

Dear Parents and Carers

The grid below sets out what to expect, and where to find work, should your child be learning remotely in different potential situations relating to school closure and remote learning.

Situation	What work will be set?	Where can the work be found?	How should the work be submitted?
<p>Your child is at home self-isolating but is well enough to do schoolwork.</p> <p>This applies in a number of situations, whether as a small number of pupils traced from a case within school, or due to their own symptoms or those of a household member, or due to being tracked by the NHS.</p>	<p>The work will be a close approximation of the work covered in lesson. If it is possible to adapt resources, teachers will do so.</p>	<p>On Microsoft Teams. It will not necessarily be an Assignment and therefore will not necessarily trigger an alert to pupils.</p> <p>Students will need to look within the 'Posts' and the 'Files' sections of their Class group on Teams.</p> <p>They may, within Teams, then be directed to another platform, such as the CATalogue, to find their task – but Teams should always be the first port of call, and will act as a signpost.</p>	<p>If it is an Assignment, there will be instructions to submit work via Teams.</p> <p>Otherwise, students can complete work and do not need to submit it. Students should see it as their responsibility to complete work and not expect their teacher to request evidence of it; they should request help via email if need be. Please understand that teachers, who have full teaching timetables in school, will not be able to respond straight away.</p>
<p>A tutor group / year half / year group bubble is folded due to a positive case.</p>	<p>First day: this will depend on the time at which we are alerted to the positive case.</p> <p>Either, a set of resources will be provided that are appropriate for that day's timetable and are straightforward to follow at home.</p> <p>Or, work will be set as outlined below relating to day 2 onwards.</p>	<p>If in the first case, these will be sent home via Schoolpost, having been prepared in advance.</p> <p>Or, as below.</p>	

	<p>Day 2 onwards: work set following the usual timetable, adapted for remote working. This will often be a powerpoint with a voiceover. In other cases, teachers may run 'live lessons' for their class, in which case students should make themselves available at their usual lesson time.</p>	<p>On Microsoft Teams. It will be available from 9am each day. Where possible, teachers will be available during the usual lesson time to answer questions in the Chat area of the Class Team. They will alert students to this in the morning via the Posts, if they will be available for this.</p>	<p>By turning in the Assignment, if requested.</p>
<p>The school is unable to admit all of its pupils due to high levels of staff absence.</p>	<p>Work will be set following the usual timetable, adapted for remote working. This will often be a powerpoint with a voiceover.</p>	<p>On Microsoft Teams. It will be available from 9am each day. Where possible, teachers will be available during the usual lesson time to answer questions in the Chat area of the Class Team. They will alert students to this in the morning via the Posts, if they will be available for this.</p>	<p>By turning in the Assignment, if requested.</p>
<p>A local or national lockdown results in full school closure.</p>	<p>An adapted timetable will be followed with fewer lesson slots per day. It will be adapted for remote working. This will often be a powerpoint with a voiceover.</p>	<p>Where possible, teachers will be available during the usual lesson time to answer questions in the Chat area of the Class Team. They will alert students to this in the morning via the Posts, if they will be available for this.</p>	<p>By turning in the Assignment, if requested.</p>