



## **Home Learning Policy**

**May 2022**

(Next review date May 2023)

## **Safeguarding Statement.**

SupaJam supports government expectations that learning providers should support pupils to be resilient and mentally healthy. SupaJam is committed to providing a safe environment that fosters trust and to create a culture that supports mental health.

### **1.1 Purpose of Home Learning**

SupaJam Education in Music and Media is committed to providing a high-quality education for all students in a safe environment and in line with our ethos. It is recognised that in some cases, students are not ready to come into college to engage in lessons with other students and may need to transition more slowly into college. Alternatively, some students may need access to education outside the college grounds if they have been temporarily removed from college while an investigation is underway. In these cases, home learning may be a viable short-term option.

### **1.2 What Home Learning May Look Like**

Home learning may take any of the following forms in combination or as a sole method:

- Online call into lessons with the class tutor
- Online sessions with a home learning tutor
- Face to face sessions with a home learning tutor in the student's home or in a public venue, such as a coffee shop or library

### **1.3 Planning for Home Learning**

Home learning should be only a short-term intervention with a clear Home Learning Plan (see Appendix 1) indicating the timeline and steps leading to the student engaging fully in the life of the college. The plan should be developed with a relevant group of the following staff:

- Family Liaison Officer
- Education Manager
- Centre Manager
- RSL/AP tutor
- English/maths tutors
- Relevant member of SLT
- Student and parent/carer/guardian
- External support staff, such as social worker

2 The Home Learning Plan should include:

- Weekly targets towards moving into college
- A timetable to be logged with admin and also given to the student
- Methods of home learning (online or face to face)
- Tutors involved in student's lessons
- Weekly work targets, including RSL/AP, English, maths, personal project, SMSC and enrichment
- Additional resources needed for student (laptop and dongle, for example)
- Planned review dates
- Expected outcomes
- Risk assessment for face-to-face learning
- Additional adult to be present for face-to-face learning

The Home Learning Plan should be collaboratively produced with and signed off by the Education Manager.

## **1.4 Implementing Home Learning and Safeguarding**

### **1.4.1 Face to Face**

- No face-to-face home learning can take place until a risk assessment has been completed by the Base Leader
- An additional adult must be present for face-to-face sessions in the home or in a public venue. The session cannot take place without this additional adult in place (see lone working policy)
- The tutor should follow the SoW for the lesson and have all appropriate resources available for the session
- The tutor should keep a weekly log of learning and engagement for the Education Manager to review
- The home learning tutor is responsible for setting and marking assessments, reporting data and rating the student as on track (Green), cause for concern (Amber), or serious cause for concern (Red) meeting with parents on information evenings

### **1.4.2 Online Learning and Safeguarding**

- The student must be encouraged to have a camera and microphone on at all times for the online sessions however please consider that a student may feel embarrassed about their surroundings if they are working from their home. Consider a home visit prior to beginning sessions online. Should a student refuse their camera to be switched on the whole duration, try to encourage them to turn it on intermittently throughout the session.
- The tutor must be able to see at all times evidence of the student producing the work
- Should the teacher feel that they cannot be conduct the session without if the student will not put on their microphone. In this case, the tutor should cease the session and contact the Education Manager.

- All online sessions must be recorded and stored on the One Drive
- The tutor should follow the SoW for the lesson and have all appropriate resources available for the session
- The tutor should keep a weekly log of learning and engagement for the Education Manager to review
- Home learning tutor is responsible for setting and marking assessments, reporting data and RAG rating the student, meeting with parents on information evenings.

### **1.5 Length of Home Learning Agreement**

Home Learning is to be used as a short-term plan. The plan should cover no more than two (2) short terms with the outcome being to bring the student into college for all lessons and related activities.

An extension of an additional short term can be granted by the planning team (1.3) with an adapted plan to be put in place.

No more extensions will be granted after this one, unless there are specific circumstances that warrant a further extension. This second extension will be at the discretion of the Director of Education and Innovation.

If the student has not engaged with the plan after one or two extensions, SupaJam will support the student in contacting the local education authority to find a new placement.

### **1.6 Student Progress**

Weekly student progress should be reported on the Review portion of the Home Learning Plan (Appendix 1).

If a student is not engaging in the steps to come into college and/or not engaging in education, plans should be put in place within the first review date to find a solution. This may involve discussions with parents/carers/support workers and the student to revise the plan so that it is more achievable.

If the student has made no significant progress in the steps into college and/or education at the end of the plan, it will not be extended and SupaJam will support the student in engaging with the education authority to find a new placement.

### **1.7 Terms of Home Learning**

Tutors and students are bound by SupaJam policies, regardless of the location of the lessons. This means that tutors should report welfare and safeguarding concerns in the same manner as if the student is in college.

**Appendix 1: Home Learning Plan and Review**

Student Name: RSL/AP: English Level: Maths Level: Beginning Date: End Date:		
Student Signature _____		
Education Manager Signature _____		
Date Risk Assessment Completed:		
<b>Targets to College</b>		<b>Review</b>
Target Week 1		
Target Week 2		
<b>REVIEW 1</b>		

Target Week 3		
Target Week 4		
Target Week 5		
Target Week 6		
<b>REVIEW 2</b>		
Target Week 7		
Target Week 8		
Target Week 9		
<b>REVIEW 3</b>		
Target Week 10		
Target Week 11		
Target Week 12		
<b>REVIEW 4</b>		
Extension 1		

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1 + 2					
Lesson 3 + 4					
Lesson 5+ 6					
Location					
Tutor					
Additional Adult					

Extension 2		
	<b>Director of Education Signature:</b> <hr style="width: 30%; margin: 10px auto;"/>	

**Student Timetable (to be shared with student and admin):**

Resources shared with student		
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	Educational Targets	Review
<b>Week 1</b>		
RSL/AP		
English		
Maths		
SMSC		
Personal Project		
Enrichment		
<b>Week 2</b>		
RSL/AP		
English		
Maths		



SMSC		
Personal Project		
Enrichment		
<b>REVIEW 1</b>		
<b>Week 3</b>		
RSL/AP		
English		
Maths		
SMSC		
Personal Project		
Enrichment		
<b>Week 4</b>		
RSL/AP		
English		
Maths		
SMSC		
Personal Project		
Enrichment		
<b>Week 5</b>		
RSL/AP		
English		
Maths		
SMSC		
Personal Project		

Enrichment		
<b>Week 6</b>		
RSL/AP		
English		
Maths		
SMSC		
Personal Project		
Enrichment		
<b>REVIEW 2</b>		
<b>Week 7</b>		
RSL/AP		
English		
Maths		
SMSC		
Personal Project		
Enrichment		
<b>Week 8</b>		
RSL/AP		
English		
Maths		
SMSC		
Personal Project		
Enrichment		
<b>Week 9</b>		
RSL/AP		

English		
Maths		
SMSC		
Personal Project		
Enrichment		
<b>REVIEW 3</b>		
<b>Week 10</b>		
RSL/AP		
English		
Maths		
SMSC		
Personal Project		
Enrichment		
<b>Week 11</b>		
RSL/AP		
English		
Maths		
SMSC		
Personal Project		
Enrichment		
<b>Week 12</b>		
RSL/AP		
English		
Maths		
SMSC		
Personal Project		

Enrichment		
<b>REVIEW 4</b>		
Extension 1		
Extension 2		

