

# POLICY STATEMENT



<b>Policy</b>	Distance Learning Curriculum Policy
<b>Date Written</b>	07/04/20
<b>Written by</b>	M Shaw
<b>Approved by</b>	G Sutton
<b>Date of Approval</b>	08/04/20
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<b>Date of next review</b>	01/09/21
<b>Location and disseminations</b>	A copy of the policy on the school website.
<b>The context of the policy and its relationship to other policies</b>	This policy should be considered in conjunction with other written policies on Curriculum, Behaviour and Safeguarding. It also supplements the distance learning and troubleshooting policies previously sent to stakeholders.

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**1 – Outline** - Buckswood’s online curriculum has been designed in response to the challenges presented to the school by the Coronavirus pandemic. Its sole purpose is to ensure our students receive the very best academic support and continuity of education in this period of academic and social disruption, through the implementation of ‘distance learning’.

Buckswood’s distance learning programme is designed to...

- support our students to achieve the best possible academic qualifications and highest possible standards of work. Ensure those in examination years are best supported to ensure they achieve grades that match their potential.
- ensure high levels of student engagement and participation. Developing robust, independent, technically skilled, lifelong learners.
- take into account that students will be accessing lessons from around the world and at different times of the day.
- ensure students develop SMSC (Spiritual, Moral, Social, and Cultural) skills, through our PSHE, online assemblies and fitness programmes.
- ensure that the school’s assessment, credit and sanction policy is maintained to ensure effective oversight of student behaviour and academic progress.
- ensure that the safeguarding of our students is of paramount importance and there are clear expectations for all stakeholders in the application of distance learning.
- support our Parents/Guardians by providing a clear framework and rationale for our distance learning strategy, as well as sharing information that will prove useful in these challenging times.

**2- Technical Information** – Buckswood uses the Microsoft Office suite of technology to support our students and teachers. This package was purchased in Sept 2019 to ensure all of our students and teachers are able to access Microsoft Outlook (for emails), Teams, Word, Excel, Powerpoint and more. As such, students and teachers have a Buckswood email account which is used to access all the key features required for distance learning. Other packages such as SIMS, Mailchimp etc will also be used to communicate information to stakeholders. Technical support can be provided by emailing [ict@buckswood.co.uk](mailto:ict@buckswood.co.uk)

**3 - General guidance** – Distance Learning - *‘a method of studying in which lectures are broadcast or lessons are conducted by correspondence, without the student needing to attend a school or college.’ (Oxford Dictionaries)*

The following advises staff, parents and students how the school will continue to educate our students in the event of a large number of students self-isolating and/or closure due to COVID 19. For the purposes of this document we will call this ‘distance learning’.

- All students not at school will be required to work from home in the event of self isolation and/or school closure and must undertake distance learning.
- The school expects all work set to be completed. Work will be marked and returned in accordance with our marking policy.
- Boarders who remain under the care of the school will be supervised by staff to ensure work is completed.
- Teachers, where practically possible, will deliver instruction using the school’s Microsoft Teams Video call function as well as other MS Teams functionality.
- These lessons will take place as per the student timetables (below).

