



Teaching and Learning Policy (incl. classroom observation, homework and use of film in the classroom)

Review date: Dec 2020

Next review date: June 2021

Staff resp. for review: ARO

Norbury Manor Teaching and Learning Policy

At Norbury Manor, we believe that quality learning and teaching is facilitated by:

- An exciting and challenging curriculum which is broad, balanced and well planned
- A curriculum that caters for students of all abilities and aptitudes
- A knowledgeable and enthusiastic teacher
- The care with which lessons are planned and learning is structured, reinforced by high expectations of what will be achieved in the classroom with appropriate pace and challenge
- A safe environment where students have confidence that all staff will support whole college policies and procedures
- The quality of dialogue and interactions that take place in the classroom; good teaching encourages questioning, debate, experimentation, presentation, critical reflection, enjoyment of challenge and a sense of personal achievement
- Staff having high expectations of students' abilities and behaviour
- Clear objectives in schemes of work that are made explicit to students
- A positive working environment with good use of resources (including ICT), quality displays and well organised tidy classrooms
- An environment in which teachers are supported by middle (HODS/HOFs) and senior leaders to engage with current pedagogic thinking and educational research
- An understanding of the importance of basic skills, literacy and numeracy by teachers in all subject areas
- Rigorous and consistent assessment and feedback focused on what students need to do to improve (see marking and feedback policy in ARR policy)
- The acknowledgement of achievement
- A happy and healthy staff
- The opportunity for staff to share excellent practice

In order to support our teaching and learning statement certain practices are expected from staff. Every department area will have their own systems with regard to these practices that are outlined in department handbooks. Practices common to all departments are:

- Teachers use sanctions and rewards consistently and in line with whole college procedures in order to create a safe and secure learning environment
- Baseline data is used to ensure pitch, pace and challenge
- Objectives are made explicit to students
- Teachers have clear expectations regarding behaviour for learning such as: expecting students to line up in an orderly fashion, be punctual to lessons and listen to others
- Lessons are planned with key features of Rosenshine's ten principles of learning and an understanding of cognitive load theory
- Up-to-date records of students' assessment data are kept by all class teachers
- Work is marked (teacher, peer and self-assessment) according to success criteria or assessment criteria that students understand
- Feedback gives students clear guidance on what is needed for improvement
- Due attention is given to equality and diversity within the classroom, with all groups challenged with appropriate support
- Cross-curricular numeracy, literacy and ICT skills are explored where relevant

- Teachers provide a positive learning environment by keeping classrooms orderly and ensuring display work is relevant, engaging and of a high standard
- Staff support each other in carrying out these practices

This policy is monitored through:

- **Lesson observations** – all teachers have two formal observations per year, one of these will be by a member of the SLT/ELT, using the agreed observation form on *Blue Sky*; NQTs will have one formal observation each half term; other informal observations may take place throughout the year by HODs and/or peers in order to share and develop good practice in line with performance management objectives; all observations are agreed in advance (See Appendix 1)
- **Learning walks** – at least once in spring and once in the summer term, a cross section of staff walk the college with a particular focus; the findings of the learning walks are discussed at SLT and shared with staff
- **Work sampling** – a cross section of staff sample exercise books; the findings of the work sampling are discussed at SLT and shared with staff
- **Curriculum Area Reviews (CARs)** – these monitor faculties and encompass the above strategies in our quality assurance; they will be reviewed during the year

Homework

Homework is an integral part of the learning process here at Norbury Manor and recognised by educators to be a positive factor in the progress made by students. Homework at Norbury Manor is seen as one of the major ways to raise student achievement. We expect students at Norbury Manor to take full responsibility and pride in their homework and submit work to the best of their ability.

1. Aims of homework

Homework is important because:

- It can help raise standards of achievement and enable learning to progress faster
- It reinforces what is learnt in lessons
- It encourages good habits of independent study and a student's ability to organise their own work
- It provides situations for parents and carers to support and take an active role in their child's learning
- It is a check on whether or not work has been thoroughly understood
- It helps students to pre-learn to ensure classroom success and participation ("flip learning")
- It enables more of the curriculum to be covered than lesson time alone would allow

2. Types of homework

Homework may involve:

- writing, reading, research, preparation for speaking and listening/oral presentations, drawing, evaluation, revision, practical work, observation, note making, design, writing up experiments or field notes, preparation for role play, vocabulary learning

- extra questions or extension work and may vary slightly according to ability to consolidate learning
- extended projects/coursework

3. Quantity of homework

The amount of homework:

- In year 7 for the first half term, tasks should be carefully explained, and emphasis should also be placed on accessing tasks on Google classroom and meeting deadlines
- The amount of homework will increase as the student moves through the school; projects or coursework may take several weeks to complete but short-term tasks may be set in addition

