



Distance Learning Policy Ysgol Gyfun Gŵyr

Introduction

When the school is required to be closed to pupils indefinitely due to inclement weather or public health issues, the health and safety of each pupil and member of staff is the utmost priority. The school will close based upon recognised instructions and regulations.

A briefing email will be shared by the SMT with members of staff at 8:30am on a daily basis from Monday – Friday.

Daily *Twitter* feeds will be shared with the school community.

The school will continue to offer education to all pupils and students during this period.

The provision will continue to provide guidance and information in line with departmental work plans, with work set for each child.

All staff are expected to be committed to these principles when dealing with this unusual situation.

Principles

1. The **responsibility** of all teachers for the classes which they teach remains operational. **Teachers are still responsible for effective teaching during a period of long distance teaching.**
2. The **frequency** of contact between teachers and their classes is expected to be operational during a period of distance teaching. **If a teacher 'sees' a class thrice in a week, then contact should be made electronically (by email) three times a week with those pupils. Teachers will adhere to the structure of the current timetable in relation to class contact.**
3. **Structures within school departments** remain in place during a period of distance learning. **The Head of Department's responsibility for teaching and learning within the department continues. If there is concern about progress within a subject, it is the Head of Department's role to report it to his/her line manager. It will be the responsibility of the Head of Department to deal with communications relating to the subject e.g. WJEC, Qualifications Wales.**
4. The school's **pastoral structures** remain in place during a period of long distance learning. **For example, the class tutor for 8B continues to show concern, and supports, the pupils of 8B. The Head of Yr. 8 continues to respond to concerns about pupils' progress and wellbeing. Pupils' issues of safeguarding and protection should be reported through MyConcern as per usual.**
5. The **middle and upper management structures** of the school are still in place. **The responsibilities of managers, and the line managers' system, are maintained.**
6. The school's **support staff** continue to have the same responsibilities and working practices when working from a distance. **For example, the Examinations Officer is still responsible for examinations. If that responsibility cannot be conducted by a distance, the Headteacher can reasonably request another member of staff to take on the role.**
7. It is intended to adhere to a **daily routine of notifying parents** of the importance of ensuring that their children are logging on to HWB in order to carry out work and receive instructions from teachers. This is done centrally by the Data Officer.
8. Staff will use the HWB email to communicate with each other.

Action Plan in preparation for Long Distance Learning

- **Check the HWB address of all pupils**– current spreadsheets available on *StaffDistribution*.
- **Discuss the process with each pupil** in his/her classes. Set clear guidelines and instructions for responding to tasks, completing work, and presenting the work to the teacher.
- **Use *Class Notebook/Google Classroom/Teams/emails on HWB*** to create and share resources and accept work. Links to other software can be placed in emails. Training is provided to staff members on the steps required to establish and implement provision. A period of adaptation and experimentation may continue whilst the school is closed, this being communicating clearly to pupils.
- It is suggested that the **block HWB email addresses** be set up for each class that a teacher will teach.
- **Feedback** for work will be provided in either *Class Notebook* or by email.

SOFTWARE SHOULD NEVER BE USED TO CONTACT PUPILS THAT ALLOWS STAFF TO VIEW PUPILS.

NO MEANS OF COMMUNICATION SHOULD BE USED WITH PUPILS OTHER THAN HWB.

Further suggestions

- It is fun activities that will motivate young people to work, research, read, practise, and more importantly, smile!
- Why not ask pupils to be bold and creative in responding to open-ended challenges?
- In the context of the 2022 Curriculum, there will be an opportunity to experiment in setting tasks which challenge learners.
- Why not refer to the plethora of Welsh language resources available on e.g. *YouTube*, and on the HWB platform itself, in order to develop an awareness of Wales and Welshness?
- Purposeful work should be set in the context of preparing for external examinations for older learners in the school.
- Focus on gaining pupils' attention when setting interesting and relevant tasks.
- Consider the importance of progress as a target in task planning.
- Show pastoral interest in all pupils when responding to emails.

Specific Departmental Arrangements (March-May 2020)

Welsh

The Welsh department's provision for KS3 is a website which contains a variety of specific tasks. There are also links to other websites included in order to support learning. The same information is also transferred via *Google Classrooms*, together with direct communication with pupils and assessment of work. For KS4 and 5, information will also be provided on the department's website and through the use of *Google Classrooms* and the department's teacher emails.

