Guidance on Home Learning for students at Mulberry UTC:

Expectations and requirements when school is closed during term time

Purpose

When school is closed during term time and home learning is put into place, the following guidelines are followed. The intended outcome is that students are able to access the usual school curriculum and that, as far as possible, student progress should not be negatively impacted.

Teachers

1. When school is closed during term time, teachers will do their best to ensure that students complete the work they would have completed if they had been in school attending normal lessons.
2. This means that students should be following the same courses when learning at home, with the same objectives, though the kinds of approaches and tasks which are used may be different.
3. Teachers are not expected to be online at the time they would normally be teaching a class, or to follow their normal timetable, because this is not practically possible when the school building is closed.
4. Teachers are, however, expected to spend at least two hours a day engaged in online learning with students and, where possible, another one hour a day providing feedback (including responding to emails).
5. Teachers will do their best to set a variety of tasks for students, e.g. some that can be completed online and some offline, some shorter and some longer written tasks and some ongoing projects.
6. Teachers will ensure that, within reasonable limits, all student queries have been dealt with in an appropriate manner by the end of each working day.
7. When engaged in remote learning, teachers will adhere to the usual staff code of conduct and the professional protocols for remote learning which are set out below.
8. During periods of remote learning, teachers will continue to prioritise the safety and welfare of students and to report any concerns in the usual way to the pastoral team and/or the Designated Safeguarding Lead.

Form tutors

1. During a period of school closure, form tutors will continue to play an important part in the life of our school community.
2. Students will be required to contact their form tutors via MS Teams between 8.30am and 9.30am each morning for a safety and welfare check-in. The parents/carers of any students who do not make contact during this time will receive a phone-call from a member of the pastoral team.
3. Any students who feel they need additional help and support for any reason while the school is closed should inform their tutors about this so that appropriate support can be provided.
4. Form tutors will be support by the Directors of Progress and members of the Senior Leadership Team including the Designated Safeguarding Lead, Ms Brian.

Senior Team

1. Students, parents and teachers will continue to be supported during any closure period by the school's Senior Leadership Team including Ms Christofides, Assistant Principal, Ms Brian, Vice Principal and Dr Vincent, Principal.

Students

1. In the event of school closure during term time, all students are expected to continue with their learning at home; this is especially important for those students who are in the process of completing coursework or preparing for external examinations.
2. Students are expected to register with the school every day, between 8.30 and 9.30am. This is essential so that the school can perform a daily check on students' safety and welfare. Students will register by logging on to MS Teams and sending a message to their tutor to confirm that they are present. Any students without access to Teams may send their tutor an email; students without internet access will be contacted by phone.
3. Between 9.30am and 3pm every day, students are expected to engage in at least three hours' of home learning. Students will work independently during this time, though there may be some online interaction with teachers during the course of the day, depending on arrangements in each subject area.
4. During this time, students are expected to adhere to the school's usual behaviour code. This includes being professional, speaking politely and respecting other members of the school community.
5. Most home learning will take place using the school's usual online learning platform, Microsoft Teams. All students have access to this through their school email. Students use Teams regularly in school and have all been shown by their teachers how to access it and how to use it.
6. Since Teams sits within the school's IT system, it can be monitored in the same way that students' activities within the school building are monitored.
7. Students' use of Teams during periods of school closure is governed by the school's usual E-safety and Acceptable Use policy, details of which are available on the school website.
8. Students may also use websites recommended by the school; parents should be aware that the school cannot monitor students' use these websites in the same way.
9. Any students who do not have access to a suitable device or to the internet at home will be provided with printed packs of materials which enable them to continue their studies during the closure period.
10. Students may contact their teachers through the school email system and also through MS Teams. It will not be manageable for students to have contact with every teacher every day, but teachers will be in regular contact with students to ensure that they are completing work, receiving feedback and being given access to any necessary resources.
11. It is students' responsibility to complete the work or communicate to their teachers why it is not completed. Teachers will report any students who do not complete work to subject leaders and/or form tutors.

Professional protocols for communication during periods of remote learning

Both students and staff are expected to adhere to the following professional protocols when taking part in remote learning activities during periods of school closure:

1. Teachers will not give pupils their home addresses, home telephone numbers, mobile numbers or personal email address or have them as friends or contacts on their social networking accounts.
2. The only except is those members of staff who have been provided with a work mobile phone for the period of school closure; this number may be shared with parents and, in some cases, with students.
3. When emailing, speaking on the phone or interacting online, both teachers and students must follow the same professional standards of language and content which are expected when they are working within the school building.
4. Teachers have been instructed to maintain clear and explicit professional boundaries when communicating with students and not to request or respond to any personal information from students.
5. Teachers will continue to alert senior members of staff to any digital material within, or accessed via, the school's IT system that causes concern or that may put students, the school or its community at risk.
6. Teachers will immediately report any illegal or potentially harmful IT use to the Designated Safeguarding Lead (Ms Brian).

IT support

If students urgently need IT support, they can email the school's IT technician, Ifti Jalal (ijalal@mulberryschoolstrust.org).

Safeguarding

Our acceptable use of IT policy and our safeguarding policy give very clear guidance about communication between students and teachers online; these policies also apply during any periods of school closure. Teachers will report any concerns about students' safety or welfare in the way that they normally would to the school's Designated Safeguarding Lead.

