



1. AIM

To ensure the continued excellent education of pupils, even in times of partial or full closure of the school, or of instances of a child's prolonged absence from school.

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

Homework will routinely be set for pupils, using Microsoft Teams and posted on Edulink. 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, homework will be relevant to the programme of study and be used to enhance pupil understanding of key concepts or knowledge.

ii. Pupils' prolonged absence

Groups or individual pupils out of school due to 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. 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 recorded lessons, posted lesson resources and/or appropriate instructional videos.

Teachers will routinely check the understanding of work 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.

Policy date: 01/09/24