English

Until Easter

Yr.7 –Exotic pets opinion task, literacy booklets

Yr.8 – Travel guide, literacy booklets

Yr9 – Poetry analysis or comparison, literacy booklets

Yr.10/11 – Continue work on *Heroes* and past papers on *An Inspector Calls*, Language past-papers

Yr. 12/13- Continue working on set texts as directed by your teachers

After Easter

Yr.7 – Project on Wales/tourism/my local area

Yr.8 – Shakespeare/Elizabethan Theatre project

Yr.9 – work on Individual Presentation in preparation for GCSE

Yr.10/11 – Continue work on *Heroes* and past papers on *An Inspector Calls*, Language past-papers

Yr. 12/13- Continue working on set texts as directed by your teachers

Pupils should check HWB email and *Microsoft Teams* on HWB regularly in order to receive messages and tasks from their teachers.

Mathematics

We have set up *Classnote* for each school Year that includes the following work:

KS3: Numeracy past papers to be completed over the first two weeks with answers added at the end of every week. After the Easter break, there will be two weeks to revise the work of the year by completing online assessments (*Forms*). We will then continue distance learning, and we will provide lessons online.

Yr.10: Revision work over the next fortnight with answers added at the end of each week. After the Easter break, assessments will be online.

Yr.11 + KS5: Past papers. Students work through these and check answers in *Classnote*.

Science

Work and useful resources are shared through HWB where all teachers have set up a class through *Teams* with their pupils. All teachers will be expected to send a message to the class during the days that the class is taught. Pupils should communicate with teachers by e-mail. Pupils are provided with scientific challenges on a weekly basis through *Teams* and *Twitter @gwyddgwyr*.

Modern languages

The Modern Languages Department provides every pupil with an education for Yrs. 10-13 by means of *HWB Classrooms*. The pupils are familiar with the system because it has been operating previously for four years. A new folder will be provided each week to the specific class containing the week's tasks. The pupils also participate in oral sessions (not through face to face video) on *Microsoft Teams* in order to continue with their oral work. Years 10 to 13 will continue to complete the *WJEC* courses in order to ensure that they receive all necessary provision. As regards KS3:

Yr. 7 – The majority have received a hard copy of the work for six weeks. The remainder received an electronic copy. Everyone receives an e-mail regularly to explain what tasks need to be done in the work book.

Yr. 8 – Tasks are e-mailed for the new theme “Clothes”

Yr. 9 – Until Easter all pupils participate in the French and Spanish *Duolingo* provision in order to work independently for two weeks. The teacher sets a target and then monitors progress through the *Duolingo* system. Later, it may be possible to set work based upon GCSE option choices in order to challenge those who continue with foreign languages.

History

The department has created block HWB email addresses for all classes from Years 7-13 and pupils have received messages to check their emails on a daily basis. We will be delivering work to them on those days when they have timetabled lessons. Pupils in KS4 and KS5 have already had a hard copy of all the work to be read/completed but we will also be providing electronic copies to those who have been absent/missed the notes. They are provided with instructions on what is to do by e-mail. With regard to KS3, pupils will receive resources/tasks via e-mails on the themes of:

Yr.7 –Dangerous World

Yr.8 – The Tudors

Yr.9 –Historical Mysteries

Geography

The department has established, via HWB, block email addresses for all classes Yrs. 7-13. The pupils have been informed in school that their emails about Geography work need to be checked on the days when they have lessons in Geography. Yrs. 7-10 will receive all the work electronically, including power points. Years 11, 12 and 13 have all the work in hard copy form. We will continue to require work to be completed on specific dates. Focus of various years:

Yr.7- Dangerous World

Yr.8 – Settlements

Yr.9-Tectonic Hazards

Yrs.10-13 GCSE/A Level courses

Religious Education

The Religious Education Department provides education for all pupils (Years 7 to 13) through *HWB Classrooms*. All pupils will receive a link, either in Religious Education lessons or via a teacher's email, in order to join the class. On a weekly basis, we will through *HWB Classrooms* give instructions on the tasks that the pupils need to complete. We will also set deadlines, in accordance with the Department's usual timetable, for completing the work. We ask pupils to present their work digitally by emailing the teacher.

The curriculum of Years 7 to 9 is still relevant. Year 7 ask 'Is the world dangerous? '; Year 8 study 'Suffering and the Holocaust'; Year 9 study 'Religion and the Media.' Years 10 to 13 will continue to complete the *WJEC* course in order to ensure that they receive all the necessary provision for their qualifications. There will be more frequent contact with GCSE and A level pupils due to the increased number of lessons.

Art

The department provides education for pupils in Years 7-13 by means of *Google Classrooms*. A pupil will be given a link to join their class for distance learning. This will be given to a pupil through his or her HWB email. Clear instructions will be given for the Art lesson based on the structure of the usual lesson timetable. Sometimes some tasks will continue to the following week due to the practical nature of the subject. The deadlines for receipt of the work will be seen in *Google Classrooms*. It is the pupil's responsibility to respond to them. The nature of the work in KS3 will be based on the themes of the

departmental work schemes. Students in KS4/5 follow personal themes and they also possess a personal work plan in their sketchbooks. A digital copy of this is available in *Google Classrooms* to reinforce tasks.

Music

Music lessons for KS3 are provided through *Microsoft Teams* with a variety of specific tasks. There are also links to other websites in order to support learning. For KS4 and 5, information is provided through *Microsoft Teams* and the department's teacher emails.

Drama

The Drama Department provides work for pupils in Years 7 – 13 via *Google Classrooms*. Several classes have been established, but all pupils who have Drama lessons should check an email to ensure that they are included. On a weekly basis, pupils are given tasks to complete by a specified time. GCSE and A level pupils will continue with their *WJEC* courses, and there will be resources and notes on *Google Classrooms*. There will be regular contact between the teachers and the pupils in order to ensure pupil progress, and provide feedback on any work completed or any issues that may arise.

Photography

Photography classes in KS4 and KS5 have been organised based upon block HWB emails, an approach already adopted in Yrs. 11 and 13. Years 10 and 12 have now been notified of this method. The individual requirements of the pupils continue to be fulfilled as they send evidence of their work to the teacher. Specific years:

Year 10 continue with their coursework, creating a portfolio of work that shows a range of techniques. Pupils' work follows a personal theme, and they will be expected to respond to specific tasks over the next few weeks and adapt accordingly to them, in order to ensure suitability for their personal enquiry.

Year 11 continue with their examination work up to Easter and then have some time to work on the individual tasks set for coursework. The pupils are aware of the deadline for work.

Year 12 are still working on Unit 1, which is coursework. They are in the process of discovering their own style of photography. Over the next few weeks, they will move forward to develop ideas for their final response. They will be expected to develop and refine appropriate ideas before selecting and creating a suitable response.

Year 13 are working on Unit 3, which is their external exam. They have finished their investigative work and are now following individual lines of enquiry, which is a natural development of their work based upon the styles of specific photographers. They will be expected to develop appropriate ideas, refine and adapt appropriately to create a detailed plan of their final response.

Design and Technology

CA3

We will provide education for Years 7-9 in accordance with the content of textile, food and product design units. This will be done via *Google Classrooms* and also by emailing directly. Information will also be shared via @dtgwyr *Twitter* account.

DT: GCSE, AS and Advanced product design

We will provide education for years 10-13 in preparation for the DT: Product Design examinations. This will be done through *Google Classrooms*. We have already provided past-examination papers, mark schemes,

notes, mind maps, workbooks and power points according to their themes. All of these are also provided electronically. Our classes in Years 11, 12 and 13 continue to work on their coursework in terms of their informal workbooks and formal files. We have also utilised the *CAD Techsoft 2D* programme for our students to work at home. Information is also shared via the department's new Twitter account: @dtgwyr.

Catering/Food and Nutrition

The Catering/Food and Nutrition Department provides education for all pupils (Years 7 to 11) via *Google Classrooms*. All pupils will receive a link, either in lessons or by an email from a teacher, in order to join the class. On a weekly basis, we will contact via *Google Classrooms* to give instructions on the tasks that the pupils need to complete. We will also set deadlines, in accordance with the Department's usual timetable, for completing the work. We ask pupils to present their work digitally by emailing the teacher.