4. Support

The school supports students and parents by:

- Setting suitably differentiated tasks
- Utilising Google classroom to set homework tasks so parents/carers can see homework set and absent students are able to catch up
- Giving each student a planner which is also used to record work set and when it is to be given in
- Having the expectation that teachers make instructions clear and allow students time to copy tasks down
- Having the expectation that work is marked and recorded accurately and in line with the college marking policy
- Having the opportunity to respond to and act upon targets and comments given by the teacher in green pen
- Offering various opportunities through clubs, study support groups and access to rooms and resources to give students the opportunity to overcome any difficulties
- Informing parents if a student is having difficulty in meeting deadlines or producing work of the expected standard

5. Parental involvement

The college expects parents to support students and staff by:

- Taking an interest in the work that is being done
- Using Google classroom to check on tasks set
- Checking that the planner is filled in and signed every week
- Informing the college, via the form tutor, if they have concerns that work at home is not being done properly for some reason or that it is taking too long to complete
- Helping students to organise equipment and time so that things are not left until the last minute or forgotten
- Arranging suitable quiet working conditions at home
- Encouraging students to use other resources like newspapers, the internet or the library and dictionaries
- Writing a note to the subject teacher if there is a good reason why work is late or incomplete

6. Failure to complete homework

If work is not done:

- If there is no good reason for homework not being completed, the student will be reprimanded and a date rescheduled for submission, a note may also be written in the student's planner
- For persistent failure to complete work satisfactorily, a detention will be held at lunchtime or after college according to department policy
- Parents/carers will be notified of persistent problems

Using film in the classroom

The certification of films for the British Board of Film Classification (BBFC) has an advisory function.

Therefore, as a teacher, you have the right to make decisions about the suitability of film material that you feel would benefit students educationally. However, in selecting material you should be mindful of both the Every Child Matters agenda and the recommendations of the BFI and BBFC outlined below.

The BBFC and BFI recommend that if students are to watch a film or extracts of a film rated outside of their age bracket for educational purposes they:

- provide a supervised classroom setting
- obtain parental/carer consent
- obtain approval of the Head Teacher

Below (Appendix 2) is a copy of the standard letter you should use to obtain this consent. Alternatively you could ask students to write the necessary information (outlined below) in their planners.

- the film title and certificate
- whether you intend to view the whole film or extracts
- outline what you are showing and why it might cause concern/distress
- explain clearly why you are showing it and when

E.g. 'In History next week we will be watching extracts from "Schindler's List" (rated 15) in order to support a unit on the Holocaust. The extracts do contain some graphic and brutal scenes of the way in which concentration camp internees were treated. However, they provide an excellent resource for enabling students to gain a better understanding of this period in our history. If you agree to your daughter viewing this film/extract during next week's lesson(s) please sign below.'

Teachers should obtain consent before they show the extract and alternative and safe provision must be made for students whose parents/carers do not grant consent.

If teachers allow students to watch a film as a reward and for entertainment purposes then the film classification should always be adhered to.

In all cases, teachers should have watched the film in question prior to showing it to students so that an informed judgement can be made as to whether the film is appropriate or not.

This policy is supported by the following policies:

- Assessment, Marking, Recording and Reporting Policy
- Remote Learning Policy
- Literacy and numeracy across the curriculum
- ICT across the curriculum
- Behaviour Policy
- Training and development (CPD)
- Equality, Race Equality and Cultural Diversity Policy

An equality impact assessment has been carried out with regard to this policy. There was found to be no significant impact on any group with protected characteristics i.e. this policy does not discriminate against anyone on the basis of disability, gender re-assignment, pregnancy and maternity, race, religion or belief, gender or sexual orientation.

Updated Dec 2020

Appendix 1: Norbury Manor Classroom Observation Protocol

Written in conjunction with NUT/NASUWT/ATL guidelines

1. Norbury Manor is committed to ensuring that classroom observation is developmental and supportive and that those involved in the process will:

- carry out the role with professionalism, integrity and courtesy
- seek to reach agreement in advance on classroom observation to be carried out
- evaluate objectively
- report accurately and fairly
- respect the confidentiality of the information gained

The total period for classroom observation arranged for any teacher will not exceed three hours per cycle, having regard to the individual circumstances of the teacher. At Norbury Manor, we expect all staff to have a minimum of two lesson observations a year with at least one of those relating to performance management.

There is recognition of the difference between lesson observations for appraisal and those that develop and share teaching and learning strategies. Ultimately, the former is concerned with judgements that will influence career and pay progression; the latter with non-judgemental support between colleagues. At Norbury Manor, we believe **mutually agreed** observation of colleagues, along with associated peer mentoring and coaching, is a powerful CPD tool. These sessions do not count towards the maximum three hours of lesson observations.

