



Remote Learning Curriculum Programme
Summer Term 2020

Headteacher's Message

I would like to take this opportunity to welcome you all back to St. Clare's to start the summer term. I have to admit that I had never anticipated that we would be starting the summer term of 2020 in this way.

At St Clare's however, despite the challenging circumstances, we remain committed to providing an outstanding education for all of our pupils, regardless of the setting. We are currently in such unusual and unprecedented times, which can be extremely unsettling for our children. As well as prioritising their physical health as we remain at home, we also need to be looking after their mental health and wellbeing, keeping a sense of normality and daily routine, whilst providing opportunities for them to flourish. Therefore, although the school site remains closed, their education continues and will follow a structured timetable.

We understand that nothing can replace actually being in school, and being taught and cared for in person, but we hope that, through our Online Teaching and Learning Programme, our children will embrace the opportunity to develop their ICT skills and that they will become more resilient and independent. Most importantly, we hope that they continue to find joy in their learning and that they will be appropriately challenged through our Remote Learning Curriculum Programme.

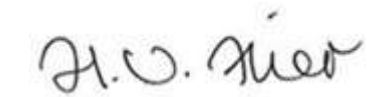
I would like to thank you once again for the support you have shown me and the school. I feel very fortunate to be part of such a great team. I would like to thank the teachers for their unfaltering support and work ethic. They have embraced the new technology and are working around the clock to ensure that the education delivered is of the highest quality.

I have always known what a fantastic school St Clare's is and that is the reason why I have taught there for 17 years and also the reason why I have chosen to educate my children there. These last few weeks, have however really illustrated to me the school's strength. When I say school, I mean the people. It is not the physical building but the people that make St. Clare's the special place it is and this has never been more evident than now at a time when we are unable to access the physical school but we are still very much a school community, a team and a support network for one another. The coming weeks will undoubtedly contain many new challenges, but we are sure that, by working together as a school community, our children will have structure, as well as the time to be creative and pursue more open-ended activities, maintaining a happy balance between academic work and play.

Thank you to you all, to your children and to all the staff at St Clare's, each and every one of you play an extremely important role.

I would like to wish everyone a very happy and successful summer term.

Kind regards



Helen Hier
Headteacher



Academic

We recognise that learning from home will present certain challenges, with multiple family members sharing devices and space and parents needing to work and supervise children simultaneously. Having taken this into account, we trust that the programme outlined below will help to overcome some of these challenges and allow for patterns to be established within each home, fitting in with work and family schedules.

Work will be set by teachers each day, but the Online Teaching and Learning Programme is flexible and we understand that there may be times when pupils cannot be online. Please provide us with feedback as we value your comments. Your feedback could be via an e-mail to your child's form tutor or subject teacher or via one of the questionnaires sent to you from the school. ~~form tutor or subject teacher or via one of the questionnaires sent to you from the school.~~

Our Online Teaching and Learning Programme is designed around the school's existing curriculum. This is the curriculum that your child would be working to when in school. Of course, we need to make adaptations to take account of delivering via the online platform. Our programme blends a mix of online and offline content and experiences, including:

SYNCHRONOUS ONLINE TEACHING WITH WHOLE CLASS

This is when a teacher connects online with a class group. This could be for form time or a specific class. Teachers may arrange this for part of a lesson in order to minimise elongated periods of time on the screen.

SYNCHRONOUS ONLINE TEACHING WITH A GROUP

This is when a teacher connects online with a smaller group of pupils. This could be for a specific aspect of academic work, e.g. an English teacher working with 4-5 pupils. It could also be for a wellbeing check in when a member of staff checks in with a group to discuss how things are going in this new way of working.

SYNCHRONOUS ONE-TO-ONE

There may be instances when 1:1 input is required. This could be, for example, for peripatetic music lessons etc. Individual teachers may also wish to connect with pupils 1:1.

ASYNCHRONOUS TEACHING

This is when a teacher pre-prepares teaching input, often by a short video and uploads for pupils to view. This is an effective way of delivering short pieces of teaching content to support learning.

ASYNCHRONOUS LEARNING TASKS

This is when a teacher sets tasks and activities for pupils to complete. These usually follow some teaching input. These tasks may reinforce previous learning or apply new learning.

THE STRUCTURE OF A 'REMOTE LEARNING' WEEK

PREP SCHOOL PROGRAMME OVERVIEW

Every class will have three sessions per day. These will vary in duration depending on the age of the pupils. Details regarding the timing of each session may be found on the class timetables.

