Setting work for pupils with Covid-19 related absences.

Short absence or first day of year group being sent home.

If pupils are not in school for a short period (for example if taking a Covid-19 test and waiting for the results) and they are well enough to work, they should undertake independent tasks from the suggestions below.

As far as possible, pupils should select tasks relevant to the subjects they would have been studying that day and aim to work during normal school times.

Parents/Carers are able to access timetables for each year group on the Remote Learning section of the Hollingworth Academy website to see which subjects they should study each day.

Independent Tasks:

1. Knowledge Organisers

In many subjects, pupils have been give Knowledge Organisers. These are sheets or booklets that contain the most essential information that pupils need to learn in a particular topic. For example, they may include key words with definitions; facts; formulae or important dates. A valuable independent learning task is to learn this information, focussing on a single section at a time. They should follow this up by testing themselves (or being tested by a family member) on what they have covered. Three simple activities that support this learning and retrieval process are:

- Copying out the information directly from the sheet, to focus on the detail.
- "Look-Say-Cover-Write-Check", to develop working memory.
- Creating flashcards, for example with a key date on one side and the event on the other, for self-quizzing to improve retrieval.

2. Educational Websites

- BBC Bitesize
- Oak Academy

Pupils can explore the website to find work relating to different subjects and Key Stages.

Some subjects routinely use other websites for homework. If pupils are familiar with these they should be able to use them to top-up their learning.

- Maths: HegartyMaths
- KS3 Science: Active Learn
- French/Spanish: Vocab Express

3. GCSE Revision Guides

If Key Stage 4 pupils have revision guides, they should undertake their own revision. This may follow the strategies above for Knowledge Organisers.

Full year group bubble sent home (more than one day).

If pupils are off for more than one day, face-to-face education will switch to remote education. We plan to include at least one 'live lesson' per day, determined by a published schedule.

Pupils will receive work for the subjects they would have studied on that day. All work will be set via Google Classroom. Pupils' login and password details for this platform are the same as they use on the school network and computers.

This work should be completed and submitted on the same day that it is set.

If pupils receive feedback and tasks for improvement, these should be undertaken and re-submitted.

Self-Isolating Pupils.

In the following cases;

- a pupil self-isolating for 10 days following contact tracing,
- a pupil having a positive Covid-19 test, but is asymptomatic or feels well enough to work.

On day one of self-isolation, see Short Absence or First Day of Year Group being Sent Home, above.

Beyond day one, teachers will share lesson resources with pupils via Google Classrooms. This work will be titled "Self-isolation – [date] – [subject] – [title]". These resources will be the ones used in the face-to-face lessons that the self-isolating pupil is missing. The pupil should work through the resources and complete the tasks to the best of their ability. The pupil is expected to mark the work as done on Google Classroom.

Pupils who have a positive result and are unwell.

Parents/Carers must contact the relevant Head of Year to inform us that their child is unwell and unable to complete work. If this is the case, he/she is not expected to complete the work set on Google Classroom described above. However, if their symptoms improve during the period that they are required to self-isolate, they should engage with the tasks made available to them.

Please note:

- If a pupil has problems with IT, he/she should contact
  itsupport@hollingworthacademy.co.uk

- If the problem cannot be resolved, then pupil should undertake further independent study tasks from the examples above until a solution is found.

- If a pupil has no access to IT, please contact the relevant Head of Year.

- The current school day outline is below.

Start	Finish	Lesson	Teaching Time
8:40 AM	9:00 AM	Registration	20 minutes
9:00 AM	9:50 AM	Period 1	50 minutes
9:50 AM	10:40 AM	Period 2	50 minutes
10.40AM	12:05 PM	Period 3 + Break	1 hour 15 minutes +15 minutes Break
12:05 PM	1:45 PM	Period 4 +Lunch	1 hour 10 minutes + 30 minutes Lunch
1:45 PM	2:50 PM	Period 5	55 minutes – 1hour 5 minutes

- We expect pupils to try to maintain the routine of working during normal school hours, as far as possible.

- We do not require pupils to spend longer than the normal teaching time for any lesson 'actively engaged' in their learning activities, even if they are not able to complete the task in full.