The curriculum for Yrs. 7 to 9 is maintained: Year 7 studying "Healthy Eating"; Year 8 studying "Foods across the world"; Year 9 studying "Nutrition and an introduction to Catering and Hospitality." Years 10 to 11 will continue to complete the *WJEC* courses in order to ensure that they receive all the necessary provision for their qualifications. GCSE pupils will be contacted on a more regular basis due to the frequent nature of their lessons in school.

There will also be a page on *Instagram* for the school and whole community to encourage individuals to cook from fresh at home, and it also includes ideas on how to shop on a budget and how to grow your own food. Videos, recipes and links will be placed on *ceginmrhenry* on *Instagram*. This has been advertised via the school's *Twitter* account.

Textiles

The Textiles Department will ensure that all pupils in Years 7 to 11 are catered for via *Google Classrooms*. Tasks for each year group will be shared via *Google Classrooms* for the next few weeks. The department's teachers have added each individual to the computer provision. We will liaise regularly to check the understanding of tasks and to explain fully the tasks in order to complete them successfully. The tasks are explained in a sequential manner by power point, and usually one task is enough for 1-2 normal lessons at school. We ask pupils to present the tasks on *Google Classrooms* after completion. Year 11 will be expected to continue to complete any coursework/exam for qualifications required. We will be in regular contact with the pupils.

The department has a page on *Instagram* (@gwinio_gwyr) where we upload various craft tasks and any necessary information.

Physical Education and Well-Being

As a department we have established block HWB email addresses for classes in Yrs. 7-13. All pupils will be encouraged to follow e.g. Joe Wickes ("the body coach") on *YouTube* in order to participate in exercise sessions. Years 7-9 receive emails on the days when they have Physical Education and Well-Being lessons which include instructions for practical exercises/tasks and mental health tasks. Years 10-13 have received all their work in hard copy format, but the work will also be made electronically available. We will continue to require work to be completed by specific dates.

Health and Social Care

The two Yr.10 Health and Social Care classes have received guidance and training on how to use *Microsoft Teams* and tasks and resources have already been posted. The pupils also have the work packs for units 1-4 to continue the work. Both Year 11 classes have received guidance on how to use *Microsoft Teams* and have already received material in order to complete coursework. There is regular electronic

communication with the pupils in order to make any improvements to the coursework ready for final marking by 30th March. Similarly, classes in Yrs.12 and 13 have familiarized themselves with *Microsoft Teams*, where resources and tasks have been placed. Students in KS5 also send coursework over email for marking and have already submitted complete hardcopies.

ICT and Computing

The ICT and Computing Department has provided online notes for two years in a variety of different forms. For each class we use *Microsoft Teams* instead of distributing paper copies of work. For Key Stages 4 and 5, we place all our notes in digital format online and they are available at any time. In addition, this year we have been using *Wakelet* to provide notes for Years 10 and 11. The address for this is <http://www.wakelet.com/@gjed>. As a department we keep track of the different technologies available and change our strategies and provision as necessary.

Media Studies

In order to provide lessons during the distance learning period, the department has established an email system for KS4 to deliver lessons. This is a familiar system for the department's pupils and it will be possible to send tasks for assessment by email through HWB. There will also be links to other websites to support some tasks. A phone call has been made to parents of Year 10 pupils informing them of the system and a text message there has been sent, and a meeting held, between Yr. 11 pupils and Head of Department in order to explain the use of emails. All work in KS4 will be provided electronically indicating which tasks need to be performed and the likely duration of completion of each task. KS5 will receive their lessons electronically and the department already has a successful system of communication, as a result of working in partnership with Ysgol Bryntawe for many years, and this through *What's App* and emails through HWB. The content of the *WJEC* courses are the focus for teaching in KS4 and 5.

Business Studies

Years 10 to 13 will continue to complete the *WJEC* courses in order to ensure that they receive all the necessary provision for their qualifications. Students' notes will be on *HWB Classes* along with past papers and mark schemes. For Years 12 and 13 in addition, lesson power points and revision videos will be available. There will be a regular email, during official lessons, and any queries are responded to as soon as possible.