Short breaks should be taken throughout the day with an additional 20-30 minutes in the morning and at least an hour at lunchtime. Where possible and weather permitting these breaks should be taken outside to give the children the opportunity for fresh air and exercise.

Games, the Arts and Activities will be part of the timetable to provide a balance to the school day.

- Work will be posted by 9.00am each day.
- Work will be able to be download and printed from Seesaw or Teams.

SENIOR SCHOOL PROGRAMME OVERVIEW

In the Senior School, pupils will follow their normal subject timetable. Teachers are preparing lessons of 45 minutes instead of 50 minutes in order to give pupils a five-minute break between each lesson thus reducing their time on screen. Assignments are posted for pupils to complete during their asynchronous learning task time. Teachers can check and comment on work as it is being done by the pupil then mark and give final feedback when the task has been completed and handed in.

WELLBEING CHECK-INS

In the Prep School, all students will check in with their Class Teacher daily, at several points throughout the day.

In the Senior School, there will be a weekly pastoral / wellbeing check-in slot for all classes with their form tutors. All Senior Pupils will have a set calendar item to remind them of this. Pupils will also have the opportunity to check-in with Mrs Smart (Pastoral Deputy) and their Form Tutor / Head of Key Stage if they wish. Form Tutors will ask all tutees if they would like to take this opportunity. These sessions will also be held on a Wednesday afternoon.

ASSEMBLIES

In the Prep School, Mrs Layland will host weekly assemblies on Teams with the classes, on a rota.

In the Senior School, Mrs Hier, Mrs Smart and Mr Martin (Head of Key Stages 3 and 4) will host and join class assemblies, to keep in touch with all the students.

All our assemblies will encompass our "Thought of the Week" programme, giving the students a collective point of reflection.

Timetables

NURSERY

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00	Language/Literacy or Maths	PE	Language/Literacy or Maths	Language/Literacy or Maths	Language/Literacy or Maths
10:00 – 10:30	Break	Break	Break	Break	Break
10:30 – 11:30	Child Centred Play	Pencil Control & name-writing activities	Child Centred Play	Pencil Control & name-writing activities	Pencil Control & name-writing activities
12:30 – 1:30	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 – 3:00	Topic Work	Child Centred Play	Topic Work	Topic Work	Child Centred Play

YEAR 1

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:30	Maths	Maths	Maths	Maths	Maths/English
10:30 – 10:50	Break	Break	Break	Break	Break
10:55 – 12:30	English	English	English	English	PE (appropriate physical activity)
12:30 – 1:30	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 – 3:10	Topic Work	Topic Work	Topic Work	Topic Work	Golden Time

RECEPTION

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:30	Maths	Maths	PE (appropriate physical activity)	Maths	English
10:30 – 10:50	Break	Break	Break	Break	Break
10:55 – 12:30	English	English	Maths	English	Maths
12:30 – 1:30	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 – 3:10	Topic Work	Topic Work PE (appropriate physical activity)	Topic Work	Topic Work	Golden Time

YEAR 2

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:30	Maths	Maths	Maths	Maths	English/Maths
10:30 – 10:50	Break	Break	Break	Break	Break
10:55 – 12:30	English	English	English	English	PE (appropriate physical activity)
12:30 – 1:30	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 – 3:10	Topic Work	Science Topic Work	PE (appropriate physical activity) Topic Work	Topic Work	Golden Time

Timetables

YEAR 3

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:30	Maths	Maths	Maths	Maths	English
10:30 – 10:50	Break	Break	Break	Break	Break
10:55 – 12:30	English	English	English	English	Science Spanish
12:30 – 1:30	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 – 3:20	Topic Work	PE (appropriate physical activity)	Topic Work	PE (appropriate physical activity)	Topic Work

YEAR 5

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:30	English	Maths	Maths	Maths	English
10:30 – 10:50	Break	Break	Break	Break	Break
10:55 – 12:30	Maths	English Science	PE (appropriate physical activity)	Topic Work Spanish	English
12:30 – 1:30	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 – 3:20	Topic Work	English	English	Topic Work	Games (appropriate physical activity)

YEAR 4

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:30	English	Maths	English	Maths	English
10:30 – 10:50	Break	Break	Break	Break	Break
10:55 – 12:30	Maths	English	Maths	Science English	Spanish Maths
12:30 – 1:30	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 – 3:20	Topic Work	Topic Work	Topic Work	PE 2:0-2:50 (appropriate physical activity) Topic Work	PE (appropriate physical activity)

YEAR 6

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:30	English	Maths	English	Maths Topic Work	Maths
10:30 – 10:50	Break	Break	Break	Break	Break
10:55 – 12:30	Maths	English	PE (appropriate physical activity)	English Topic Work	English
12:30 – 1:30	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 – 3:20	Topic Work Spanish	Science Topic Work	Maths	Topic Work	Games (appropriate physical activity)

Timetables

SENIOR SCHOOL

Please see below, the lesson times and structure of the day.

