



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.

Head of Year 10: Jesinta Murphy j.murphy@arkbolingbrokeacademy.org

Assistant Principal for KS4: t.rye@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 KS4 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 10 pupils to continue to learn and make progress via a digitized version of the KS4 curriculum.

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). and attend video lessons detailed in the video lesson timetable (Fig 2.)
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.)

KS4
The below should be completed daily by students:
1 hour of English
1 hour of Maths
1 hour of Science
1.5 hours of an option subjects broken up
Weekly video lessons:
2 in English, Maths and Science
1 in each option subject
Plus regular revision as per the normal expectations of KS4
Mentoring (Ms ,Ndoeka, Mr Jalil)
Career guidance (Ms Robinson)

Figure 1

		Mon	Tues	Wed	Thurs	Friday
Year 10	Morning (10.00)	Maths	Computing(Mr Rye) Art (Mr Thomas) Geography(Ms Funnel) History(Mr Newey)	MFL (Ms Kanetis) – resume after Easter History(Mr Antonelli) RE (Ms Winter)	Maths	Science
	Afternoon (14:00)	History (Ms Gelder) PE (Mr Hanson) RE (Ms Winter) Geography(Ms Taylor) Music (Ms Breckon)	English	Science	English	Free (opportunity for 1:1 check ins)

Fig 2

Video lessons:

Video lessons will enable subject teachers to continue to teach new content to classes. This will enable them to keep making progress. Pupils have all been taught how to sign into video lessons which can also be done from a mobile device. Similar to a classroom lesson teachers will be giving positive and negative behaviour points to students during a call.

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

Daily Study Timetable:

	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Friday</u>
	Wellbeing				
<u>09:00-09:45</u>	English	Maths	Science	English	Science
<u>10:00-10:30</u>	Video lesson	Video lesson	Video lesson	Video lesson	Video lesson
<u>10:30-11:00</u>	Video lesson work	Video lesson work	Video lesson work	Video lesson work	Video lesson work
<u>11:00-11:30</u>	Break				
<u>11:30-12:30</u>	Maths	English	Options subject	Science	Options subject
<u>12:30-13:30</u>	Lunch				
<u>13:30-14:00</u>	Options subject	Options subject	English	Options subject	Science
<u>14:00-14:45</u>	Video lesson	Video lesson	Video lesson	Video lesson	Video lesson

Fig 3 Example weekly study timetable

As students will be at home without the structure of a school day we felt it would be useful to break down the study they should be doing daily. This has a focus on wellbeing with regular rest breaks so students have time to exercise. By having the two check ins with teachers at 11:00 and 14:00 this will give pupils added structure.

More information on how you can best support your child during this time will come out next week