Teaching from home

at

Community Schools Trust

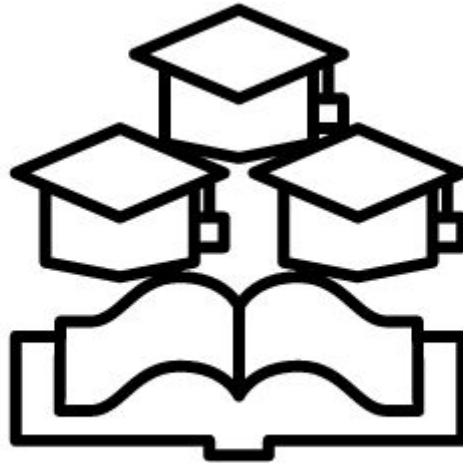# Instructions for teachers

Contents

Introduction

This guidance booklet will help you to navigate the various aspects of home learning at Forest Gate Community School. It aims to set out expectations, provide clarity and support as we continue to provide a quality education to our students, wherever we are.

Remember that the work you are doing is very important. It is keeping our country going in a time of crisis and it is keeping our students going for life.

Keep going and thank you.

Homework

- Homework expectations remain the same.
- Please continue to set homework on DPR and give students at least 7 days to complete the homework.
- Be clear in your instructions and expectations for how you want the work to be submitted. Think about the ease of submissions for students.
- Especially think about the needs of SEN and EAL students. The DPR voice tool may be a good option to support the students with understanding your instructions.
- It is very important you quality check submissions to keep track of which students are accessing them and which students are not.
- If students persistently miss homework, you may want to log this on Behaviour Watch and call home.
- You will have received access to student contact details. It is imperative you use 141 before dialling a student's home line to ensure your personal number is not shared.

Independent resources

- It is more important than ever that students can access enough resources linked to their key objectives.
- Continue to upload independent resources for your students, as directed by your line manager.
- Make sure that your tag resources appropriately so that students can easily search for your resource.
- Make sure you link your resources to the appropriate key objectives and pathways so that students can easily search for your resource.
- An easy step-by-step guide on how to do this can be found here: https://axle-education.zendesk.com/hc/en-us/articles/360035157313-Lesson-6-Resource-Portal
- We want to encourage students to engage with their learning independently. The more you respond to submissions of work from your students, the more they will be encouraged to engage in this way.

Teaching your lessons

- Follow your teaching timetable and save lessons in the shared student Google drives your department has created.
- You will have saved the link to your student shared folder on the Virtual Classrooms document next to your name.
- The Virtual Classrooms document can be found via the RM Unify page: shorturl.at/bmNR9
- It is important that you name and save your lessons in a way that is easy for your students to navigate and find.
- If you teach year 11, you should use Google Hangouts to teach your lesson, as well as save this lesson in the shared folder.
- You can also record yourself teaching your lesson on Google Hangouts and displaying your lesson at the same time.
- This way students can listen to your explanations and instructions of tasks whilst also watching you work your way through the lesson.
- If you record the Hangouts, it will automatically save in a Hangouts folder in your drive. You will need to rename and move the recording to your student shared drive for students to be able to access.
- Here's a short video on how to record your lessons: !CST All Staff > CST Guide to teachers in case of school closure
- Miro is an app that you can use alongside any lessons you deliver. It allows you to annotate and live model amongst other functions. You can find the link to the app here: https://miro.com/app/dashboard/. Use the Google icon to sign in to the app to be able to use it. It will give you up to 3 boards to use.
- You can sign up for a Free Education account with Miro to give you unlimited boards and additional functionality. This will take a day or 2 to be verified. Click on the link below to apply: https://help.miro.com/hc/en-us/articles/360017730473-Education-Plan
- If you are ill, follow cover protocol and let Suzanne Kershodia and your line manager/Head of Department know. Setting cover will be arranged by your Head of Department.

Communicating with your students
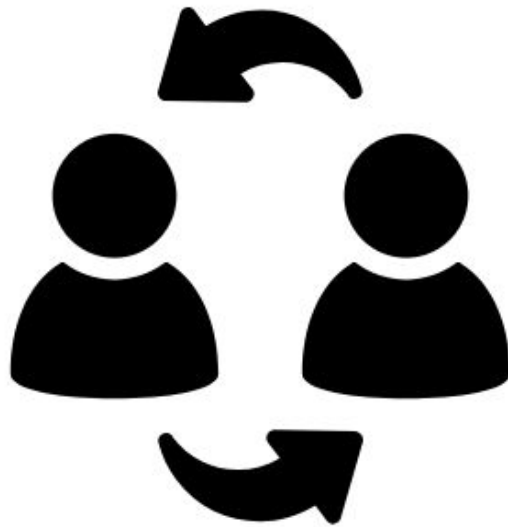
- Remember, your students are likely to be anxious and stressed about missing work. Your communication with them will be important in easing this stress.
- Save your lessons in the student shared drive that you will have created for all of your classes.
- Use the DPR to communicate with your students. Students may use this feature to ask you questions on work they are stuck on or they may upload evidence of work they have completed.
- Here's a quick reminder on how to use the collaboration portal to communicate with your students:
  https://axle-education.zendesk.com/hc/en-us/articles/360035157233-Lesson-4-Collaborating-with-students
- You should use work submitted to continue to make judgements against the student's DPR KOs.
- Check that your students are logging in and checking your lessons.
- When you notice students who are persistently not accessing your lessons and homework, you may want to make a phone call home and log concerns on Behaviour Watch. Use the 'behaviour in lesson' tab to log all concerns. Find a list of student numbers here:
  https://drive.google.com/file/d/1wNLuDsuO6h_BrtLkabMXYEbJqTE5JLHV/view?usp=sharing
- If you have persistent concerns, copy in the student manager and Head of Learning when you log on Behaviour Watch. They will follow this up for you.

