

Teaching and Learning Policy

COVID-19 ADDENDUM

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Approved by: Zoe House, Headteacher In consultation with: Mike Ainsley, Chair of Governors	Date: 27 th August 2020
Review:	Date: In accordance with Government guidelines or by September 2021

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1. Scope

This addendum applies until further notice.

Unless covered in this addendum, **our existing Teaching and Learning policy continues to apply.**

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

2. Expectations for staff in school

2.1 Marking of work

All work completed in students' exercise books or folders will be marked through Assessment for Learning (AFL). AFL is learning through assessment whilst the student is still engaged in the learning process. This therefore improves the students' knowledge and understanding whilst they are still engaged in the learning process. Staff will regularly set self and peer assessment throughout lessons. Staff will also give regular opportunities for students to improve their work through AFL.

Upgrade tasks will be set by staff with students upgrading their work in response to both verbal and written feedback from the AFL process.

Assessments where possible should be completed on separate paper and not in student exercise books. Assessments will primarily be marked by staff. AFL may however be used as a strategy to improve students' knowledge and understanding after the test has been marked.

2.2 Exercise books and folders

Staff should not allow students to take exercise books or folders home with them. All exercise books and folders should be stored in school and should be collected by staff prior to the lesson starting.

2.3 Homework

All homework has been temporarily suspended. Homework has been rebranded as optional 'Extended Study.' Staff will not sanction students who do not complete extended study but may be reward individuals through the school's reward system for those who complete it. Extended study tasks should be set on separate paper and not recorded on ClassCharts.

2.4 Seating Plans

All staff must ensure seating plans are set for every lesson and kept up to date on ClassCharts. These seating plans must be electronic as they will be used for track and trace purposes.

2.5 Distance

All staff should ensure they use their professional judgement to keep two metres away from pupils during all lessons. Classrooms will not have two metre markings on the floor. Staff should not invite students to the front of the classroom to write on the whiteboards.

2.6 Equipment

It is good practice to get students to clean equipment at the start and end of the lesson (e.g key boards, calculators). Also, as previously stated, for AFL purposes students can swap books, folders and assessments within their bubble.

3. Expectations for students in school

All students are expected to complete Assessment for Learning (AFL) tasks as set by the member of staff. It is vital that students engage with the process to develop and enhance their understanding of the topics and modules taught.

Students must ensure they give constructive feedback as part of the AFL process around verbal and written feedback for both self and peer assessment.

Students must also ensure they complete all upgrade tasks set by staff to improve their work to be the best it can be.

Students can complete optional extended study tasks if they choose to until compulsory homework is reintroduced to all students.

4. Monitoring arrangements

We will review this policy as guidance from the Government is updated.

5. Links with other policies

This policy links to the following policies and procedures:

- Teaching and Learning policy
- Behaviour policy
- School Wider Opening Risk Assessment