child's Civitas tutor and their Head of Year.

Head of Year 7	Mr J Thomas	j.thomas@arkbolingbrokeacademy.org
Head of Year 8	Ms B Namatovu	b.namatovu@arkbolingbrokeacademy.org
Head of Year 9	Ms R Bridges	r.bridges@arkbolingbrokeacademy.org
Assistant Principal for KS3:	Ms J Kennedy	j.kennedy@arkbolingbrokeacademy.org

Designated Staff Contact

Each child has been given a Designated Staff Contact (DSC) who will call you once each week to discuss how your child is coping and answer any questions you may have. They will also speak with your child to reassure them. Your Designated Staff Contact will be your Child's Civitas Tutor, a member of their Year Team or the Head of Year for your cohort.

Be Bold Points

To boost our KS3 pupil morale, we will still be issuing **positive behaviour points**. Class teachers will add the points for pupil work and engagement with their studies.

BB points will be shared with pupils each week via their Head of Year on Show My Homework or email. These shout outs will also happen within subject so pupils know that we appreciate their hard work.

Personal Development and Physical Wellbeing

It is our duty of care to ensure that our pupils have a Spiritual Moral Social and Cultural aspect to their education. We primarily use **Civitas** to provide this via our **Personal Development curriculum**. We will continue to set Personal Development tasks on Show My Homework for pupils that enable them to develop emotional health, knowledge of themselves and an understanding of society.

This will be in line with our Personal Development curriculum and led by each Head of Year.

As part of our commitment to your child's wellbeing, we ask that they continue to complete **one hour of physical exercise per week**. Resources to enable this will be added to their Show My Homework by our PE staff - Mr Hanson and Ms Bridges, our Head of Physical Education.

Safeguarding

Pupils who are worried about bullying/other safeguarding issues should contact their Civitas Tutor, Head of Year or contact:

staystafe@arkbolingbrokeacademy.org

This email address will help us to address whichever pupil is having a challenging time as soon as we can.

2. Empowering Excellence – Maintaining Your Child’s Academic Progress

We want Year 7, Year 8 and Year 9 pupils to continue to learn and make progress via a digitized version of the KS3 curriculum.

Therefore, our aims with Distance Learning are:

- Pupils/students regularly access appropriate work which enables them to learn from home.
- Teachers continue to support pupils to make progress by ensuring work is completed to a high standard, learners’ misunderstandings are addressed, and teacher feedback is provided.

Daily Distance Learning

Each day, your child will continue to make progress by completing the following tasks:

1. Check their **Show My Homework** and their **Office 365 school email**.
2. Upon checking these sites, your child will see that their teachers have provided lesson content to successfully complete **Daily Distance Learning Timetable** (Fig. 1).
3. Your child will complete the tasks as asked by their teacher using the method asked by the staff member (Microsoft Class Notebook, exercise book etc.)
4. Your child will join their timetabled **Subject Support Session** (Fig. 2) each day.
5. You child will then learn a language, read or complete their SMSC/personal development for 30 minutes.

Daily Distance Learning Timetable (Fig.1)	Further Information
<p>1 hour of English 1 hour of Maths 1 hour of Science 1 hour of an option subject (Humanities or Creative and Performing Arts)</p> <p>Choose from: 30 minutes of learning a language 30 minutes of reading their personal library 30 minutes of personal development</p> <p>1 hour of physical exercise minimum (weekly)</p> <p>Those who play musical instruments will continue with their lessons via video. This will be coordinated by the Creative and Performing Arts team.</p>	<p>Pupils are encouraged to complete a minimum of 1 hour of physical exercise per week. Guidance on how to do this during isolation will be on SMHW.</p> <p>Video lecture music lessons will also require pupils to complete pre-lesson practice tasks if possible.</p> <p>Pupils who study a language will be encouraged to practice their speaking, listening and writing linguistic skills. Guidance on how to do this rigorously will be added to SMHW.</p>

To complete their work in the above timetable your child will use:

- Show My Homework
- Office 365 (Outlook using their Bolingbroke email)
- Video Conferencing through Microsoft Teams
- Class Notebook (part of Office 365)
- Seneca
- Hegarty Maths
- Exercise books for each subject
- Their pencil case

To aid you in helping your child, we have added a **Distance Learning: Parents’ and Carers’ Digital Guide** which explains Office 365, Class Notebook and Video Conferencing – if you have access problems for any of the other resources please contact your child’s Civitas tutor in the first instance.

Distance Learning Expectations of Pupils:

- Check SMHW and Outlook (Bolingbroke email) by 8.55 am daily
- Keep up regular contact with their subject teacher via Subject Support Sessions
- Log into video lessons if/when they are offered. The rules of video conferencing are as follows:
 - Pupils should use their first name and surname, not a nickname
 - Conversations in the 'chat' should be about the learning
 - Pupils should mute their microphones and turn off their webcams (teachers will remove students if they do not do this) unless they are asked to talk via microphone
- Complete regular independent study in line with the daily timetable

Subject Specific Information – English and Maths

Information for English and Maths content is listed below. You will be provided with information from each subject studied by your child in due course.

English: Key Stage 3 Coordinator c.wilson@arkbolingbrokeacademy.org

- 5 hours of English a week to be set by class teachers via SMHW.
- This will include 2 hours of literature, 1 hour of grammar, 1 hour of creative writing, 1 hour of guided reading per week.
- Literature lessons will include a check for pupils' understanding for which they will be given weekly feedback from their teacher. This check for understanding will include mastery quizzes, comprehension tasks, quotation learning and extended writing.
- Creative writing lessons will link to pupils GCSE study of English Language GCSE and will also include extended writing.
- Teachers will endeavour to provide support and stretch tasks so that the content is appropriate for a pupil's prior attainment and target grade.

Maths: Key Stage 3 Coordinator v.hill@arkbolingbrokeacademy.org

- 5 hours of Maths a week completed on Hegarty.
- Your child's class teacher will set their work on Show My Homework each day by 8am. This work will be due at 3.30pm the same day. Completion will be checked each day by their teacher who will email home if the work set has not been done.
- Your child will watch an instruction video on how to do the topic and then complete 2-3 Hegarty tasks to test their aptitude.
- Hegarty also allows pupils to add comments/questions on material they struggled with. Please encourage your child to engage with this process so that teacher communication is purposeful.
- All pupils took part in a 'How-to' Hegarty lesson earlier this week that modelled best practice when using the resource for at-home study. We would suggest the pupil watches the video on the given topic, pausing to make notes, before completing the related quiz. As always pupils are aiming to score above 75%.

Subject Support Sessions

To maintain purposeful, academic contact with our KS3 pupils, **your child's class teacher for each subject will contact them each week on the day designated for that subject** (Fig 2.).

Where possible, your child's Subject Support Session will be scheduled for the time at which they normally have their timetabled lesson. We will endeavour to ensure that Subject Support Sessions take place via a video conference, where possible. If using video, the link to join the Subject Support Session will be emailed to your child via their Bolingbroke email or scheduled on Show My Homework.

Subject Support Sessions KS3 Timetable**(Fig 2.)**

	Mon	Tues	Wed	Thurs	Friday
Year 7	English	Science	Humanities	Creative and Performing Arts / PE	Maths
Year 8	English	Science	Maths (and Hums.)	Humanities	Creative and Performing Arts / PE
Year 9	Creative and Performing Arts / PE	Maths	English	Humanities	Science