- The tuition received will amount to the content one would expect from a 45 minute lesson – prep will be set as per the timetable. Other resources such as GCSE Pod or Exam board company software (Pearson, AQA etc.), YouTube etc. can be used to supplement the learning.
- Teachers are able to share documents with students, such as Word, Excel and PowerPoint using the file sharing facility on Microsoft Teams. These are available to all members of the class.
- Teachers who are unable to deliver 'live' lessons may use Microsoft Teams to pre-record content for a lesson, this can then be shared with the class and is available to view at any time.
- Students unable to attend 'live' lessons (due to time difference, illness.) will be expected to complete the work left on Teams. They will be able to access any pre-recorded content.
- Registers will be taken to note those present and absent.
- Teachers will mark classwork, prep etc and store results in an appropriate location.
- Assessments will take place as per the assessment schedule for this term (students are reminded about the school's position on academic honesty, which can be found our Behaviour Policy) <https://www.buckswood.co.uk/wp-content/uploads/2020/02/Behaviour-policy-final.pdf>
- Parents/Guardians will be able to see important information relating to behaviour and academic progress using SIMs.
- Questions about 'distance learning' should be directed to the relevant teacher or Head of Year. We encourage our parents/guardians to contact our teachers as and when required.
- Students who have issues with login details must contact [ict@buckswood.co.uk](mailto:ict@buckswood.co.uk).
- Distance learning will only take place during a period of school closure or when the school authorises absence due to self-isolation. Students will not be able to access distance learning if they do not return to school when it is reopened, unless they are unable to get back to school due to matters beyond their control.
- (Please note that Distance learning will only be accessible if the student's financial account at the school is in good standing and fees are up to date. To address any fees issues, please email [accounts@buckswood.co.uk](mailto:accounts@buckswood.co.uk))

**4 - The school day** – The school day has been adjusted to acknowledge the changes in teaching methodology and the impact of distance learning on student wellbeing. Key things to note...

- In most cases the number of contact (face to face) lessons has been reduced. The school day has also been curtailed (0940-1530)
- Primarily, this is to reduce the amount of screen time our students and teachers are exposed to, which we believe can impact on physical and mental wellbeing; we do not believe it is healthy for students and teacher to be in front of their computers for long parts of the day.
- Lessons will be shorter in length with a clear structure and time guidance for periods of **Instruction, Practice and Q&A.**
- A 40 minute lesson may have the following structure. 15 minutes of **Instruction**, 20 minutes **Practice**, 10 mins of **Q&A.**
- There will be an increased emphasis on students leaving the 'online classroom' and continuing work independently, to be completed and submitted over a suitable time frame. They will be encouraged and directed by their teachers to use text books, online resources etc to facilitate this.
- A shorter school day with periods of independent study (particularly for older students) offers a more time flexible approach to distance learning that we believe is important to students and their families.
- It is important to note, there is now an increased demand on students in regards to how they manage their time, engage with lessons, follow instructions etc. Ultimately they are required to be more independent in their learning which involves a certain degree of student accountability and maturity.

**5 - Our Timetable** - Please see examples of the curriculum timetable for all Key Stages below. Alongside our academic lessons we will host a weekly assembly, Health and Wellbeing lessons and PSHE information and there will be the relaunch of 101 things to do at Buckswood (things to do on Lockdown) which means there will be no reason for students to say ‘I’m bored’.

		Key Stage 3	Key stage 4	Key stage 5
0940 - 1020	Lesson 1			
1020 - 1100	Lesson 2			
1100 - 1110	AM Break	Break	Break	Break
1110 - 1150	Lesson 3			
1150 - 1230	Lesson 4	Lunch 1		
1230 - 1310	Lesson 5		Lunch 2	
1310 - 1350	Lesson 6			Lunch 3
1350 - 1430	Lesson 7			
1430 - 1450	PM Break	Break	Break	Break
1450 - 1530	Access Time/ Lesson 8	Access Time	Access Time	Access Time

## Access time schedule

Access time is an extra academic help session after school each day after school at 4:45 - 5:30pm. The timetable for access time is as follows:-

Access Time	Monday	Tuesday	Wednesday	Thursday
English	Mr Bramley			Mr Lappin
Maths	Mr Parnham	Mr Unlusan	Mr Morris	
Science	Ms Kellet	Mr Shryane/Ms Rodgers	Mrs Bramley	Mr Jones
ESOL		Mr Claughton	Mr Field	Mr Markson Brown
Geog	Dr Turner			
History/Politics	Mr Davies	Mr Meek		
Business	Mr Ngulube			Mr Greenwood
Art/Photo	Mrs Pasieka	Ms Garcia		
Spanish		Mr Rodriguez		Mr Cayuela-Abenoz
French	Mrs Shepherd			Mr Seymour
Chinese		Miss Xu		
ICT				Mr Foster

## 6 - Assessments & Public Examinations

Assessments will take place as per the assessment schedule for this term (students are reminded about the school's position on academic honesty, which can be found our Behaviour Policy)

<https://www.buckswood.co.uk/wp-content/uploads/2020/02/Behaviour-policy-final.pdf>

Buckswood produced guidance specific to public examination groups on 3/4/20.

