



Expectations of Teaching Staff During a School Closure V2

Advice and guidance to Wymondham College staff, issued April 2020 / Term 3.
Issued in response to the temporary school closure as a measure to combat/delay the spread of Covid-19 (Coronavirus).

All guidance is subject to change as the situation develops.
All information should be treated as confidential and internal to Wymondham College.

The expectations in this document are only applicable during a School Closure Period i.e. during normal term dates, when, under normal circumstances, staff would be at school. The expectations do **not** apply during normal school holidays, for example the Easter holiday from Saturday 28th March – Sunday 19th April 2020.

What is expected of me as an employee while the school is closed?

1. This is a unique and challenging situation. It is also changing rapidly. We recognise that for many this is a frightening and upsetting time too. We will do all we can to keep colleagues connected and informed throughout this period.
2. While we are not 'in work' during the School Closure Period, employees need to remain 'available to work' wherever possible, using whatever means are available to them. CISS has provided guidance to all staff about how to log on remotely. On the new 'Coronavirus Support' page on the College website, you will find a 'Staff Only' button at the bottom, which lists key remote working links.
3. It is recognised that remote working is easier for some staff to achieve than others. Please let your line manager know if you do not have access to equipment that will enable you to work from home.
4. A School Closure Period is not a holiday and all staff should be available to be contacted remotely by Heads of Department / SLT. Holidays should not be booked or taken unless pre-authorized. Staff must be available to return back to school should the closure be lifted quickly.
5. Staff should report any sick absence during the closure period in the same way as usual.
6. We expect that employees will still act responsibly and adhere to advice published by the government and NHS in respect of precautions to take to stop the spread of coronavirus, any travel restrictions or lock down instructions given to members of the public.

What happens to my pay?

7. Full pay will be paid for the duration of the period we are closed. This will not be recorded as sick pay. It may be necessary for some staff to be 'furloughed'. Those colleagues affected will not be able to work for the period that the job retention scheme is in place.
8. If you become ill during a School Closure Period, you should inform your line manager and HR, so that we know you are unable to work remotely. This will be recorded as sick leave and you will receive occupational sick pay in the usual way. No absence triggers will be applied and the period will not affect future absence trigger breaches.
9. If you do not attend work because you are self-isolating in accordance with government guidelines (but you are otherwise well enough to work), this will be

recorded as 'self-isolation'. Full pay will be applicable and the absence will not be recorded as sickness. You will be expected to work remotely.

What is expected of teachers?

10. Each department must ensure that appropriate work is set for students while the school is closed. **It is the Head of Department's responsibility to both oversee and quality assure this process.** This should be done using Microsoft Teams. Guidance on the use of Teams can be found on the College website; click on 'Coronavirus Support' at the top of the menu, then select '365 Help.' Staff have also received face-to-face training from CISS.
11. All work should be set for students using Microsoft Teams, not email (unless there are exceptional circumstances, for example if a student is unable to access Microsoft Teams from home). This is so that students have a single point of reference for all their schoolwork during the School Closure Period.
12. Teachers should collaborate closely with their departments to ensure that work is a high standard and to avoid unnecessary duplication wherever possible.
13. Each department should decide which of the following approaches they will take when setting work during the School Closure Period:
 - To put the regular Curriculum Map 'on hold' and instead, deepen students' knowledge and understanding of topics which they have already covered in this academic year. This means that when students return to school, they will **all** have to catch up the topics they missed from the Scheme of Work while the College was closed.
 - To follow the regular Curriculum Map and introduce students to new topics; in other words, to set the same work on Microsoft Teams which the students would be doing if the College was open and the students were attending lessons as normal. If this is the chosen approach, please be aware that some students may not be able to complete the work for legitimate reasons, such as ill health, family circumstances or lack of ICT equipment at home; Heads of Department should devise a plan about how **these students** can cover the material they have missed, when the College re-opens.
14. When setting tasks, teachers should provide clear, simple instructions in order to avoid emails from students and parents seeking clarification.
15. Students should not be asked to print anything during the school closure. Teachers should provide tasks which can be completed on-screen.
16. Teachers may choose to record a screencast of a PowerPoint or audio instructions to help students. This is acceptable, but please only use Microsoft Teams to share these.
17. If teachers use Skype (within Microsoft teams) to communicate with students or parents during the closure period, please be aware of the Safeguarding risks associated with this. For example, one-to-one video calls with students are not permitted, only group calls are allowed. See the document "Remote teaching and learning – a safeguarding perspective" which has been emailed to all staff. Also see "Safe Lessons by Video and Livestream" on the College Website. If teachers are broadcasting a live lesson, they must inform students the day before, so that the students know when to log in.
18. Do not purchase new or additional software or packages that are not currently in use.
19. Wherever practical and possible, teachers should set work for their classes daily, **so that students can follow their regular school timetable from home.** If

teachers are setting longer-term projects, they should still communicate with their class on the day which their regular lesson would take place. Ideally, teachers should regularly check students' progress and adjust tasks when necessary.

20. While home learning packages such as Bitesize, MyMaths or Seneca may form an important part of the work set for students to complete, teachers should provide meaningful instructions and feedback to students, whenever practical.
21. It is not necessary to set work for students in Year 11 and 13. Teachers should not seek any further work from students at this point to support teacher-assessed grades. The reason for this is that not all students will be able to respond; some will be ill whilst others will be living under difficult circumstances at home. The priority for students in Year 11 and 13 is to ensure that they complete the curriculum in the subjects which they wish to pursue in the following year. Teachers should provide 'pre-reading' work either on the College website or on Microsoft Teams for students who wish to continue their subject next year.
22. Teachers must not accept students' coursework after the agreed deadline date and must not agree to re-mark students' coursework. **Teachers must not engage in any discussions with students or parents about GCSE and A-Level Grades.**
23. If you are in doubt about what work to set, or how to do so, please liaise with your Head of Department. Regular communication and collaboration should be maintained as far as possible.
24. CISS support will be available by telephone and by e-mail. Please note that CISS are able to provide advice but not technical support for teachers' own ICT equipment.
25. During this School Closure Period the following are the only approved methods to receive CISS support, from 08:30-16:00 Monday-Friday:
E-mail: cissteam@wymondhamcollege.org
Phone: 01953 609 026
Please do not e-mail individual members of the CISS team as this may delay your answer.
26. Staff can also access helpful guides and tutorials on the use of packages such as Microsoft Teams on the College website: click on 'Coronavirus Support' at the top of the menu, then select '365 Help.'
27. Resources for students to access Teams and other useful websites for students are now listed on the new 'Coronavirus Support Page' on the College website.

If you become concerned about the student's welfare /safety, please do the following:

- If you believe the child is at **immediate risk of significant harm**, call 999
- If you have an **urgent concern** about the welfare/safety of a child call SLT on-call (main switchboard 01953-609000 Ext 4444)
- If you have a concern that is **not urgent** about the welfare/safety of a report it on My Concern

If you think you've got something wrong which may be misinterpreted or leave you vulnerable to allegations:

- **Self-refer** to the Headteacher via an email or phone call

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