Suggested weekly schedule

A suggested weekly schedule for students in Year 10 and Year 11 is given below. Students in the Sixth Form must follow their own schedule based on the subjects they study and the work they need to complete.

Year 10

Monday	Tuesday	Wednesday	Thursday	Friday
Maths	English	Performing Arts	Maths	Performing Arts
Sociology	Science	English	English	Science
RE	Maths	Science	Health & Social Care	Sociology
Science	Health & Social Care	PSHE	RE	

Year 11

Monday	Tuesday	Wednesday	Thursday	Friday
Maths	English	Performing Arts	Maths	Maths
Sociology	Science	English	English	Science
History	Maths	Science	Health & Social Care/Media	Sociology
Science	Health & Social Care/Media	Sociology	History	History

Websites that may be useful to students during a period of school closure

Khan Academy
https://www.khanacademy.org
Especially good for maths and computing for all ages but other subjects at Secondary level. Note this uses the U.S. grade system but it's mostly common material.

BBC Learning
http://www.bbc.co.uk/learning/coursesearch/
This site is old and no longer updated and yet there's so much still available, from language learning to BBC Bitesize for revision. No TV licence required except for content on BBC iPlayer.

Futurelearn
https://www.futurelearn.com
Free to access 100s of courses, only pay to upgrade if you need a certificate in your name (own account from age 14+ but younger learners can use a parent account).

Seneca
https://www.senecalearning.com
For those revising at GCSE or A level. Tons of free revision content. Paid access to higher level material.

Openlearn
https://www.open.edu/openlearn/
Free taster courses aimed at those considering Open University but everyone can access it. Adult level, but some e.g. nature and environment courses could well be of interest to young people.

Blockly
https://blockly.games
Learn computer programming skills - fun and free.

Scratch
https://scratch.mit.edu/explore/projects/games/
Creative computer programming

Ted Ed
https://ed.ted.com
All sorts of engaging educational videos

Mystery Science
https://mysteryscience.com
Free science lessons

The Kids Should See This
https://thekidshouldseethis.com
Wide range of cool educational videos

Crash Course
https://thecrashcourse.com
You Tube videos on many subjects

Crest Awards

https://www.crestawards.org

Science awards you can complete from home.

iDEA Awards

https://idea.org.uk

Digital enterprise award scheme you can complete online.

Tinkercad

https://www.tinkercad.com

All kinds of making.

Prodigy Maths

https://www.prodigygame.com

Is in U.S. grades, but good for UK Primary age.

Big History Project

https://www.bighistoryproject.com/home

Aimed at Secondary age. Multi disciplinary activities.

The Artful Parent

https://www.facebook.com/artfulparent/

Good, free art activities

Red Ted Art

https://www.redtedart.com

Easy arts and crafts for little ones

Toy Theater

https://toytheater.com/

Educational online games

DK Find Out

https://www.dkfindout.com/uk/?fbclid=IwAR2wJdpSJSeITf4do6aPhff8A3tAktnmpaxqZbkgudD49l71ep8-sjXmrac

Activities and quizzes

Twinkl

https://www.twinkl.co.uk

This is more for printouts, and usually at a fee, but they are offering a month of free access to parents in the event of school closures.

Several more websites offering free access to their premium features

https://kidsactivitiesblog.com/135609/list-of-education-companies-offering-free-subscriptions/

Mulberry UTC
Where learning works

	HOME LEARNING DAILY SCHEDULE & GUIDANCE – FOR STUDENTS		
Time	8:30am-9:30am	9:30am-3pm	3pm-4.30pm
Activity	**Tutor Time - Safety and Welfare Check** Make contact with tutors via Teams	**Academic and Technical/Vocational learning** You are expected to spend three hours home learning every day. Year 10 and Year 11: Follow guidance given by the school about which subjects should be studied each day. Year 12 and Year 13: Study each subject every day	**Teacher Feedback** Your teachers will give you feedback on your work during this time.
Technology	**MS Teams** If you do not have a laptop/tablet or internet access, your parents will be contacted by phone during this time to check on your welfare.	**Online learning via MS Teams** If you do not have access to Teams, you must complete the work provided for you in a paper pack. You may also use websites recommended by the school e.g. Kerboodle, Hegarty maths.	**MS Teams** Teachers will provide feedback using Teams or on email.
Outcome	You should expect to have contact every morning with your tutor or a member of the pastoral team.	You must complete the work that has been set for you by your teachers on Teams or in your paper pack. Please ensure that you prioritise completion of coursework and preparation for exams.	Your teachers will give you feedback on your work during this time, so you know how you are doing and how to improve.
Daily	If your tutor cannot contact you at this time, the pastoral team with follow up with your parents and, if necessary, with the local authority.	Your teachers will not be constantly available, but they will do their best to answer any questions you have by the end of each day. You will mainly communicate with your teachers on Teams; you may also email teachers directly with questions or to ask for their support.	Your teachers will pass on to the pastoral team any concerns they have about your safety and welfare.
Weekly	Your form tutor will inform your parents about your attendance at the end of every week.	Your teachers will provide a brief report about your progress, completion of assignments at the end of every week.	