## 7 - Positive and negative behaviours

Credits and sanctions will still be allocated during a period of distance learning in line with our Behaviour Policy <https://www.buckswood.co.uk/wp-content/uploads/2020/02/Behaviour-policy-final.pdf> . Teachers will be tracking attendance, prep and attitude to learning (ATL) on a weekly basis. Parents will be informed if work is not being completed or if behaviour is not of the required standard. Likewise, parents will be informed of good prep and ATL scores. Parents/Guardians and students will be able to see important information relating to behaviour and academic progress using SIMs. We will be awarding commendations each Friday.

### Code of Conduct for students accessing distance learning

- Please listen to the guidance given by your teacher at the start of the lesson.
- If asked to mute your microphone, please do so, as this limits background noise
- Please respect those who are in the online classroom, do not behave in such a way that may lead to your fellow students not being able to access or understand what is being taught.
- Follow the protocols for registering for the lesson. When your lesson begins simply type 'here' into the comments section on Posts

- Please only write appropriate comments in the Post section of your Team, it is not appropriate to use this as a forum for messaging friends as it is an academic page.
- Complete all work and upload it as directed by your teacher.
- Parents will be contacted if behaviour on our distance learning platform is not appropriate, failure to behave accordingly may result in access to this platform being suspended for a period of time.

**8 - Prep** – will be set as per the timetable. Junior school (KS3) students will have X3 preps per day much like they currently have. KS4 students will have X2 per week for each **core subject** and prep whenever they have an **optional subject**. There is the expectation, with increased study periods, for Sixth Form students to receive prep after every timetabled lesson.

**9 - The 'Not so Boring Office'** – will be publishing extracurricular enrichment courses/work experience, opportunities and programmes throughout the term (see newsletter). Students should contact [toby@buckswood.co.uk](mailto:toby@buckswood.co.uk) to find out more about the courses/opportunities available. The first enrichment programme, for the summer term, is shown below.



## ENRICHMENT PROGRAMME

### Stay Home. Skill up

Seize the day and use any time you may have to skill up this summer. We will be publishing various enrichment courses, programmes and opportunities for you to join. For more information please email: [toby@buckswood.co.uk](mailto:toby@buckswood.co.uk)

#### TRADING COURSE

The London Academy of Trading (LAT) have created the interactive online trading course exclusively for Buckswood students. The course will be held online during the summer half term with lessons & webinars with the LAT teaching staff. Please email [toby@buckswood.co.uk](mailto:toby@buckswood.co.uk) for more information and to sign up.

#### ALISON.COM

Free online courses from the world's leading experts on a huge variety of industries... everything from Biochemistry to Law & Architecture. Complete as many courses as possible to enrich your CV & UCAS statement - perfect for university applications and job interviews. [www.alison.com](http://www.alison.com)

#### LEARN ANOTHER LANGUAGE

"The limits of my language are the limits of my world". Sign up to learn another language through duolingo ([www.duolingo.com](http://www.duolingo.com)). You can learn: Spanish, French, Japanese, Korean, Arabic, Turkish, Russian, Polish, German, Italian and more.

#### PLAY AN INSTRUMENT

Learn piano in 30 days, beginner guitar lessons, drum courses, music mixing... all available now for you at [skilshare.com](http://skilshare.com).

#### MASTER GRAPHIC DESIGN

Learn the essential tools of Adobe Photoshop CC to jump right in and design beautiful graphics and photos in Photoshop. A very useful skill for building your own website/business. Visit [www.udemy.com](http://www.udemy.com) to sign up.