Professional tasks and duties
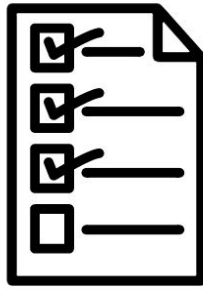
Monitoring tasks

- You will be expected to continue to complete the monitoring tasks as indicated in the calendar.
- If you don't have a hard copy of the calendar with you, you can find it here: https://docs.google.com/document/d/1_Zq8uok7_v08BAAD0jN2UqGGqvLVzdsOi8ReWeDF0iE/edit?usp=sharing
- Expectations for weekly DPR resource uploading, making judgements, homework uploading and submission judgements remain the same.
- Analytics for these will continue to be shared and actioned when targets fall short.

Meetings

- Line management meetings and other calendared meetings should continue via Google Hangouts.
- Continue to record minutes of your meetings in our centralised minutes document.
- Centralised agenda items will continue to be updated weekly.

Assessments and DPR data capture

- The DPR data capture will remain the same so marking of exam and interim papers must continue, trackers should be updated as normal and DPR judgements made by the deadline.
- Post holders may want to spot check exam scripts to standardise marking before the data capture, via Google Meet.

Safeguarding
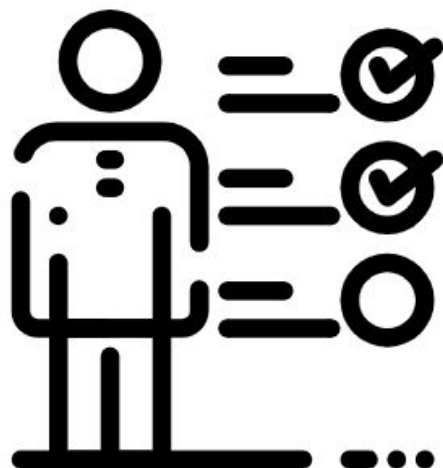
- Remember you are still working. Do not go on holiday, however tempting.
- If you are joining a Google Meet, staff and students should be dressed appropriately. Pyjamas, robes or anything similar would not be appropriate. Smart casual is fine for staff. Everyone else in the household should be dressed appropriately also.
- No 1:1s with students. Groups only.
- Any computers used should be in appropriate areas, for example, not in bedrooms. Where possible, be against a neutral background.
- **The live class should be recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed.**
- Language must be professional and appropriate, including any family members in the background.
- Remember to block your number using 141 if you are making phone calls to students' homes.
- Follow your timetable promptly, especially if students will be joining a Google Meet.
- If you have any concerns or a child discloses a safeguarding issue, send a CP concern form:
    - For Forest Gate Community School, complete form and send it to safeguarding@forestgatecst.org. If it is urgent, contact Francis Bray on 07921 198800.
    - For The Cumberland School, complete form and send it to safeguarding@cumberlandcst.org. If it is urgent, contact Angela Moore on 07792799828.

Support and advice

- This experience may be stressful. Use your teams to share planning of lessons and adapt for your classes.
- Delete emails as you process them. You will have a larger number than normal coming in.
- Give yourself a quiet space to work if you can. Your environment will affect your productivity. Things you associate with comfort, like your bed, will affect your productivity.
- If you think you will have trouble teaching a lesson because of your own child care responsibilities, let your Head of Department know in advance.
- Don't worry if you can't figure something out technically. Ask someone in your team. Ask your line manager. Email flexible@RM.com.
- For any questions that are specifically Google related, you can email Google Dave at dfitzpatrick@rm.com or in a Google-related emergency, call him on 07775824656.
- Look out for 'virtual staff rooms' to connect with your colleagues when you want to take a breather. You will be emailed an invite.
- Take regular breaks from your screen.
- Look out for updates from your Headteacher.

GDPR Guidance for remote working

- Paper is inherently vulnerable and should be handled with care.
    - Limit the use of paper by utilising cloud storage.
    - Securely transport by keeping on your person.
    - Avoid printing away from school.
    - Shred or return any documentation to the school.
- Additional care should be taken when using personal or family devices.
    - Avoid saving sensitive school files and passwords to your device.
    - Avoid using Windows 7 as Microsoft no longer send security updates to this version.
    - Ensure that your device has adequate security i.e. Anti Virus, Firewalls.
- Secure devices when unattended by logging out or locking away.
- Do not use internet cafes & public wifi; these connections may be insecure.
- Continue to use school email accounts for all school-related business.
- In the event of a breach, school policies and procedures continue to apply.
- Report a school breach to your school's GDPR lead.
- If you have any questions about GDPR guidance, contact the following:
    - FGCS - Mamunur Chowdhury - mamunur.chowdhury@forestgatecst.org
    - TCS - Hasan Patel - Hasan.Patel@cumberlandcst.org

The Community Schools Trust

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