Public services

As the evidence required for BTEC Level 2 and 3 courses is mainly coursework (apart from a one unit examination in the Level 2 course) our instructions for our pupils are to finish each unit of coursework in line with the original deadlines. We are giving this advice because we see the assessment process for BTEC qualifications continuing as normal. We will provide education for all pupils undertaking the courses via *Google Classrooms*. All pupils have received information, either in their Public Services lessons or via email from the teacher/s, on how to join the class. On a weekly basis, during lesson time, we will liaise on *Google Classrooms* to give instructions on the tasks that need to be completed and any deadlines. In order to collect the work, we ask pupils to present their work digitally by emailing the teacher – this can be done directly through *Google Classrooms*.

Psychology

Block HWB e-mail addresses were established for classes in Yr.12 and 13 in Psychology. Students have been informed of the need to check their emails about Psychology work on the days when they have Psychology lessons. They have had all the work they need until the end of the specification as hard copies.

Digital copies of power point presentations are emailed. Exam questions continue to be sent for completion, with some criteria being provided for self-assessment processes before feedback is also offered. The department's *Twitter* account is also regularly used *@seicolegyggwyr* providing articles that will challenge the students and reinforce understanding and knowledge of relevant texts.

Welsh Bacalaureate

BAC CA4

Pupils are contacted via *HWB Classrooms*. All pupils receive weekly instructions on how to continue with the work that has already been started. Individual teachers will also contact their classes directly on email in order to oversee work. The necessary files have been set up on *HWB* to ensure daily access to them. There is an opportunity through *Classrooms* and *HWB* email for pupils to receive feedback or to get further instructions from their teachers. Deadlines will be set in line with the *WJEC* deadlines and assessment dates.

BAC KS5

Teaching staff have established *HWB Classes* to upload work and created a *HWB* group for their classes in order to inform the student about the lessons. A letter was sent to Yr.12 outlining BAC tasks until Easter and these have been explained in lessons in school. More work will be added to *Classes* once we know if there is a long, extended break, to include detailed instructions on each piece of work. The student must email completed tasks to their BAC teacher by the first deadline of April 3rd.

(Formulated: May 2020)

Ble Mae'r Gwaith / Where is the Work?

O dan yr amgylchiadau ar hyn o bryd, mae adrannau'r ysgol yn defnyddio un allan o bedwar gwahanol system i ddsbarthu gwaith i'r plant.

Er mwyn helpu chi cynllunio, crëwyd y tabl isod i ddangos ble i ffeindio pob darn o waith.

Under the current circumstances, departments are using one of four systems to distribute work to the pupils.

To help you plan, the following table has been created to show where to find the work.

Microsoft Teams

Adran / Department

- Saesneg / English
- Gwyddoniaeth / Science
- **Iechyd a Gofal** / Health and Social
- Cerdd / Music
- TGCh / ICT
- **leithoedd Modern** / Modern Languages (7-9)
- **Y Chweched Dosbarth** / The Sixth Form
- **Iechyd a Gofal (10/11)** / Health and Social Care
- **Cyfrifiadureg** / Computer Science
- **Cyfryngau** / Media Studies

Google Classrooms

Adran / Department

- Cymraeg / Welsh
- Celf / Art
- Arlwyo / Catering
- **Gwasanaethau Cyhoeddus** / Public Services
- Tecstiliau / Textiles
- Drama / Drama
- **Dylunio a Thechnoleg** / Design and Technology
- **Addysg Gorfforol 10-13** / PE Year 10-13

Hwb Classes

Adran / Department

- **leithoedd Modern** / Modern Languages (10-13)
- **Busnes** / Business
- **BAC CA4** / Welsh BAC KS4
- **BAC CA5** / Welsh BAC KS5
- **Addysg Grefyddol** / Religious Education

Email

Adran / Department

- Cyfryngau / Media
- **Seicoleg** / Psychology
- Ffotograffiaeth / Photography
- **Addysg Gorfforol** / Physical Education
- **Hanes** / History
- Daearyddiaeth / Geography
- **leithoedd Modern** / Modern Languages (7-9)
- **Iechyd a Gofal (12/13)** / Health and Social Care
- **Cyfryngau** / Media Studies