



Guidance for setting work in case of school closure, March 2020

Setting Work

- Staff should use the Edulink Homework section to communicate the work set for every class including a clear **description** of the tasks, with any **resources** attached, expectations for **how long** to spend and a **deadline** for completion.
- The work set for all classes should follow the curriculum, as far as possible, and be sequential.
- **For Year 11, and exam classes in Y10**, work should be set on a “lesson by lesson” basis, with the expectation that pupils complete and submit work in line with their normal timetable. ie. Work must be available for 9.30am if they have your subject Period 2. **Please name the tasks on Edulink accordingly (eg. Spanish Monday P2)** to help Y11 organise their work.
- **For all other classes**, setting of work may be more flexible – eg. work could be set to last a number of lessons, with no requirement for contact from pupils on a particular day/time, other than submitting work by the deadline you set on Edulink.

Assessing and Feedback

- All pupils should have work assessed and either receive feedback on their work or have appropriate follow-up tasks set. Feedback may take a number of different forms eg. typed comments on written work, quiz/test/exam scores with appropriate follow-up work.
- Staff should use the digital tools available to assess pupils’ learning. For Year 11, this should be in line with the normal timetable for Year 11 (with assessed work returned within the week). For all other classes, this should be in line with the normal timescale.
- There are a number of tools at our disposal for assessing work, such as Doodle, ‘Assignments’ in Teams, Microsoft Forms, and many others that you may have access to in your department.

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Completion of work in Microsoft Teams

- We hope to use Microsoft Teams as a key part of our digital strategy during school closure. Please familiarise yourself with its many features this week.
- For those subjects who wish written work to be completed at home and submitted, Teams is the best platform.
- A “Team” has been set up for each class and instructions for accessing this on any device will be shared with parents and pupils.
- Your “Team” for every class includes the following functionality:
 - A **messaging** area for teacher and pupils (recommended for contact with Y11 classes when you would be teaching them)
 - **File** storage. This will allow you to upload a document/worksheet, which pupils can then view.
 - **Class notebook** – this provides a shared work space (where everyone can contribute to one document) and individual work spaces, where pupils can write on separate documents. You can access these separately to provide feedback.
 - **Assignments** – this allows specific files (eg a worksheet or quiz) to be shared with pupils and completed individually within Teams
 - **Video broadcast** - We hope to provide guidance this week on using the **video** functionality to broadcast teaching to Teams.

Completion of work through other platforms

- Please use any alternative platforms/websites or means of submitting work. Ensure in the coming days that pupils have secure access to any relevant passwords or instructions for use.
 - Saving work to One Drive and emailing you a link.
 - Completing paper-based guides/packs provided in advance and completing an online quiz to show progress.
 - Sending links to Doodle, Kerboodle, ExamPro, Quizlet, Memrise, PiXL, etc...

Communication with pupils and parents

Please ensure all communication with pupils and parents during school closure remains professional. Communication should be solely about learning and should take place during normal working hours.

For those pupils *in Year 11 only* who are not engaging the work you have set, you should contact parents no more than once a week with a supportive reminder about accessing Edulink and/or Teams. Please remember that personal or family illness may explain their lack of engagement.

If you have any concerns about the nature of the communication you receive from pupils or parents, please contact your line manager.