

Channing Junior Virtual School Guidance Updated November 2021

Arrangements for pupil self-isolating, in quarantine or residing overseas with restricted travel due to Covid-19:

We are likely to continue to have a small number of pupils who are having to self isolate or quarantine or residing overseas with restricted travel due to Covid-19, and are consequently unable to be in school but otherwise are well enough to complete work at home. Immediately following school notification, pupils will be encouraged to complete independent, project-based tasks from across the curriculum, available on their class 'Virtual School' page on Firefly. This menu of activities will differ for pupils in each year group. The working day following school being informed of your daughter's absence, pupils will be invited to join all Mathematics and English (excluding RWI Phonics) lessons, via a Google Meet link, according to their class timetable.

Only the pupils outlined above will be able to join live lessons via a Google Meet link. Attendance in live lessons is compulsory, and registers will be taken via SchoolBase. Pupils must remember to switch their cameras on for the duration of any Google Meet during a virtual lesson. At the Form Teacher's discretion, pupils may be invited to interact using the chat function in Google Meet during the course of the live lesson. Pupils will then be directed to complete work tasks independently using a Virtual Learning Platform for feedback.

'Academic Live' interaction with school:

The link to these live times will be provided on the pupil's 'Daily Work for Virtual School' Firefly page under 'GoogleMeet links.' Pupils will be asked to complete work tasks using Virtual Learning Platforms (Firefly and Seesaw or Google Classroom) as directed by their Form Teacher in the live lessons. Pupils will receive virtual feedback, which will follow the Junior School Marking Policy. This will include a range of feedback strategies, including verbal, whole class, acknowledgement as well as written marking using Google Classroom and Seesaw.

'Pastoral Live' interaction with school:

Mondays: 8:30 - 9:00 am Assembly via a Google Meet
Tuesdays: 8:30 - 9:00 am Form Time via a Google Meet

The link to these live times will be provided on the pupil's 'Daily Work for Virtual School' Firefly page under 'GoogleMeet links.'

Arrangements for when a teacher is isolating and well enough to work

In the event that a teacher is able to work, but required to isolate at home for a fixed period of time, they will continue to teach their timetabled lessons remotely using Google Meet. All teachers will provide live introductions to all timetabled lessons, with a teaching assistant or cover teacher supporting pupils in the classroom. All supervision will be in line with guidelines with appropriate ratios.

Pupils in EY & KS1 will:

- all have access to iPads throughout each day of their Form Teacher's period of self-isolation
- be set work tasks primarily using the Virtual Learning Platform, SeeSaw
- continue to use their Inspire Maths workbooks/RWI books, as well as to write in their English books
- be supported in the classroom to capture images of their completed work for feedback on Seesaw

Pupils in KS2 will:

- all have access to Chromebooks in all required lessons for the duration of the Form Teacher's

self-isolation

- be set work tasks primarily using the Virtual Learning Platform, Google Classroom
- continue to use their Inspire Maths practice workbooks/RWI books, as well as to write in their English books
- be supported in the classroom to 'turn in' their work and respond to teacher feedback on Google Classroom

Arrangements for when a Form Teacher is not well enough to work

In the event that a Form Teacher teacher is unable to work due to ill-health, parents of pupils accessing Virtual School will be informed via email and their daughters will be directed to complete the self-led tasks on their year group's holding page on Firefly for the duration of their Form Teacher's absence. Daily live lessons in English and Mathematics will resume (via Google Meet) once the Form Teacher is well enough to resume teaching either in school, or remotely using Google Meet.

In the event that a Form Teacher is not well enough to deliver their live virtual lessons, the normal school absence procedure will be followed: the Deputy Head will liaise with the relevant teachers and cover work will be set.

Arrangements for when a year group 'bubble' is isolating

In the event that a whole year group 'bubble' is collectively required to isolate at home for a fixed period of time, or indeed in the event that all pupils are unable to attend school due to directives from the Department for Education, Public Health England or the UK Government, we are committed to providing continuity of education and pastoral care for all our pupils. In this event, Virtual School year group timetables will be shared on Firefly. Pupils will complete lessons in core subjects in the mornings and two, or three other subjects each afternoon.

