



# HOME LEARNING RESPONSIBILITIES

## STUDENTS

- ✓ I will be careful how I access online resources and with the language I use
- ✓ I will make sure that all my communication with students and teachers is respectful and polite
- ✓ I will not share my passwords with anyone
- ✓ I will complete and upload all homework and assignments by the deadline
- ✓ I will not browse, download, upload or forward material that is offensive or illegal.
- ✓ I understand that my use of the Moodle VLE/Google Classroom and other applications will be monitored
- ✓ I will be fully engaged and involved in my online classes

## STAFF

### In the event that school is closed:

- ✓ Staff will follow the Home Learning lesson schedule
- ✓ Staff will be logged on to Seesaw/Moodle VLE/Google Classroom at the correct timetabled time for their lesson
- ✓ Every member of staff should be able to access the relevant platform set up work for their classes
- ✓ Every member of staff should be able to access their school email account
- ✓ Every member of staff should be able to access their Teaching & Learning resources
- ✓ If an inclusion teacher usually supports a lesson, they should be able to access to class's work area and should also be available at the lesson time to support the learning
- ✓ Teachers will register students on Engage. Students must log in within 5 minutes to avoid a late mark. It is essential that staff remember to take their register as admin will be checking in with parents, to communicate to them if their daughter is 'absent' from the learning session
- ✓ The first session of online learning with students should include information on protocols and student expectations
- ✓ Inappropriate posts by students should be screen captured, saved, deleted and reported to your HoD; regular behaviour expectations should apply
- ✓ Teach as close to a normal lesson as is possible. The lesson should be interactive and the teacher should feedback, ask questions about learning, etc.
- ✓ Teachers should adapt the online learning for SEND and HA/TAG students. If any of these students are particularly struggling please alert Terrie/Neha so their teams can trigger inclusion intervention
- ✓ Teachers should report any safeguarding concerns resulting from online sessions to Barbara/Jo as soon as possible
- ✓ Normal marking policy applies
- ✓ Independent homework tasks should be set as usual. Where possible try to make these non-computer-based so students have off-screen time. Teachers may set additional assignments such as extension tasks and revision, especially for students sitting public examinations this summer.
- ✓ Teachers should arrange how and when they will 'receive' independent work (upload, photograph etc) and these assignments should be marked and feedback given.
- ✓ If students have struggled with any assignment staff should aim to offer support and guidance as required.

## **HEADS OF DEPARTMENTS, SUBJECT LEADERS AND SECOND IN DEPARTMENTS**

- Please ensure that your Department is prepared and ready for online learning and support colleagues within your department to remotely access the platforms/resources below and prepare accordingly:
  - ✓ Seesaw/Moodle VLE/Google Classroom
  - ✓ Engage Portal
  - ✓ Staff email
  - ✓ T&L resources
- Should regularly check in with their colleagues to ensure that staff are consistent in their approaches and pick up on any potential concerns early on
- Drop in to class learning areas and monitor teaching and learning
- Refer any problems to your line manager or a member of the leadership team
- Maintain weekly departmental meetings during distance learning time
- Check at the end of each day that your team have all completed their Engage registers, and follow up as necessary

## **SECONDARY HOYS**

- Before lesson 1 each morning (including Thursdays), HOYs to send a welcome message to their year group, reminding them of what is coming and letting them know that they contact their Form Tutor or HOY if they are having problems
- Please refer problems refer to Jo

## **ADMINISTRATION**

- Madalene and Hasnaa will monitor students' lesson attendance on Engage and contact parents if anyone has failed to 'attend' a lesson
- Network support staff will be on hand in school and can be contacted through [network@lsg.sch.ae](mailto:network@lsg.sch.ae)

## **FORM TUTORS**

- Form tutors to monitor attendance on a daily basis
- Communicate with their students as necessary, for attendance and support

## **INCLUSION DEPARTMENT**

- The Inclusion department is responsible for ensuring that SEND students are coping with the demands of online learning and will contact them individually to follow up as necessary.
- Teachers should alert Terrie or Neha if they are concerned about any student on the SWAN register

## **SENIOR LEADERSHIP TEAM**

- FLT to send regular messages to staff, sharing any news, information, IT tips and tricks, attendance figures and any other important messages
- FLT will monitor and support HoDs/PLs/Subject Coordinators/HOYs as necessary
- Maintain line management meetings during distance learning time
- FLT will also continue to work on other whole school developments such as SEF, SDP and other ongoing initiatives.

## **PERSONAL, DEPARTMENT AND WHOLE SCHOOL DEVELOPMENT**

- We envisage that the home learning schedule will give teachers and department time to concentrate on developments we don't normally have time for, such as:
  - CPD focused on raising student expectations, or improving your tech skills
  - Department review and development