Unexpected School Closure Plan

Plan to support remote learning in the event of full or partial school closure.

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In the event of an unexpected school closure the Academy will endeavour to continue to provide a high quality education to our students. We have systems in place to ensure that we are able to quickly switch to our online provision and ensure students do not miss out on their learning. The two systems we use are Microsoft Teams and ClassCharts.

This document provides expectations and guidance for Parents, Carers and Staff in case of the following events:

- Adverse weather conditions
- Faults to the academy building
- Government advice

Procedure for one day closure:

- In the event of a one day closure it is expected that students will move to remote learning via the online platform Microsoft Teams.
- Lesson PowerPoints will be designed in a way that can be followed from home.
- They will include at least one simple task students can complete.

Procedure for closure over multiple or several days:

- For the first day of closure follow the remote learning plan as identified above.
- From day two onwards students will receive a blended approach to online learning which will include at least one live lesson via Microsoft teams.
- In the event of a multi-day closure Parents and students will be informed of the schedule of live lessons.
- All other lessons will be via narrated PowerPoints uploaded to ClassCharts and Microsoft teams.
- Narrated lesson PowerPoints will be designed in a way that can be followed from home.
- Narrated lesson PowerPoints will include at least one simple task students can complete.

Procedure for closure that involves more than several days:

- For the first day of closure follow the remote learning plan as identified above.
- From day two onwards students will receive a blended approach to online learning which will include at least one live lesson via Microsoft teams.
- In the event of a multi-day closure Parents and students will be informed of the schedule of live lessons.
- All other lessons will be via narrated PowerPoints uploaded to ClassCharts and Microsoft teams.
- Narrated lesson PowerPoints will be designed in a way that can be followed from home.

- Narrated lesson PowerPoints will include at least one simple task students can complete.
- Students will have the opportunity to ask questions or seek support via Microsoft Teams and it is an expectation that when this happens, teachers respond appropriately.
- Achievement Leader to set weekly Year group assembly on to Microsoft Teams for the year group.
- This allows any students who are at home and need pastoral support to communicate with AL.
- They will check Microsoft Teams daily to see if any messages from students and follow up as appropriate.
- Heads of Year will contacting vulnerable students who are remote learning to complete a welfare check.
- Heads of Year will organise food parcels for FSM parents, if they request it.

Conducting a "live" lesson using Microsoft Teams:

This section should be read in conjunction with the guidance documents on the unexpected academy closure page accessed via the academy website:

- In the timetabled classroom, at the time of the lesson, teacher logs on to Microsoft Teams and opens ClassCharts.
- On Microsoft Teams they click on 'start a meeting' either with or without video.
- The teacher can then admit the student and speak to them to address any questions/issues verbally.
- Video can be on or off for both teacher and student.
- Once the teacher ends the Microsoft Teams meeting at the end of the lesson, no student will be able to access the meeting.
- Any student submissions that are made via ClassCharts / Microsoft Teams should be responded to by the teacher with feedback provided.
- It is the expectation that all students with access, log on and complete lesson tasks that have been set by teachers.
- The academy will support students to access online learning in the event of a closure.

Depending on the length or nature of the school closure the academy would additionally provide access to the school site for vulnerable students.

Expectations for Online Learning:

- Upload class PowerPoint (with narration and activities) to ClassCharts as classwork.
- This can be done in advance if staff would like but should be set to go live on the day of the lesson.
- In the timetabled classroom, at the time of the lesson, teacher logs on to Microsoft Teams and also opens the ClassCharts app.
- The teacher can then admit the student and speak to them to address any questions/issues verbally.
- Video can be on or off for both teacher and student.
- Once the teacher ends the Microsoft Teams meeting at the end of the lesson, no student will be able to access the meeting.

Quality of lessons - staff are expected to ensure that:

- All online lessons have a retrieval activity at the start of each lesson. There should be the opportunity for students to recall previously learned information but also an opportunity for the teacher to re-teach key knowledge and/or clarify misconceptions. If lesson is accessed independently, there should be an opportunity for students to self-assess their retrieval (.e. answers provided)
- All online lessons adhere to the principle of coherence - that is all superfluous information should be removed so that the student's attention is focussed on the key knowledge needed to be understood for that lesson.
- All online lessons have a PPT with audio clips embedded into each slide from the teacher explaining clearly what to do or new content. All audio explanations should be clear, concise and sequence knowledge in small steps.
- All online lessons should have a check for understanding task so we can assess engagement and understanding of remote learning. This is most likely to be a simple multiple-choice test which will involve 3 or 4 questions that assess if the students have understood the key learning points from that lesson. The results of the check for understanding assessment should feed forward to the retrieval activity for the next lesson.