Pupils will each have their individual timetable which will be followed on Microsoft Teams.

Time	08:30 - 09:00	09:00 - 09:50	09:50 - 10:40	10:40 - 11:10	11:10 - 12:00	12:00 - 12:50	12:50 - 14:00	14:00 - 14:50	14:50 - 15:40	
MONDAY	Registration	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6	
WEDNESDAY	Registration	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	13:30 - 14:10 - Wellbeing Check-in 14:10 - 15:40 - Enrichment		
FRIDAY	Registration	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6	
TUESDAY	Registration	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lesson 5	Lunch	Lesson 6	Lesson 7
THURSDAY	Registration	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lesson 5	Lunch	Lesson 6	Lesson 7

Note: All lessons are 45 minutes long with a 5 minute break

SIXTH FORM

Please see below, the lesson times and structure of the day.

Students will each have their individual timetable which will be followed on Microsoft Teams.

Time	08:30 - 09:00	09:00 - 09:50	09:50 - 10:40	10:40 - 11:10	11:10 - 12:00	12:00 - 12:50	12:50 - 14:00	14:00 - 14:50	14:50 - 15:40	
MONDAY	Registration	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6	
WEDNESDAY	Registration	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	13:30 - 14:10 - Wellbeing Check-in 14:10 - 15:40 - Enrichment		
FRIDAY	Registration	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6	
TUESDAY	Registration	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lesson 5	Lunch	Lesson 6	Lesson 7
THURSDAY	Registration	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lesson 5	Lunch	Lesson 6	Lesson 7

Note: All lessons are 45 minutes long with a 5 minute break

TECHNOLOGY PLATFORMS

Our staff will deliver our Remote Learning Curriculum Programme using the following technology platforms:

Nursery to Year 2	Seesaw
Year 3	Microsoft Teams and Seesaw
Year 4 to Year 6	Microsoft Teams
Senior School	Microsoft Teams
Sixth Form	Microsoft Teams

Work will be set the day/evening prior to the day it is to be completed, which we hope will give parents an advanced view of what their child's day will look like. In the Prep School, work will be posted on Seesaw or Teams from 9.00am each day.

Pupils will be able to download the work and then either print it out or complete it on a computer. Work that has been printed out can be sent back to teachers by uploading a scanned image or photograph of it. Teachers will inform the students clearly as to how to submit work via Teams or Seesaw.

We hope that these arrangements will help to take some of the pressure off parents, as we encourage pupils to develop their independent learning and feel more connected with their teachers. Detailed instructions for each platform have been sent to parents.

If you are struggling to access any platform, please email OnlineLearningSupport@cognitaschools.co.uk stating your child's name, Year group and brief details of the issue.

SCREEN TIME

This is clearly an unusual situation for everyone, where there is greater reliance on digital devices than usual. We recommend that pupils try to spend no longer than three hours on a device each day. Teaching staff will work together to ensure that work set is balanced across a mixture of mediums. If you feel your child's screen time is exceeding what is reasonable, please do contact their Tutor so that they can help to coordinate communication between teaching staff. Regular breaks, within the maximum recommended screen time, are crucial.

REGISTRATION

In the Prep School, children from Nursery to Year 2 should respond to the class teacher's first announcement of the day at 9.00am and then in the afternoon at 1.30pm. This will indicate that a pupil is present. In Years 3 to 6, the Class Teacher will take the register via Teams at 9.00am and 1.30pm. In the Senior School, each student is sent a calendar invite for AM registers daily. If your child is unable to engage in the online learning for that day, please email the school secretary, Mrs Domachowski fran.domachowski@cognita.com before 9:00 am.

MARKING AND PUPIL ASSESSMENT

Work is to be returned to teachers for marking and feedback, but there is no pressure to do this immediately. Individual teachers will make clear their expectations around submitting work when individual tasks are set.

