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 social media engagement will be made 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 thricely 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 *Microsoft Teams* 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 through *Teams.*

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?
- 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.

(Reviewed: July 2026)