



XAVERIAN COLLEGE

Remote Education Plan

FEBRUARY 4, 2021

Introduction

In March 2020, Xaverian College, in response to the first national lockdown, made a successful transition to remote learning, that is, learning outside the classroom, where the teacher is not present, and digital remote education or online learning, where remote education is delivered digitally. Since then, the College has continued to develop its approach to remote learning by investing in technology, support for students and training for staff. Our focus is to continue to deliver high quality teaching, learning and assessment by teaching well planned and well sequenced remote lessons to give students the best chance to build their knowledge and skills

The following points in this document provides a summary of how remote learning is conducted at Xaverian College.

SMT have overarching responsibility for the quality and delivery of remote education, including that our provision meets expectations for remote education.

How we plan to operate when the college is open

1. Curriculum

From September the college has operated a blended learning model. This means that students are in college on a week on and week off basis to receive face to face learning. For example, whilst half the class are present in college, the other half of the class are accessing the live lesson remotely from home. The following week, this is alternated, and those students who were previously being taught in person, are now accessing the live lesson from home, whilst the students who were accessing the live lesson from home are now in college accessing their learning. This remote learning takes place via Microsoft Teams, so students at home are able to access their lesson despite not being present in the college. This blended learning method reduces the number of students on the college campus and within classrooms in line with the college risk assessment for COVID-19.

2. Pastoral

We have continued to deliver our pastoral curriculum via a weekly tutorial, where attendance and engagement is checked. The pastoral curriculum has been adapted to make it online friendly, and there is a greater focus on student wellbeing. The careers programme continues to be delivered via the pastoral curriculum. Students also receive a Heads of Year Virtual Assembly to highlight important events, topical issues and support options. Pastoral managers continue to be focused on delivering our pastoral curriculum and monitoring and supporting students who have attendance and progress issues. Pastoral managers continue to have weekly meetings with their Heads of Year to discuss 'at risk' students to improve pastoral interventions.

3. Assessment

The college continues to assess student progress in the usual way through various assessments including homework, and tests. The college will continue to follow the college assessment plan, with two standardised assessments per half term leading to a half termly working at grade and effort grade. Student progress on their working at grades will continue to be closely monitored by teachers, and managers at all levels in the college.

4. In case of partial or full lockdown:

Curriculum

Wherever possible teachers will continue to follow their planned curriculum in their scheme of work.

Students will follow their normal timetabled lessons, and will also receive a weekly pastoral lesson and a weekly religious education lesson. Students will receive 4.5 hours of taught lessons per subject per week. Students are also expected to complete 4 hours of independent learning per subject per week.

The college uses Microsoft Teams as its primary platform. Students are familiar with Teams from their blended learning during the autumn term. Staff and students have received training on Teams. Where students have had problems accessing computers at home, the college has provided chromebooks or laptops, and where possible internet dongles. Pastoral Managers deal with ongoing IT issues as they arise. The college has also supported remote learning through extensive and wide ranging provision of paper resources to students such as study guides. These resources have been posted to students.

Staff and students are well aware of the college expectations for live remote lessons. They have received regular emails regarding expectations regarding online behaviour, and teaching and learning.

All students are expected to fully engage with remote learning. Registers are taken at the beginning of each lesson, and non-attendance is followed up. All lessons are recorded to enable students who have not been able to access the lesson at the time to watch the lesson later.

If there is a concern regarding student engagement with their teaching & learning, normal protocols will be followed. In the first instance the teacher will contact the student to resolve the issue. Where this is not successful, pastoral managers and curriculum leaders will become involved. Where necessary further escalations may be necessary to address the concern.

Feedback to students will be given in various ways, including digital annotation, via email, or in various ways during the lesson.

The college continues to support students who require additional learning support in various ways. For example, educational support teachers and assistants continue to support students in lessons and on a one to one basis via Teams for students who are working remotely. For

those students attending college, support is given in person. All students with special educational needs have a dedicated support worker who monitors their progress on a weekly basis. Progress is recorded on Cedar. Students with an EHCP are monitored in the same way. The Head of Additional learning Support continues to monitor the attendance, progress and support of students on a weekly basis.

The college has supported teachers to work from home by providing laptops and any other necessary equipment. Staff have been provided with full training on Microsoft Teams. These training sessions are saved in the Staff Area of Teams for ongoing reference. The IT Team provide ongoing support for teachers.

Parents and carers have been fully informed about the arrangements for remote learning, and expectations regarding the behaviour of staff and students during remote learning.

5. Assessment

Regular assessment will continue as normal. Assessment will be set, marked and fed back to students on a regular basis.

Standardised assessments will continue, as will the half termly awarding of working at grades and effort grades. However, flexibility will be built into the awarding of working at grades, in recognition of the special circumstances of the completion of standardised assessments at home.

6. Pastoral

During lockdown the college will continue to deliver the pastoral curriculum in the same way established successfully during blended learning in the Autumn term. (see point 2 above for details)

7. Safeguarding & counselling

Normal safeguarding procedures and policies remain in place for remote learning. This includes protocols regarding the reporting of safeguarding concerns via MyConcern, or in the case of more immediate and serious safeguarding concerns, contacting the Designated Safeguarding Lead Antony Lyons, or the Safeguarding Manager Adele Cairney, or SMT.

Contextual safeguarding for students continues to be delivered via the pastoral curriculum. The Safeguarding Team meet weekly for their risk assessment meeting. All vulnerable students are encouraged to attend college. Staff meet weekly on a one to one basis with extremely vulnerable students, and fortnightly on a one to one basis with students experiencing a lower level of vulnerability. Vulnerable students are also supported in college by pastoral managers.

Students and staff are aware that they can access counselling in the usual ways. Students can either self-refer through a designated email address, or through their pastoral manager or Safeguarding Lead. Students are also signposted to external support agencies such as 42nd street, GP, Kooth.com and onspaceto.org

8. Careers

The careers programme continues to be delivered via the online pastoral curriculum. This has included:

- One to one careers interviews
- UCAS support & personal statement checking
- Interview & MMI support
- Weekly higher education presentations
- Parental Higher Education Event
- Virtual HE Fair
- Apprenticeship presentations
- Employer presentations
- Virtual work experience opportunities
- Student finance
- Weekly student opportunities