Teacher instructions and learning objectives for daily lessons will be shared on each Form's 'Daily Work for Virtual School' Firefly page. Pupils will be instructed to complete independent tasks on Seesaw (Reception - Year 2) or Google Classroom (Year 3 - 6) for teacher assessment and feedback. There will be no Computing lessons in the curriculum during Virtual School and no homework tasks will be assigned during a sustained period of Virtual School.

Virtual School start times will be as follows:

- Monday Assembly: 8.45am
- Tuesday Form Time: 8.45am
- Monday - Friday: lessons start at 9.00am

On Mondays, all pupils will either be instructed to join a live Assembly at 8:45am via Google Meet, or watch a pre-recorded Assembly film shared by the Head of the Junior School, a Form Teacher, or Specialist Teacher. On Tuesdays, Form Teachers will be expected to hold a virtual Form Time via Google Meet, from 8:45am. Pupil attendance will be compulsory.

Form Teachers will deliver live virtual lessons, using Google Meet, for core subject lessons (all Mathematics and English lessons and one Science lesson per week) as well as for PSHE, according to Virtual School year group timetables. For all pupils, all ReadWriteInc Spelling and/or Phonics will be taught live via Google Meet. Form Teachers will provide a live aspect at the start of every English and every Mathematics lesson to introduce and model the activity. Form Teachers will provide a live aspect for one Science lesson per week to introduce and model the activity. For pupils in Years 3 - 6, the second Science lesson of each week will include a 5 minute explanatory film and a connected activity to follow on.

During live lessons, using Google Meet, teachers may choose to deliver the remainder of the virtual lesson in any of the following ways:

- Virtual teaching via Google Meet for the whole lesson, with you keeping your camera on for the entirety of the lesson
- Independent work, but with the teacher remaining in the Google Meet to allow you to return to ask questions and receive support
- Virtual teaching via Google Meet for different parts of the lesson as decided by the teacher, e.g. meeting with small groups at pre-arranged times during the lesson
- Responding to and providing live feedback on your' work - in this instance, the teacher will still remain in the Google Meet too, in case you need to return to ask questions and receive support
- Group work by means of the breakout rooms function in Google Meet. In these instances, the following guidelines should be followed:
 - You should keep your camera on whilst you are in a breakout room
 - You must not leave your breakout rooms unless instructed to do so by the teacher
 - If you require assistance whilst in a breakout room, you should use the 'Ask for Help' button, or the chat function
 - You should remain focused on your work and the task you have been given
 - You must return to the Main Room when instructed to do so by the teacher
 - You must continue to adhere to all other school rules whilst in a breakout room, including those relating to appropriate behaviour, online safety, and consideration of others

Feedback will follow the Junior School Marking Policy. This will include a range of feedback strategies, including verbal, whole class, acknowledgement as well as written marking using Google Classroom and Seesaw.

Across each week, pupils in each of the four Houses will be invited to a weekly 15 minute pastoral contact time (via Google Meet) with their Form Teacher and their peers in their House group:

Mondays (12 - 12:15pm) - pupils in Sharpe

Tuesdays (12 - 12:15pm) - pupils in Spears

Wednesdays (12 - 12:15pm) - pupils in Goodwin

Thursdays (12 - 12:15pm) - pupils in Waterlow

Pupils must remember that it is compulsory for them to switch their cameras on for the duration of any Google Meet, during a virtual lesson. Attendance at live morning lessons is compulsory, and registers will be taken via Schoolbase first thing in the morning.

In order to support girls at home, live times will be streamed from school. This is to ensure that they get support both academically and pastorally. Please rest assured that live times will not be recorded.

Amendments to Virtual School during whole school closure

Specialist Teachers will deliver one live lesson, via Google Meet, per week for pupils in Years 3 - 6 in the following subjects: Art & DT, Drama, Music and PE. For every other lesson taught by a Specialist Teacher, pupils will be instructed via a pre-recorded film at the start of every lesson. This will introduce and model the activity for the lesson. Pupils will then be directed to complete work tasks independently, using the Virtual Learning Platforms (Seesaw and Google Classroom).