



1. AIM

To ensure the continued excellent education of pupils, even in times of partial or full closure of schools. This will be achieved by teachers posting high quality lesson resources on Microsoft Teams, receiving work and assessing the progress of pupils via Chat and other facilities of the programme.

2. RESPONSIBILITIES

The Leadership Team has responsibility to ensure the policy is implemented in full by members of staff.

Team Leaders have responsibility for ensuring teachers in their team follow the policy and that the work provided is of high quality and in keeping with the normal flow of the curriculum.

Teachers have a personal responsibility for following the policy.

Pastoral and administrative staff have responsibility for ensuring pupils are aware of the policy and procedures and assist in the facilitation of the policy through regular communication with pupils.

3. SPECIFIC GUIDELINES

i. Normal school working

Preview work for pupils will routinely be set for pupils via Microsoft Teams. Teachers may require a response to that work to be posted on the platform prior to a scheduled lesson, or for a response to be brought to lessons physically. In all instances, Preview work will be relevant to the programme of study and be used to enhance pupil understanding of key concepts or knowledge.

ii. Pupils self-isolating or enduring prolonged absence

Groups or individual pupils out of school due to self-isolation requirements, or a prolonged absence due to illness or injury, will receive daily lesson resources and explanations of work via Microsoft Teams, following the school timetable. The work should follow the programme of study being followed by pupils in school, and adapted so the work can be successfully completed at home. Teachers will communicate with pupils out of school via the Chat facility to ensure work is understood and completed. Work will be assessed following normal assessment policy.

iii. Full or partial closure

In the case of full or partial closure of school, all pupils will receive daily lesson resources and explanations via Microsoft Teams, following the normal subject programmes of study and following the normal school timetable. The lesson resources may include live lessons or recorded lessons, using Powerpoints and/or appropriate instructional videos. This will amount to approximately 5 hours of work daily.

Teachers will routinely check the understanding of work through the Chat facility and ensure work is completed, acknowledged and assessed in accordance with assessment policy. Pupils' engagement with lessons will be monitored weekly and will be followed up by phone calls from Tutors or Achievement Co-ordinators.

The effective date of this policy 1st September 2020 (updated 22 January 2021).

This policy was approved by the Governing Body 10 December 2020.

This policy will be reviewed by 1st September 2021.