#### LEARN TO CODE

Learning coding empowers you to do many things you wouldn't otherwise be able to do. These things include hand-crafting your own websites, becoming a career coder or even starting a technology business. Sign up here: [www.pluralsight.com/courses/learning-programming-javascript](http://www.pluralsight.com/courses/learning-programming-javascript)

#### ONLINE WORK EXPERIENCE

InvestIN Education organises a variety of work experience opportunities throughout the year. These programmes are now available to us online. Areas include politics, psychology, architecture, medicine, engineering, film making, investment banking, law, marketing & journalism. Visit: [www.investin.org](http://www.investin.org)

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## 10 - Sport & Fitness at Buckwood –

During this period of lockdown, we have renamed our Games lessons 'Health and Wellbeing'. This is because we believe it is vitally important we all take care of not just our physical wellbeing, but also our mental wellbeing too. The Games Dept will be engaging our students with various activities and challenges to help with this pursuit. In week 2 we were in 'Floor as Lava' mode, an internet challenge that many of you may have come across previously. This is a great activity to promote physicality and flexibility, but also engages the brain.

**11 - Communications** – between students and teachers will take place through Email and the Teams platform. Students will also receive the weekly newsletter from the school.

The school will continue to communicate with parents via email, SIMS and Mailchimp (for newsletters).

Teaching staff will continue to stay in contact with each other through the use of Email, Teams and a briefing will be held at 0915 on Monday, Weds and Friday, as currently. This will be an opportunity for teaching staff to discuss student progress, behaviour and discuss ideas to further improve our distance learning support. SMT, Heads of Year/Dept, Departmental meetings will continue to take place.

## 12 - Safeguarding

**Online safety in schools and colleges** – this information has been taken from our safeguarding policy addendum in response to Covid 19

Buckwood School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

### Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the school code of conduct.

Buckwood School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. The school has put in place a Distance Learning Policy for Staff and Students.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

Buckwood  
Putting time  
into *YOUR*  
child



**BUCKWOOD**

**Yo ur School  
at Ho me**  
FAMILY - NO MATTER WHERE YOU ARE

**SUMMER TERM FOOTBALL ACADEMY**  
Mondays to Thursdays at 14:10pm to 15:00pm BST

This term we are pleased to offer our Football Academy students the chance to complete modules in our UFC in Football Studies. This means, in addition to their GCSE, A level & IB studies, they will have the chance to boost their CVs and personal statements by completing modules on this university recognised course. Football Academy students will complete the 'An Introduction to football structure and development' worth 25% of the final credits for this course, the course will run at BST 14:10 – 15:00 Mon – Thurs. Those successful completing the course will be awarded a certificate of completion by the school. Here is a list of what students will cover...

