

## Guidance for Remote Learning at Millfield

Whilst we remain confident that we will be able to continue teaching the students in school, it is important that we have systems in place to ensure that all students continue to make progress in the event of unexpected long-term absences or a whole school closure.

### **What online learning platform does Millfield use?**

Any 'live' teaching will take place on TEAMS. Home learning submission and feedback will be provided via Synergy. TEAMS lesson links will be posted on Synergy. All students have logins for Google TEAMS and Synergy. If a student has any trouble logging in, they should contact: [itdep@millfield.lancs.sch.uk](mailto:itdep@millfield.lancs.sch.uk)

### **How will Millfield continue to deliver high quality lessons online?**

In the unlikely event of a long-term closure high quality lessons will be delivered using TEAMS.

	Key Stage 3	Key Stage 4
<b>In the event of an unexpected whole school closure</b>	All teachers will continue to follow the departments' learning journeys and planned sequence of lessons. All lessons will have 'live' elements using TEAMS. The 'virtual' lessons will mirror the students' normal timetables. Students will be required to complete some work independently and to the best of their ability. Teachers will endeavour to respond to students' questions using the 'chat' facility. Completed work should be uploaded to Synergy and feedback will be provided in line with the departments' written feedback policies.	Teachers will continue to follow the departments' learning journeys. All lessons will be 'live' and delivered via Teams. The 'virtual' lessons will mirror the students' normal timetables. Students will be required to complete work independently and to the best of their ability. Teachers will respond to students' questions using the 'chat' facility. Much like school, students will be required to complete timely summative assessment in timed, exam conditions and to the best of their ability. Completed work and assessments should be uploaded to Synergy and feedback will be provided in line with the department's written feedback policy. Where possible (and required) small group 'after school' intervention will also be offered via TEAMS (by the class teacher or an alternative, for example a HLTA) in line with the whole school intervention model. Purposeful revision materials will also be provided by class teachers.

If your child is faced with an emergency and unavoidable long-term absence, departments will offer bespoke remote support. Detailed information can be found by following the following links:

[Art](#)  
[Creative iMedia](#)  
[Computer Science](#)  
[Dance](#)  
[Design and Technology](#)  
[Drama](#)  
[English](#)  
[Enterprise and Marketing](#)  
[Food Preparation and Nutrition](#)  
[Geography](#)  
[Health and Social Care & Child Development](#)  
[Maths](#)  
[Media Studies](#)  
[MFL](#)  
[Music](#)  
[PE](#)  
[RE](#)  
[Travel and Tourism](#)

What can be defined as an '**emergency long term absence**'?

- Recovering from surgery

- Unexpected injury where a student cannot physically attend school but can access lessons remotely.

What is not classed as an '**emergency long term absence**'?

- Family holidays
- Illness (for example, but not limited to, colds, flu, tonsillitis, Norovirus)
- Minor injuries (for example a pulled muscle, a broken finger)

### **Will my child be set home learning?**

Yes. Home learning will continue to be set in accordance with your child's home learning timetable. Home learning should be uploaded to Synergy in the usual way.

### **Will my child receive feedback?**

Yes. All students will receive feedback in-line with the whole school written feedback policy. Live feedback will also be provided – where appropriate – via the chat function during TEAMS lessons. High achievement points will continue to be awarded for exceptional work.

### **As a parent/carer, what can I do to maximise my child's remote learning experience and progress they make?**

As a parent or a carer, you can ensure that your child accesses every live lesson in accordance with their timetable, and completes all work set to the best of their ability. You can provide a quiet environment in which to work so that distractions are minimised. If your child completes all their work and home learning, you can encourage them to read.

### **How can my child contact their teacher about their work?**

Subject Leads can be contacted using the information found by following the departmental links above. Class teachers can be contacted via the 'chat' function on TEAMS during online lessons.

### **What happens to remote learning in the event of a short term (less than 5 days) absence?**

Remote learning will not be put in place for short term or avoidable absences. The Assistant Attendance Lead, will speak to the student when they return to school and implement the 'catch up' programme to ensure that all missed work is completed.