

**Auckland College Independent School**

**Secondary Remote Learning Procedure**

**Individuals isolating**

**Rationale**: To ensure the continued education of the students and to support working families if classes have to isolate in the future.

The guide below must be followed to ensure the highest quality of education for the students and also to ensure parents are not needed to deliver the learning to students during isolation.

Please read through the information carefully so that you fully understand your role in providing work for any child who has to isolate in your class.

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| **Initial Communication** |
| **1. On receipt of a positive Covid test, Miss Boyd or the senior member of school staff will liaise with the family to confirm isolation details.**  **2. Staff members will be informed as to what absence length will be.**  **3. A letter (Appendix 2) will be sent to inform parents and students of the arrangements for Home Online Learning until the isolation period is over.**  **5. Staff must then proceed to ensure that Home Online Learning, laid out in this document, is prepared and ready for the first full day of isolation.** |

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| **Expectations for staff** |
| **To be done immediately**   * **All students must be on and able to access their Google Classrooms for each subject immediately.**   **Tasks in isolation**   * **Ensure each lesson for the day is set according to timetable covered in school.** * **Set lessons have explanations and resources (Worksheets to print out must be kept to a minimum)** * **Lessons will follow the structure of the school day** |

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| **Lesson Set up** |
| * **All lessons must be set on Google Classroom the previous evening with resources** |

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| **Feedback** |
| * **Approval and comment in Google Classroom on returned work.** * **Use of Learning Platforms, Mathswatch, Educake, Google Forms and Kahoot quiz to check understanding** * **Use of assessment systems can also be used for self-marking assessment.** |

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| **Learning Platforms** |
| * **Google Classroom** * **Mathswatch** * **Educake** |

**Appendix 1**

**Letter to Parents,**

Dear Parents and Carers,

Today we received notification from you that your child will need to isolate due to a positive COVID-19 test.

At Auckland, during previous lockdowns and whole-class isolation periods we worked with you to ensure that the learning of our students was not impacted by learning from home, through the use of live lessons. Now that school has returned in full, we are unable to continue with this commitment and instead must revert back to providing lessons, tasks and access to online portals for use during your child’s individual isolation period.

We believe there must be a constant communication between families and teachers. This will lead to a much stronger provision during the isolation period. If your child is not well enough to complete any work, please communicate this to your child’s subject teacher.

Teachers will be setting the work through Google Classroom online so that all students have access to learning over their isolation period. Work will be posted daily along with all supporting documents and guidance to any online portal being used.

If you have any questions or need any support, please contact your child’s form or subject teacher in the first instance. Miss Boyd and I are also here to support in any way we can and are fully contactable by telephone, email or ClassDojo message as usual.

Kind regards,

Mark Ramsden