2. In accordance with these principles, the head teacher will:

- Ensure that there will be a reasonable amount of time between classroom observations, irrespective of the purpose of those observations
- Ensure that classroom observation will be undertaken by qualified teachers with the appropriate training and professional skills; student learning consultants will undertake observations only with the teacher's agreement

Governor visits are different from informal and formal observations of lessons, as they are not statutorily required or professionally generated, therefore they do not fall within this classroom observation protocol.

Individual governors may wish to visit classrooms to become familiar with them or to observe specific aspects of the curriculum. Such visits should always be by prior arrangement and follow procedures agreed and specified by the head teacher and the governing body following consultation with the teaching staff. Such procedures should specify that governor visits are not observations but visits. Governors should not evaluate the work of teachers. No report by a governor evaluating the work of a teacher or teachers should be presented to the governing body.

3. Information gathered during the observation will be used, as appropriate, for a variety of purposes, including informing college self-evaluation and college-improvement strategies. This information will assist the head teacher in the exercise of her/his duty to evaluate the standards of teaching and learning and to ensure that proper standards of professional performance are established and maintained.

4. Where teachers are identified as causing concern, additional classroom observations may be required. When agreeing the action plan with teachers to address issues with their performance the pattern and focus of observation should also be agreed.
5. The arrangements for classroom observation for appraisal will be included in appraisal meetings.
6. Visits to classrooms by head teachers or senior staff in order to support teachers or talk to students are separate from this classroom observation protocol.
7. The purpose of visits by head teachers and senior staff to classrooms will be made clear before they occur.
8. In keeping with the our commitment to supportive and developmental classroom observation, the date and time of observations conducted for the purposes of appraisal or for the evaluation of standards of teaching and learning (or for both purposes) will normally be agreed at least five working days in advance. Every effort will be made for observation to be conducted at an agreed time.
9. Before any appraisal observation is conducted, there will be an opportunity for reviewer and reviewee to meet in order that the context of the lesson to be observed can be discussed. Where there will be another teacher or a member of support staff present during a class which is to be observed, there will be consideration at this meeting of any necessary arrangements to be made.

Feedback

- Verbal feedback will be given as soon as possible after the observation and no later than the end of the following working day; it will be given during directed time in a suitable, private environment
- Written feedback will be provided within five working days of the observation taking place; the written report should be evaluative, describing both strengths and areas for development, as appropriate; if issues emerged from an observation that were not part of the focus of the observation as recorded in the planning and review statement, these should also be covered in the written feedback and the appropriate action discussed with the teacher
- The written record of feedback will include the date on which the observation took place, the lesson observed and the length of the observation; the reviewee will be able to comment on the feedback document
- Teachers will have access to all written accounts of the observation after their lessons

Learning Walks

- 'Learning walks' may take place in order to collect evidence about teaching and learning, evidence of progress and areas for college development; they are intended to be developmental and constructive rather than judgemental and are a whole-college improvement activity; **there should, therefore, be no attempt to use this approach as part of capability procedures or for appraisal**

- A programme of 'learning walks' should be agreed with teachers so that they know the date, time and focus of the learning walk and who will be conducting it, so that they can organise their classes accordingly
- The purpose or focus of a 'learning walk' should be explained to all relevant staff prior to its commencement; that purpose or focus will not relate to the performance of an individual
- 'Learning walks' will be conducted with minimum disruption to teachers and students in a supportive and professional manner
- Those teachers whose classes are visited will be given the opportunity to see any informal notes which have been made about the 'learning walk'; these may be written up as generic notes and will be open for all to see in order to share good practice

Any concerns about the implementation of this protocol should be raised initially with management either by the individual teacher concerned or with the support of a union college representative.

Appendix 2: Example Consent Letter

Dear Parent / Carer,

In **[SUBJECT]** next week we are watching the film/extracts from **[FILM TITLE & CERTIFICATE]** in order to support a unit on **[CURRICULUM FOCUS]**. The film/extracts contain/s some **[BRIEF DESCRIPTION]** scenes. However, this will provide an excellent resource for enabling students to gain a better understanding of this subject and to provoke more informed discussion.

If you would rather your daughter did not view this film/extract during next week's lesson(s) please sign below and ask your daughter to return the slip to me as soon as possible. Alternatively you can contact me by telephone on the school number.

Yours faithfully

[TEACHER'S NAME]



To: **[TEACHER'S NAME]**

Student's name.....

Student's form.....

I **do / do not*** give permission for my child to view the film/extracts in next week's lesson(s).

**delete as appropriate*

Parent/carer's signature: