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# TIME

## Teaching and Learning Policy

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### 1. Aims

This policy aims to:

- Explain how we'll create an environment at our school where pupils learn best and love to do so
- Summarise expectations to make sure everyone is committed to achieving a consistent approach to teaching and learning across our school
- Promote high expectations and raise standards of achievement for all pupils in our school
- Involve pupils, parents/carers and the wider school community in pupils' learning and development
- Promote consistency across the school

### 2. Our guiding principles

At This Is My Education (TIME), our vision is to ensure our learners are empowered young people ready to face life in modern Britain. We envision each learner being the best version of themselves, reaching their full potential in all aspects of life: academically, personally, socially and physically, Ensuring our learners have the skills and knowledge needed to lead fulfilling lives.

Pupils learn best at our school when they:

- Have their basic physical needs met
  - Feel secure, safe and valued
  - Feel a sense of belonging to the group
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- Are engaged and motivated
- Can see the relevance of what they are doing
- Know what outcome is intended
- Can link what they are doing to other experiences
- Understand the task
- Have the physical space and the tools needed
- Have access to the necessary materials
- Are not disrupted or distracted by others
- Can work with others or on their own, depending on the task
- Are guided, taught or helped in appropriate ways at appropriate times
- Can practice what they are learning
- Can apply the learning in both familiar and new contexts
- Can persevere when learning is hard
- Can manage their emotions if things are not going well
- Recognise that all learners make mistakes and mistakes can help us learn

### 3. Roles and responsibilities

Teaching and learning in our school is a shared responsibility, and everyone in our school community has an important role to play.

This is how we will create the above conditions for pupils' learning at all times:

#### 3.1 Teachers

Teachers at our school will:

- Follow the expectations for teaching and professional conduct as set out in the [Teachers' Standards](#)
- Actively engage parents/carers in their child's learning via emails, website, letters, parents evenings, including clearly communicating the purpose of home learning
- Update parents/carers on pupils' progress weekly/half termly, and produce an termly written report on their child's progress
- Meet the expectations set out in curriculum policy, behaviour policy, and marking and feedback policy

#### 3.2 Support staff

Support staff at our school will:

- Know pupils well and differentiate support to meet their individual learning needs
- Support teaching and learning with flexibility and resourcefulness

- Use agreed assessment for learning strategies
- Use effective marking and feedback as required
- Engage in providing inspiring lessons and learning opportunities
- Feedback observations of pupils to teachers
- Ask questions to make sure they've understood expectations for learning
- Identify and use resources to support learning
- Have high expectations and celebrate achievement
- Demonstrate and model themselves as learners
- Meet the expectations set out in your curriculum policy, behaviour policy, and marking and feedback policy

### **3.3 Subject leaders**

Subject leaders at our school will:

- Help to create well-sequenced, broad and balanced curriculum plans that build knowledge and skills
- Sequence lessons in a way that allows pupils to make good progress from their starting points
- Use their budget effectively to resource their subject, providing teachers with necessary resources for learning
- Drive improvement in their subject/phase, working with teachers to identify any challenges
- Timetable their subject to allocate time for pupils to:
  - Achieve breadth and depth
  - Fully understand the topic
  - Demonstrate excellence
- Moderate progress across their subject/phase by, for example, systematically reviewing progress against a range of evidence and reviewing qualitative and quantitative performance data
- Improve on weaknesses identified in their monitoring activities
- Create and share clear intentions for their subject
- Encourage teachers to share ideas, resources and good practice
- Meet the expectations set out in your curriculum policy, behaviour policy, and marking and feedback policy

### **3.4 Senior leaders**

Senior leaders at our school will:

- Have a clear and ambitious vision for providing high-quality, inclusive education to all
- Celebrate achievement and have high expectations for everyone
- Hold staff and pupils to account for their teaching and learning
- Plan and evaluate strategies to secure high-quality teaching and learning across the school
- Manage resources to support high-quality teaching and learning
- Provide support and guidance to other staff through coaching and mentoring
- Input and monitor the impact of continuing professional development (CPD) opportunities to improve staff's practice and subject knowledge
- Promote team working at all levels, for example by buddying teachers up to support one another where appropriate
- Address underachievement and intervene promptly
- Meet the expectations set out in your curriculum policy, behaviour policy, and marking and feedback policy

### **3.5 Pupils**

Pupils will:

- Take responsibility for their own learning, and support the learning of others
- Meet expectations for good behaviour for learning at all times, respecting the rights of others to learn
- Attend all lessons on time and be ready to learn, with any necessary equipment for the lesson
- Be curious, ambitious, engaged and confident learners
- Know their targets and how to improve
- Put maximum effort and focus into their work
- Complete home learning activities as required
- Meet the expectations set out in the behaviour policy

### **3.6 Parents and carers**

Parents and carers of pupils at our school will:

- Value learning
- Encourage their child as a learner
- Make sure their child is ready and able to learn every day
- Support good attendance
- Participate in discussions about their child's progress and attainment
- Communicate with the school to share information promptly

- › Provide resources as required to support learning
- › Encourage their child to take responsibility for their own learning
- › Support and give importance to home learning

### **3.7 Governors**

Governors at our school will:

- › Monitor that resources and funding are allocated effectively to support the school's approach to teaching and learning
- › Monitor the impact of teaching and learning strategies on pupils' progress and attainment
- › Monitor the effectiveness of this policy and hold the headteacher to account for its implementation
- › Make sure other school policies promote high-quality teaching, and that these are being implemented

## **4. Planning**

The aims and values of This Is My Education (TIME) are to promote individuals' potential to develop into confident, resilient, critical thinking and skilled young people who will make a positive contribution to society and live as independent a life as possible. This Is My Education (TIME) aims to provide all students, particularly disadvantaged and those with SEND, with a breadth of inclusive opportunities both inside and outside of the classroom in order to equip them with the knowledge, skills, memorable experiences, cultural capital and character, necessary to enable them to become well-rounded, successful and happy citizens, who are capable of becoming what they want to be in a rapidly changing world..

Lessons will be planned well to ensure good short, medium and long-term progress.

The curriculum is designed to develop the knowledge and skills that students will need to succeed both in their studies and later life. All students have the opportunity to study a broad range of subjects in key stage 3 and a strong academic core of subjects in years 10 and 11.

The ability to learn is underpinned by the teaching of basic skills, knowledge, concepts and values. The school constantly provides enrichment opportunities to engage and offer high quality learning.

Enrichment opportunities provide memorable experiences and ensure there are no limits to the learning environment and a students' curiosity and a thirst for new experiences and knowledge. We also aim to support young people to access as many new experiences as possible.

Leaders ensure that the curriculum is designed to prepare students with the knowledge and skills to access the next phase of education, training or employment.

## 5. Learning environment

When pupils are at school, learning will take place in classrooms, outdoor spaces, PE room, sensory rooms and ICT suites and offsite vocational workshops.

These spaces will be kept safe, clean and ready for pupils to use them.

They will be arranged to promote learning through:

- Clearly labelled, comfortable and attractive zones such as reading corners and quiet areas
- Posters of material pupils have previously learned about and can identify
- Accessible resources for learning such as books, worksheets and other equipment
- Displays that celebrate and support pupils' learning

## 6. Differentiation or adaptive teaching

Teaching and learning at our school will take the backgrounds, needs and abilities of all pupils into account. We will differentiate or adapt learning to cater to the needs of all of our pupils, including:

- Pupils with special educational needs and/or disabilities (SEND)
- Pupils with English as an additional language (EAL)
- Disadvantaged pupils
- Using support staff effectively to provide extra support
- Working with our SEN co-ordinator (SENCO), our pupils with SEND, and their parents/carers to establish the appropriate level of material to support these pupils to make good progress
- Using ability groupings for certain subjects where appropriate
- Providing writing frames and word banks

## 7. Home learning

Home learning, or homework, will support pupils to make the link between what they have learnt in school and the wider world. It's most effective when done in a supportive, secure environment, with focused time set aside.

All home learning will be made available on Class Charts - our digital learning platform or sent home as a physical copy.

Home learning will be reasonable in challenge and length, and its purpose will be clearly outlined alongside each task.

## 8. Marking and feedback

Feedback will clearly explain to pupils what they're doing well and what they need to do next to continue to improve their work.

It will be given weekly by digital learning platform, verbally or in pupils' books.

Please refer to our marking and feedback policy

### **9. Assessment, recording and reporting**

We will track pupils' progress using a combination of formative and summative assessment Weekly/half termly through ongoing formative assessment, and formal summative assessment at the end of each half term.

We will provide regular targets for pupils and provide termly verbal reports against these at parents' evenings. Pupils will receive a written report termly.

Please see our assessment policy.

### **10. Monitoring and evaluation**

We will monitor teaching and learning in our school to make sure that all of our pupils make the best possible progress from their starting points.

School leaders / Subject leaders will monitor and evaluate the impact of teaching on pupils' learning through:

- Conducting learning walks
- Reviewing marking and feedback
- Termly pupil progress meetings
- Gathering input from the school council
- Planning scrutinies
- Book scrutinies

Please see our performance management policy.

### **11. Review**

This policy will be reviewed every 2 years by the headteacher, Jillian Fairclough. At every review, the policy will be shared with the full governing board.

### **12. Links with other policies**

This policy links with the following policies and procedures:

- Behaviour policy
- Curriculum policy
- SEN/SEND policy and information report
- Marking and feedback policy
- Assessment policy
- Non-examination assessment policy
- Equality information and objectives