Nursery – Year 3: Work can be uploaded to Seesaw

Years 3 – 13: Work can be uploaded to the assignments tab in Teams or emailed. Staff will give explicit instructions as to how they would like to receive the work.

Assignments in the Senior School are posted for pupils to complete during their asynchronous learning task time. Teachers can check and comment on work as it is being done by the pupil then mark and give final feedback when the task has been completed and handed in.

Teaching staff will be closely monitoring academic work and will be regularly assessing and reviewing pupils' attainment and progress. This assessment will continue throughout the summer term in line with our usual framework, taking into account both effort and attainment. Arrangements for assessment and examinations may be subject to change should we return to school during the summer term.

Summer reports on pupil attainment and progress will be issued towards the end of the summer term. Further details of this will follow.

LIVE LESSONS AND CATCHING UP ON MISSED LESSONS

All lessons hosted in Teams are recorded and the video added to the body of the class team, so that students can re-watch if needed. This service is hosted by Microsoft Stream and the content privileges controlled by the class teacher. Class teachers also provide the lesson materials in the "Files" tab of the class Team, so work can be caught up on independently.

In light of the transition to online learning, we have updated our Privacy Notices, these are hosted on our school's website.

HOMEWORK AND PERSONAL STUDY

Prep School:

A homework task will be set for pupils in Reception to Year 6 every weekend. Class teachers will set a weekly reading task

Senior School:

The expectation is that pupils will complete class tasks as their homework if not finished during the lesson time. Additional homework will be set accordingly, this will be dependent on the year group and subject.

INSPIRING FUTURES

Working in partnership with our fellow Cognita schools and also with other high-profile providers, *Inspiring Futures* is a new, exciting and challenging programme which we are offering to Years 11 and 13 in the second half of the summer term. This programme will enable our students to develop an understanding of, and an opportunity to demonstrate, the skills, knowledge and understanding that will make them stand out as successful candidates in the next stage of their learning journey be that sixth form, university or the world of work. More details of the *Inspiring Futures* programme will follow shortly after the beginning of the summer term.

Pastoral

REWARD SYSTEM

During this time, teachers will email home to acknowledge pupils' efforts and achievements. In the Prep School, green cards will also be awarded when appropriate.

HOUSE SYSTEM

We hope to run some House events through the summer term, albeit virtually, to engage students across the school and key stages.

CHARITY WORK

We feel it imperative we support our NHS at a time when its services are so stretched. In lieu of our enrichment programme, we will look at activities that could highlight this cause and potentially raise money from home. We very much value your feedback on this too and would like parents to be part of this drive. If you have any suggestions, please email Mrs Smart: rachel.smart@cognita.com

SCHOOL COUNSELLOR

Our school counsellor, Val Williams, has contacted the parents of the students she currently supports, to continue offering her services privately. Mrs Williams is also sending us information to support students and families during this difficult time, which we will continue to send out via parentmail.

PASTORAL CONCERNS OR QUERIES

It is important that pupils and parents know that we are here to support them during our Online Teaching and Learning Programme. If you have any pastoral or wellbeing concerns, please email: Mrs Layland in the Prep School: mary.layland@cognita.com
Mrs Smart in the Senior School: rachel.smart@cognita.com

THE BROADER CURRICULUM

During this period of online learning we are as keen as ever to ensure that pupils receive as broad an experience as possible, accepting the given limitations. These varied activities will be led by their normal teachers and will continue to cover the curriculum required by these subjects, hopefully in a more collaborative and creative format.

THE ARTS AND PERFORMING ARTS LESSONS

In the Prep School, creative arts will be incorporated into the topic work.

Drama, art and music will be delivered across the Senior School curriculum via timetabled lessons. Music delivered by the peripatetic teachers will continue as privately arranged between parents and teacher.

GAMES AND PE

During the summer term which is usually dedicated to summer sports, our committed Games and PE staff team will offer a broad and balanced curriculum. It will encourage pupils to complete their recommended daily exercise time, as well as imparting knowledge and a greater understanding of these sports alongside an appreciation of the wider sporting world. Normal PE lessons will continue via Seesaw and Teams and details will follow in the summer term.

COGNITA HOME OLYMPICS

In the absence of the Tokyo 2020 Olympic Games, the *Cognita Home Olympics* will be a great way of connecting, competing and celebrating through physical endeavour. All schools will be invited to participate in these games in the week of 18th - 22nd May.

