

## Working From Home FAQ for Staff

As we dismissed students in Years 7-9 from assembly and informed them of the school closure, one student was heard saying to another, 'I am so sad that our school is closing'. This was one of those moments when we did not know whether to be happy or sad. School is probably one of the safest places for a lot of our students, a place where some of them get the only hot meal of the day. It's certainly the place where their life chances are maximised by our outstanding teachers.

Our teachers are truly amazing. We have been asked to do extraordinary things during this extraordinary time. We have fought very hard to keep our schools open as long as practically possible. So closing the school was not an easy option for us. But our teachers are used to doing extraordinary things, so given this unprecedented situation which befalls us, we feel we are very well prepared.

This is why we need to carry on with our dedication from home. It has to continue because our moral purpose demands it. Yes, we will do things differently, but our core purpose remains; to ensure students continue to learn, albeit remotely.

We hope that the FAQ below will clarify areas of potential misconceptions. We don't have all the answers. If you have any questions not addressed here, please email me directly.

### 1. What are the expectations if I have 'self-isolated'?

- You will still be required to work under the rules of 'directed time'. This means you must be available to perform any activities or tasks specified by the headteacher under the STPCD guidance.

### 2. Do I still need to work if I am ill or have contracted COVID-19?

- If you are too ill to work, you will not be required to carry out your normal responsibilities until you are well.
- If you are ill, as per school policy, you must let the school know using the school absence line in order for this to be recorded as 'sick leave'.

### 3. What if I cannot deliver lessons from home because I have children to look after?

- If you can't deliver a lesson, use the cover protocol as usual. Let your HOD and HR know. This will be treated as a request for special leave. Special leave requires HT approval if it is to be paid.

### 4. Do I still need to attend meetings (virtually)?

- Yes, meetings should continue through Google Hangout. All meetings protocol must be maintained at a professional standard. Minutes should be kept and actions should be followed through as normal. This will continue to be quality checked by line managers and leadership group members in charge.
- Meetings include anything that is calendared.

### 5. What's the expectation regarding my engagement with DPR?

- Expectations for DPR engagement remain the same.
- This includes expectations for assignment setting, recording the quality of assignments submitted, number of logins, independent resources uploading and providing feedback.
- Responsibility holders will continue to monitor DPR engagement and provide analytics for these.
- DPR is probably the one single asset we have at our disposal that facilitates our core purpose. Any lack of engagement with DPR, therefore, would imply a lack of learning.

### 6. There is a DPR data capture coming up. How do I assess students and give them current and predicted grades?

- Use the work being submitted to you to make judgements against their key objectives. In this unique circumstance, it is even more important that you encourage students to submit work via the DPR to allow you to make accurate and informed judgements.
- Triangulate these formative assessments with their performance in previous assessments.

**7. Am I still responsible for their results?**

- This is a unique situation but one that every teacher in the country shares.
- As a school, we have meticulously planned how we will continue to engage our learners despite the challenges that we are all facing. We are confident with our engagement, our students will benefit.
- We can't be in-class teaching, but we can fully engage with all the tools we have at our disposal to ensure our students are learning, namely, via the DPR.
- If we do not engage with the expectations required of us, student outcomes will be affected. This will reflect on us.

**8. Can I be asked to work from school during the school closure?**

- This may be mandated by the government but guidance is unclear at the moment.
- The school will be deep cleaned and cleaned daily regardless of any decision we have to make in line with government guidelines.
- Working from an empty classroom or office may be as safe as working from home.

**9. What will happen to all the work we have been doing on curriculum development?**

- It will continue. In fact, it has the capacity to accelerate in light of the circumstances. Please use the time at home to work on this during school hours.
- Curriculum meetings will continue via Google Hangouts, as calendared. If you are unsure about anything please speak to your line manager.

**10. What will happen to the exams?**

- We do not know. The relevant authorities don't have a road map for this.
- Staff will be kept updated when guidelines are announced.

**11. What about vulnerable children and free school meal children?**

- We are making contingency plans for vulnerable children.
- We don't have any scheme in place for FSM children and this will need government intervention.

**12. How long will this shutdown last?**

- Do not assume it will be short. It could last until September. You may need to take materials and resources home with you to get through this period.

**13. How will we know what is going on?**

- Please check emails at regular intervals during the day.
- Information will also be posted on the website and our social media platforms.
- Leadership are meeting twice a day to assess the situation.

**14. How do I report anything relating to safeguarding?**

- Please refer to the 'Safeguarding' section located in the instruction for 'teacher' guide, which could be accessed by following the link below.

**Useful links:**

Instructions for teachers:

[https://docs.google.com/document/d/1TyXP2uyz97Q-5y0aH4ap\\_NQz3KqNRXtlyUZSXEoYCCA/edit](https://docs.google.com/document/d/1TyXP2uyz97Q-5y0aH4ap_NQz3KqNRXtlyUZSXEoYCCA/edit)