



MacIntyre Academies
Quest Academy

Home Learning Procedures (Remote Learning)
September 2021

Person Responsible:	Home Learning Lead
Date of first draft:	July 2020
Date of implementation:	Sep 2020
Dates reviewed:	Jan 2021, Sept 2021
Date of next review:	Jan 2022

Quest Home Learning Contingency plans September 2021



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Learner has to self-isolate at home

Day 1- Form tutor contact HLL who will provide Home Learning Menu for learner to email home.

Day 2 Onwards-
Form tutor will email any suitable teaching materials from the school day such as Powerpoints/worksheets etc each day to supplement Home Learning Menu

Monitoring and feedback- Form tutor will encourage parents/carers to complete Home Learning Daily Log (link to be emailed home)
Ask parents if they need any additional resources.

Class and teacher have to self-isolate at home

Day 1- Form tutor contact HLL who will provide Home Learning Menu for learners to email home.

Day 1- Class teacher will record daily English and Maths lesson **plus** 1 other curriculum lesson using either Microsoft Teams or Video Record on PowerPoint ready for the next day.
Lessons to be emailed to Office to upload to class Home Learning page on the website. (This could be link to where they are found on the system)

Day 2 Onwards- Teacher to record daily lessons and email ready for the next day.
Monitoring and feedback- Form tutor will encourage parents/carers to complete Home Learning Daily Log (link to be emailed home)
Ask parents if they need any additional resources.



Teacher has to self-isolate at home

If a teacher is self-isolating and working from home then they will teach their lesson from home via Teams with the class team in school setting up the call in the classroom

If a teacher is self-isolating and unwell then they will send cover work in to school by 8.30am on the day of their illness to be delivered by cover staff

Quest Home Learning Contingency plans Sept 2021 – Lower School



Blended Learning Approach (In the event of class closure or partial school closure)

Week 1- Home Learning Menu for every class uploaded to website with daily lessons to work through.

Week 2 Onwards-
Teachers to record sets of lessons for learners to access alongside Home Learning Menu as per the table.

Monitoring and feedback- Form tutor will encourage parents/carers to complete Home Learning Daily Log (link to be emailed home)
Parents/carers to email or post in any work they would like feedback on.
Ask parents if they need any additional resources.

Day 1	Day 2	Day 3	Day 4	Friday
Recorded Structured Lessons	Recorded Structured Lessons	Home Learning Menu	Home Learning Menu	PSHE Day
-Maths -English -Science	-Maths -English -Creative Curriculum	-English (Oak Academy) -Science (Oak Academy) -Independent Living (Oak) -PE	-Maths (Oak Academy) -Life Skills -History (Oak) -Geography (Oak)	-Weekly Assembly -Votes 4 Schools -Manga High -Lexia

- Notes:
- If a learner is accessing school for two days then the **Form Tutor will be in touch to let you know what days to access and lessons to complete at home.**
 - If a learner is unable to access school then they should complete the lessons provided for all days.

Quest Home Learning Contingency plans Sept 2021 – Upper School



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Blended Learning Approach

(In the event of class closure or partial school closure)

Week 1- Home Learning Menu for every class uploaded to website with daily lessons to work through.

Week 2 Onwards-
Teachers to record sets of lessons for learners to access alongside Home Learning Menu as per the table.

Monitoring and feedback- Form tutor will encourage parents/carers to complete Home Learning Daily Log (link to be emailed home)

Parents/carers to email or post in any work they would like feedback on.

Ask parents if they need any additional resources.

Day 1	Day 2	Day 3	Day 4	Friday
Recorded Structured Lessons	Recorded Structured Lessons	Home Learning Menu	Home Learning Menu	PSHE Day
-Maths -English -Science - Media/Computing	-Maths -English -Science - Media/Computing	-English (Oak Academy) -Science (Oak Academy) -Independent Living (Oak) -PE	-Maths (Oak Academy) -Life Skills -History (Oak) -Geography (Oak)	-Weekly Assembly -Votes 4 Schools -Manga High -Lexia

Notes:

- If a learner is accessing school for two days then the **Form Tutor will be in touch to let you know what days to access and lessons to complete at home.**
- If a learner is unable to access school then they should complete the lessons provided for all days.

Home Learning Monitoring Cycle



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Form Tutors make weekly phone call to parents and complete Home Learning Tracker

HLL to forward Home Learning Daily Log to Quest Office to send out 'Well done' email to learners who have completed this.

HLL monitor tracker on a weekly basis and ask Tutors to make follow up calls to offer further support to learners who are not engaging.

HLL to monitor Home Learning Daily Log and email Tutors with any issues arising.

Tutors encourage parents to send in work for feedback. Teachers provide feedback via email for work received.



Reading

All learners issued with accelerated reader login

English Lead to monitor engagement and progress through system

Options Qualifications

If a class that is taught a qualification is self-isolating and the teacher is still in school then a live Zoom lesson will be completed with the teacher of the class setting up the call in school at the time when the lesson would have taken place

If a teacher of a qualification is self-isolating and working from home then they will teach their lesson from home via Teams with the class team in school setting up the call in the classroom.



PSHE/Assemblies

JH to provide 1 PSHE lesson per week, including special days for classes not in school and email to Office to upload to class Home Learning page on website.

JH to ensure that weekly assembly rota is followed and staff send PowerPoint of assembly to Office to upload to class Home Learning page on website.

Form tutors to arrange class Zoom 'catch up' calls once a week to enable learners to stay connected

Safeguarding and Wellbeing

Safeguarding Team to continue to risk assess learners not in school and prioritise home visits as required.

Family Footings to make contact once a week to learners identified in risk assessments

Form tutors to call home at least once a week to perform wellbeing calls to parents. Record conversations in Iris.

Ask to speak to learners during calls.

Safeguarding Team to continue to support families and learners through the newsletter/website.

Highlight e-safety, wellbeing activities, "Talk it out" email and help and support lines.

Key terms and links



MacIntyre Academies
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Home Learning Menu

- A menu of daily activities providing full curriculum coverage linked to Oak National Academy resources selected specifically for classes and linked to MTPs

Home Learning Daily Log

- Link to email home
- <https://bit.ly/3iSCK46>
- Enables parents to log and provide feedback on daily work completed
- Will be tracked by SLT to monitor engagement and progress

Whole Class isolating Daily Lessons

- Daily lessons are recorded in advance by teachers for all timetabled subjects to be uploaded to website.