



Woolwich Polytechnic  
School for Boys



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School for Girls

## PolyMAT

# Woolwich Poly School for Girls Remote Education Plan 2

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## Remote Education Plan 2 – Short-Term Year Group Closures (1-2 Days max)

### Definition

One or more year groups are asked to stay at home due to lack of staffing. This is likely to utilize a rota, where some year groups are in the physical school for a period of time, whilst others are asked to remain home. This will be a daily or max 2 day rotation. The specifics of the rota will be determined by the school on implementation of this plan. In this scenario, students who are listed as vulnerable in the year groups asked to remain at home, will also remain at home.

### Communicating the need for this plan

The school will monitor staff attendance levels in order to forecast likely staffing shortages. This will be indicated as follows:

No. of Absent Staff	Extent of Partial Closure
<15	None – fully open
>= 15	2 year groups in school/ 1 year group at home (on rotation)
>= 21	1 year group in school/ 2 year groups at home (on rotation)
>= 27	Full closure – all students working from home, except Vulnerable Students

Once the need for this plan has been established, the school will communicate specific plans for rotation to staff, students and parents.

### Timetabling Plans

Students will follow a special timetable for these 1 or 2 days of closure, which will be based in part on the existing timetable. This special timetable will consist solely of core subject lessons (English, Science and Maths). Students and Year Groups that are in school will receive lessons as normal. Teachers will be assigned to deliver the special timetable for students at home, whilst other staff released from teaching may be utilised for timetable exchange.

### Staff Absence & Cover

Staff who have been asked to self-isolate due to contacts or are quarantining should continue to teach their lessons from home – see the Guide for Self-Isolating Staff [here](#). Note this no longer applies to staff who are double-vaccinated who are no longer required to self-isolate, and should continue to attend the workplace. Students working at home will receive a live lesson from a teacher who is teaching multiple groups simultaneously, who may not be their usual class teacher.

### Plan for Teachers

Objective	Measures
Students to be set work each day in a number of different subjects	A nominated core subject teacher should set an assignment for the student to complete in Microsoft Teams for each day of absence. As far as possible, this should be the same work they would have been set if they were in the classroom on that day. These should be assigned via Microsoft Teams.
Students should receive clear explanations of new content delivered by a teacher or high-quality video.	The nominated core teacher will stream a live lesson from a physical classroom (or elsewhere). This should be set up as a new meeting from the Teams calendar, with the students invited to attend as a year group (or less if setting). They (or a supporting colleague) will

	manage the remote classroom using Hands Up, Mute, Screen Sharing and Chat functionality to enable ongoing formative assessment/ Q&A, and to give support to any students who require it. The lesson should be recorded and the recording will automatically be shared with invited students via OneDrive.
Students work will be checked by teachers.	Students should submit the work they have completed by attaching their work to the assignment and turning in to the teacher, or by completing a quiz or similar. Teachers do not have to “mark” this work or provide feedback, unless they would have been expecting to do so in their scheme of learning, however they should check the work and undertake a process of work sampling to determine general feedback at the start of the next lesson or to inform future task setting. They may choose to use some of the work sampled to illustrate this feedback in a subsequent live lesson.

Note: if the student has SEND which would make remote education difficult, or if they have issues accessing remote education due to lack of devices etc, then teachers will be alerted to this and will be asked to provide paper-based activities that can be posted to the student instead. These should be provided to the Head of Year in bulk for the period the student will be absent from school. This should be actioned immediately and the printed work available to either post, or to be collected from the front gate, by the end of the day before this action comes into effect at the latest.

### *Exceptions*

In some circumstances, there will be variations to this plan. For instance, on a Wednesday, the usual school day currently finishes after P5, and thus any year group asked to remain at home on this day, will receive 5 out of the 6 periods as live lessons. There may also be situations where due to staffing or other constraints, a live lesson is not able to be provided for one of the core subjects, and in these situations, students will instead be provided with alternative work via Teams Assignments, which may include pre-recorded or 3<sup>rd</sup> party video explanations.

### *Plan for Students*

<b>Objective</b>	<b>Measures</b>
Students to be set work each day in a number of different subjects	Students follow a special Core-only timetable remotely. They should logon to Microsoft Teams to locate the assignments they have been set for that day, and complete the work set. Students can view all assignments set for any subject from the assignments button on the left-hand main menu in Teams.
Students should receive clear explanations of new content delivered by a teacher or high-quality video.	Students should join the streamed lesson (where available) at the timetabled time via their calendar in Microsoft Teams or via the invitation email they will have received. Students should only turn on their video or microphone if requested by the teacher. Unless students are unwell or due to other reasons known to the school in advance, attendance to these live lessons is compulsory.
Students work will be	Students should submit the work they have completed

checked by teachers.	by attaching their work to the assignment and turning in to the teacher, by completing a quiz or similar.
Students will receive regular contact from the school.	The streaming of lessons will fulfil the requirement for daily contact with the school.

Note: if the student has SEND which would make remote education difficult then the school will provide paper-based resources. Students should complete this paper-based work following the timetable provided for that day.

*Pastoral Care*

Assemblies (where applicable) will be streamed via Microsoft Teams, and students will be provided with the link to be able to join these from home.

Any issues raised when contacting students regarding work not being set/ live lessons not taking place should be escalated to Emma Smith.

Any individual meetings that students should have had during that day, e.g. mentoring, counselling, therapy etc, will be rearranged to take place remotely via Microsoft Teams.

*Free School Meals*

All students who have been sent home to work remotely for this period remain entitled to free school meals. The school will ask parents to let them know if they wish their child to have a cold, free school meal during this period, and if they do, these will be available for parents to collect from the gate at Midday each day, or the school may arrange for delivery of the meals in some circumstances.