

Protocol for Covid-Related Absences



1. Individual pupil absence due to either Covid-19 or self-isolation reasons

Pupil will:

- continue with schoolwork on a daily basis (health permitting); including all aspects of classwork and homework
- communicate with teachers remotely (via normal digital channels e.g. Showbie, Teams) for any assistance required and the submission of work
- Student will work through his subjects on his normal timetable

Teachers will:

- Provide access to teaching and learning materials (via normal digital channels)
- Provide feedback on work submitted

Form Teacher/ Year Head will:

- Communicate with pupil and parent/guardian on a weekly basis (e-mail / phone) to check on pupil well-being

Parents / guardians will:

- ensure pupil engages with schoolwork (if possible)
 - communicate with Form Teacher / Year Head on a weekly basis (e-mail / phone) to update on pupil situation
 - communicate directly with subject teacher in case of a concern about work.
- NB - pupil health will dictate level of engagement during absence*

1. Group/bubble absence (teacher on site, pupil group at home)

Pupils will:

- continue with schoolwork on a daily basis (health permitting) as per timetable; including all aspects of classwork and homework
- communicate with teachers remotely (via normal digital channel) for any assistance required

Teachers will:

- Provide remote learning via chosen platform during timetabled lessons
- Provide access to teaching and learning materials (via normal digital channels)
- Provide feedback on work submitted

Form Teacher/ Year Head will:

- Complete registration on a daily basis

Parents / guardians will:

- ensure pupil engages with schoolwork (if possible)
- communicate directly with subject teacher in case of a concern about work

2. Teacher Absence due to self-isolation (health permitting)

Teachers will:

- Provide remote learning via chosen platform during timetabled lessons
- Provide access to teaching and learning materials (via normal digital channels)
- Provide feedback on work submitted
- Liaise with colleagues when / where necessary

3. Teacher Absence (due to Covid-19 positive / symptomatic)

The College will provide alternative substitute teaching cover in line with normal protocol.

4. School Closure

In the event of full school closure, all the above protocols will be implemented.

5. General Direction for Staff

Staff will use the following platforms for blended teaching and learning:

- ShowBie
- Microsoft Teams

E-mail will mainly be used for formal communication i.e. not for directing learning and teaching.

Staff should keep communications to pupils confined to working hours (9.00am – 3.30pm Mon-Fri).

Staff will ensure all pupils / classes are familiar with and have full access to their chosen media for remote learning.

Staff should take into account the amount of work being given to pupils and the time needed for completion of tasks.

Protocols for live audio lessons (i.e. lessons delivered live and online):

- For child protection reasons, staff will not use video conferencing, but rather audio conferencing (i.e.

video imagery of students / staff will not be used to deliver lessons) but rather 'audio' only.

- Staff will use MS Teams for the delivery of live audio lessons.
- Students will log into the live lesson at the time arranged by the teacher i.e. timetabled class
- Staff will have full control over the session (i.e. switch student microphones on / off where applicable)

- Students will behave and communicate with staff / peers as they would in a normal classroom setting
- If any student causes undue disruption to a lesson they will be asked to leave and / or the lesson will be terminated
- For live discussions, staff will closely monitor all traffic and ensure interactions are relevant and suitable.

Protocols for non-engagement in remote learning:

- Levels of engagement will be monitored via SIMS achievement with parental engagement
- Address non-engagement directly with pupil: message / e-mail
- Address non-engagement with parent –SIMS Parent App / phone call by class teacher
- Refer to Head of Department
- Refer to Year Head