We aim to ensure that teaching and learning continue as effectively as possible in the event of an extended closure. Whilst our normal policy and procedures during this time will help us to ensure high educational standards, as closure is extended we will need to adjust to ensure the workload is manageable for staff, students and families. We are committed to working in partnership, as a community.

We expect that work will be:
- Set daily or weekly, following the procedures described below
- Communicated in an effective way – via Firefly
- Appropriate and relevant to student needs
- Completed in full by students
- Monitored and assessed

How often and how much?
Heathfield Community College still views our role as to continue to educate as long as is feasibly possible. However, as the period of home learning extends the expectations for this will adjust.

Work will be set following the subjects on the school timetable for each week. Staff may well release the work in small chunks for each lesson or they may release it for the week split into manageable chunks. It is clearly understood that **students will manage far less on their own than they will in school and staff will plan to adjust in this light**.

For Year 10, 11 and 13 expectations will adjust as we review the predicted grades and we will be more selective about how much work students are required to do to ensure they are well placed. It is envisaged that after Easter we will communicate a point at which we will no longer require students to submit work. This will be managed individually and communicated in due course.

How can parents/carers help?
- Ensure your son/daughter can access all the websites listed below and know passwords
- Contact subject teachers if there are queries about the work or further help is required.
- Check the Firefly Dashboard and discuss what work has been set
- Talk with your son/daughter about their work and the importance of completing work set
- Help your son/daughter manage their time
- Praise your son/daughter for successful completion of the work

- Parents of students with an Education, Health and Care Plan will be contacted by a member of the Learning Support Department who will make them aware of how they can seek ongoing support with their child's remote learning.

Websites and Apps
To check or reset passwords students should contact the following:
Educake – Science teacher
Hegarty - Maths teacher
Firefly - usual network login or Network Services (itsupport@heathfieldcc.co.uk)
Google/Office 365 - usual network login or Network Services (itsupport@heathfieldcc.co.uk)
School email - usual network login or Network Services (itsupport@heathfieldcc.co.uk)

These measures will work best when...

Staff	Parent/Carer	Students
Set work: ● Released to students **clearly and broken down into straightforward steps. This should be significantly less in amount than would be expected in school.** ● **Where concepts are new or more difficult provide audio/visual explanations where at all possible** ● place this on Firefly/Google Classrooms. ● ensure that it is clear how the work will be submitted (including for those students that do not have a laptop/PC access). ● Learning Support Assistants will provide remote support via firefly or email to identified students on their usual daily timetable. Monitor progress: ● Check email/Firefly and respond to queries from students/ parents about work related issues that arise within 24 hours (school days). ● Provide feedback where relevant/appropriate. ● Use the school rewards system to recognise good/excellent work. ● Should a student not respond to the work set - email them with help. ● Should a student not respond following your email – follow the guidance about logging this. ● If working part time - consider making this clear with the *out of office* reply on your email settings. **Absence:** Follow usual protocols as per handbook instructions for absence.	● Alert the school if they do not have Internet access and/or access to a PC/laptop at home so that the school can provide hard copy work packs. ● Check the work set on Firefly to ensure that your child has understood what is expected ● Discuss any issues with your child and raise any concerns with the teacher via email/Firefly messaging - whilst understanding there may not be an immediate response. ● Be able to contact a member of Learning Support for additional assistance if their Child has an Education Health and Care Plan. ● Inform your child's teacher if the task has not been completed properly/fully and confirm the reason for this. ● Help your child to plan their day. *please be aware that a member of staff may be absent or unable to set work/respond to emails immediately. Emails will be responded to within 24 hours (school days) where possible (some staff are part time and will respond on their next working day).In the case of absence the Curriculum Leader will endeavour to set work later in the day.*	● Ensure that they have informed their tutor if they do not have Internet access and/or access to a PC/laptop at home so that the school can provide hard copy work packs ● Check the work set for the day on Firefly by 8.30am ● Ensure that the task is understood and ask for help via email ● Complete the work in the manner set, upload if required as requested for feedback. ● Inform your parent/carer if the task has not been completed and ask them to write to your teacher to explain – exceptional circumstances only ● If you are unsure about your work email your teacher