The Games will start with an opening ceremony and the Cognita Creed. Each day will include one fitness and one skill event for every age group (including parents!) for 4 days, with the closing ceremony and results announced on the fifth day. The standards will be circulated at the end of April giving pupils and families the chance to train for their selected events, and examples might include things like the plank or juggling! It will be an opportunity to represent themselves, their schools and their countries with passion and pride and enjoy the way sport can bring our global community together to be happier and healthier. We will send out further details about how to enter by the beginning of May.

Communication – Keeping in Touch

GENERAL CONTACT DETAILS

Please be assured that staff are contactable each day during our term times and are available to support pupils through their Online Teaching and Learning Programme.

All Staff emails are available on our website but please understand we do not expect staff to respond to emails or Teams messages outside of their normal working hours. We feel it is important to acknowledge this work / home divide while staff work from their own homes.

Please do contact your child's Form Teacher if you have any general queries.

If there is an issue relating to the work itself, please contact the relevant subject teacher in the first instance.

If you have general questions regarding our academic provision, please direct these to:

Mrs Parker in the Senior School: margaret.parker@cognita.com

Mrs Layland in the Prep School: mary.layland@cognita.com

If you have general questions regarding our pastoral provision, please direct these to:

Mrs Layland in the Prep School: mary.layland@cognita.com

Mrs Smart in the Senior School: rachel.smart@cognita.com

If you have general questions regarding safeguarding, please direct these to:

Mr Gatt (Safeguarding Lead): michael.gatt@cognita.com OR

Mrs Layland in the Prep School: mary.layland@cognita.com

Mrs Smart in the Senior School: rachel.smart@cognita.com

The Head, Mrs Helen Hier, can be contacted by email at helen.hier@cognita.com

Please feel free to contact any other member of staff as you would normally do for all other school matters.

Expectations

WHAT YOU CAN EXPECT FROM OUR SCHOOL

- A continuation of an excellent and robust curriculum
- Online and offline learning activities
- Continued high quality pastoral care
- Regular communication from the school and teachers

WHAT WE EXPECT FROM OUR PUPILS

- Commitment to take part in all online learning and work hard
- Willingness to step out of their comfort zone, especially when things are different or not straight forward

HOW YOU CAN HELP YOUR CHILD

- Family comes first and must be your priority
- You are not expected to be your child's teacher. Please do contact the school if you are struggling with the work that has been set
- It would be helpful to provide a dedicated work-space for your child along with the following equipment: IT device / pad of paper / notebook / exercise books / pen, pencil, colouring pens/pencils / maths equipment / calculator / ruler / text books / reading book (age appropriate)
- Stick to a routine where possible. It may be helpful to print out a copy of your family timetable and how the school day will fit into it
- Recognise the need for regular breaks for your children
- Encourage children to keep in contact with their friends
- Enable children to be punctual for any live sessions
- During academic learning, focus should be entirely on schoolwork sessions, therefore apps/tabs that are not relevant to academic learning should be closed and mobile phones put away
- Keep communicating with us – if there is something that needs to be addressed or we could be doing something better, please do let us know
- For Games and PE lessons, it might be helpful for children to change into sports clothes to make a healthy distinction between academic work and physical exercise

Safeguarding Guidance for Online Working

We recognise that our pupils may have increased access to the internet, as they spend more time at home and as they access our Online Teaching and Learning Programme. We would therefore recommend the following guidelines:

- Where possible, please ensure that you have the appropriate settings in place on the devices that your children will be using.
- We will be treating the online environment as part of the school day. Children should be aware of their use of language and ensure that they behave appropriately whilst online.
- Please be vigilant about the sites that your children are visiting. You may need to check their work as well as having a good understanding of the tasks that they are undertaking.
- We ask that parents supervise online sessions in an appropriate manner if able.
- At the beginning of the session the teacher will set out some ground rules for how each session will run.
- If your child is unwell or unavailable at the time of their assigned session, please let us know.
- Ensure that they have adequate breaks from devices. Children will be set a wide variety of tasks by staff to encourage the use of mediums other than electronic devices.
- Our school safeguarding policy remains in place and you will also be sent a copy of the Covid-19 Addendum to the Safeguarding Policy. If you have any concerns of a safeguarding nature then please contact the school's Designated Safeguarding Lead michael.gatt@cognita.com

SOURCES OF INFORMATION FOR PARENTS

A range of resources, tips and advice to help families during school closures is available and be continually updated on the Cognita website:

<https://www.cognita.com/cognita-be-well/resources-for-families/>



