



Bolingbroke Academy

Distance Learning Procedures

I. Courageous, Compassionate, Community – Pastoral Support

We recognize the instability caused by Covid 19 may impact pupil wellbeing. 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.

Director of Sixth Form: Chloe Orchin c.orchin@arkbolingbrokeacademy.org

Deputy Director of Sixth Form, Head of Year 13: Alex Knight a.knight@arkbolingbrokeacademy.org

Head of Year 12: Emily Gelder e.gelder@arkbolingbrokeacademy.org

Careers, Research & Development Lead: Karen Robinson k.robinson@arkbolingbrokeacademy.org

Designated Staff Contact

Each young person 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, the Head of Year or Assistant Principal for your cohort.

Positive Points

To boost our KS5 pupil morale, we will still be issuing **positive 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.

These points go towards trips, prizes and privileges.

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 KS5 pupils to continue to learn and make progress via a digitized version of the KS5 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.)

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

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
- Complete regular independent study in line with their MTPs

Y12 DISTANCE LEARNING TIMETABLE

		Mon	Tues	Wed	Thurs	Friday
Year 12	Session 1 (10.00)	Physics (Mr Abel) English Literature (Ms Orchin) R.S (Ms Winter)	Chemistry (Dr Blackett/Mr Borley) R.S (Ms Winter)	Physics (Mr Abel) PP Chemistry (Mr Borley/Dr Blackett)	English Literature (Ms Wilson) PP Biology (Ms Lawrence)	History (Mr Newey) Music (Ms Breckon)
	Session 2 (11:30)	PP Biology (Mr Lennox Hilton) Further Maths (Ms Allan) Psychology (Mr Knight) Computer Science (Mr Rye) History (Ms Gelder)	R.S (Ms Winter) Chemistry (Dr Blackett/Mr Borley) Physics (Mr Abel) English Literature (Ms Wilson)	History (Mr Newey) Computer Science (Mr Rye) Music (RBR) Maths (Ms Hill/Ms Tibbets/Ms Allan)	Maths (Ms Hill/Ms Tibbets/Ms Allan) Biology (Ms Turner) Art (Ms Gougeon) MFL (Mr Ackerman)	Psychology (Ms Namatovu) Geography (Mr Taylor) Biology (Ms Turner) Further Maths (Ms Allan)
	Session 3: (14:00)	Biology (Ms Turner) Geography (Ms Taylor)	Maths (Ms Hill/Ms Tibbets/Ms Allan) MFL (Mr Ackerman) PP Physics (Mr Abel)	Computer Science (Mr Rye) Music (Ms Breckon)	Chemistry (Dr Blackett/Mr Borley)	Psychology (Mr Knight) Geography (Ms Taylor) PP Chemistry (Mr Borley/Dr Blackett)
	Session 4: (15:00)	MFL (Mr Ackerman/Dr Vazquez-Lopez)		MFL (Mr Ackerman/Dr Vazquez-Lopez)	MFL (Mr Ackerman/Dr Vazquez-Lopez) PP Physics (Mr Abel)	Art (Ms Gougeon)