The structure and roles of the various football organisations, FA, UEFA, FIFA etc - their commitments and obligations.	Football is a global game played by millions around the world, and whether it's grassroots football on a Sunday morning or the World Cup final it requires organisation. This unit explores the organisational structure and working practices of these various football organisations concerning the governing and safeguarding of the football industry. Students will learn how these organisations differ, how they are structured, what purpose they serve and look in depth at their commitments and obligations. <ul style="list-style-type: none"> <li>• Investigate individual governing bodies and organisations. What's their approach? What they stand for? What they are looking to challenge? Race, Homophobia etc.</li> </ul>	5% of course
Football in the community - theory and practice - using a local case study.	Since its inception in 1863 football has been at the heart of communities, bringing people together to watch, play and enjoy the beautiful game. Using a local case study, this unit will give the students a deeper understanding of the importance of football in the community and why it is vital for the continuation of the game at grass roots level. <ul style="list-style-type: none"> <li>• Case study - Pick a professional club and a small local club and explore the differences in how they interact with wider society and work within it.</li> </ul>	5% of course
Football as a global sport, its development over years and plans for the future.	In order for our students to go forward and have a positive impact upon the football industry they must first understand how it has developed over time. This unit will give the students an opportunity to study how the sport has developed from a casual hobby into a global heavily commercialised industry. Furthermore, an emphasis will be placed on investigating both the opportunities and threats for the industry going forward. <ul style="list-style-type: none"> <li>• How football itself has developed over time and also how the player has had to develop over time too (Equipment, physical etc).</li> <li>• Positives and negatives of the commercialised industry within football.</li> </ul>	5% of course
Football as a social responsibility, locally and globally.	Anyone involved in the football industry has duty to maximise the positives and minimise the negatives that it has upon wider society. Football has the power to change people's lives for the better, whether it's a young player coming from poverty to play on the world stage or setting up training sessions for social inclusion. Students will look at what is in place already such as FIFA's Corporate Social Responsibility Department and study a range of significant initiatives, programmes and campaigns, such as 'My Game is Fair', 'Play, Say No to Racism', '20 Centres for 2010', 'Football for the Planet and Football for Hope'. <ul style="list-style-type: none"> <li>• Educated on initiatives and programmes that encourage social responsibility.</li> <li>• How these social responsibilities affect both the local and global population (Positive and negative).</li> <li>• What is your responsibility to society as a footballer?</li> <li>• Individual presentation - Based upon any of the campaigns listed or their own.</li> </ul>	5% of course
Football - equality and diversity (gender, age and disability)	One of the truly beautiful things about football is that whatever your race, religion, gender, age or disability football should have a place for you. We are fortunate enough in the UK that 99% of the time this is true and there are a vast array of initiatives and programmes that are in place to continue this good work. This unit is held in particular high regard at Buckwood School where we share the values of equality and diversity and pride ourselves on our multiculturalism. Students will be educated on the importance of encouraging inclusion for all social groups and will look at specific initiatives that are currently in place. <ul style="list-style-type: none"> <li>• Educated on initiatives and programmes that encourage diversity and equality.</li> <li>• Looks into the impact that equality and diversity has upon football and wider society.</li> <li>• Group assignment – each group is assigned a task or project.</li> </ul>	5% of course

In addition to this we are supporting students in their development of theoretical football knowledge by directing them to appropriate online courses, such as the excellent 'Football: More than a Game' University of Edinburgh course on FutureLearn.

There is the expectation that our Football Academy students continue to stay in shape by accessing the advice and resources offered by their coaches.

- Where one to one online lessons are taking place, the school advises parents to sit in on the lesson. If the parent is not able to do this, the school will write to the parents of the student giving them the option to withdraw permission.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas where possible, for example, not in bedrooms; and the background should be blurred or not contain any personal items such as family pictures etc.
- All live classes must be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day. Lessons should follow the proscribed timetable.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils. Buckswood School uses Microsoft Teams as our chosen method of online learning delivery. Please do not use Zoom for communicating with parents and children as we are unable to verify its security.
- Staff should record, the length, time, date and attendance of any sessions held.
- Students should be made aware of expectations of their behaviour and that they are not to record and then share images/sound/content from their online learning outside of the school environment. To do so may constitute a criminal act.
- Any concerns should be communicated immediately to the DSL and students not following directions should be removed from the online learning session.
- Positive and negative events should be recorded on SIMS as they would be during a normal lesson.

### **13. PSHE**

During periods of online learning the school is committed to providing appropriate Key Stage specific PSHE for it's students. KS3 continue to have timetabled curriculum lessons. All students will receive PSHE updates and resources once a week via the Whole School Team. PSHE will focus on providing our students with information relevant to keeping them safe, and ensuring their health and wellbeing is maintained during any period of distance learning. During lockdown 3 the focus has been on health and wellbeing, being a good digital citizen, and taking part in safer internet day. Students are also given appropriate support and guidance through contact with their teachers and Heads of Year and through weekly newsletters and school assemblies.