**Timings and rules for Remote Learning during a partial/full lockdown –**

**effective from September 2020 until further notice**

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|  | **Real Time Contact sessions** |
| 9.00 – 9.35 | Lesson 1 |
| 9.40 – 10.15 | Lesson 2 |
| 10.20 – 10.40 | Break |
| 10.45 – 11.20 | Lesson 3 |
| 11.25 – 12.00 | Lesson 4 |
| 12.05 – 12:55 | Lunch |
| 13.00 – 13.35 | Lesson 5 |
| 13.40 – 14.15 | Lesson 6 |
| 14.15 | End of School |

In response to lockdown, the School has developed an **online learning platform using Microsoft TEAMS.** This has allowed teachers to set work in a multi-media style, keep track of levels of student engagement in each subject, answer student questions on the tasks set and assess student work online. We have gradually built up the volume of Real Time Contact sessions (RTCs) since 1st June 2020 and now, all students in Years 7-10 and 12 have developed their ability to work with their teachers remotely. We know from speaking with students and parents that the multi-media style materials and the RTCs have been particularly well received. We also know that levels of engagement on the whole have been very high throughout the year groups.

In the event of a partial or full lockdown, teachers will provide **RTCs daily for all year groups in accordance with the normal timetable**, but using the adjusted timings as above. We propose to shorten the individual lesson times as it has been suggested that students learn better online when they can have screen breaks at regular intervals. Attendance at RTCs is compulsory and will be closely monitored. Students should let their Head of Year know of any issues with ICT access so that the School can continue to support as and when required.

TEAMS will continue to be the learning platform for the School **during any form of lockdown** and this will operate as previously practiced. From September 2020, if we need to work remotely we will:

* Set work in a multi-media style in accordance with the 2020/21 timetable
* Assess specific pieces of work in accordance with school policy. All work to be assessed by the teacher will need to be submitted electronically via TEAMs and marked/returned electronically where possible.

All year groups will receive **refresher training on TEAMS** at the beginning of the new academic year.