



**FRANCIS HOLLAND SCHOOL**  
SLOANE SQUARE

## REMOTE WORKING GUIDANCE FOR THE SENIOR SCHOOL

### ***Context***

In response to a possible unprecedented situation caused by the widespread outbreak of COVID-19, the school is issuing the following guidance.

### ***For students who are in self-isolation***

Students are required to self-isolate if they are displaying flu-like symptoms, have had contact with someone who has contracted CV-19 or if they have been to one of the designated affected areas according to Public Health England even if they are not displaying symptoms. The duration currently advised by the British authorities is 14 days, although this will be subject to review and we will follow external advice in this matter.

During any such period, the school will make every reasonable effort to provide education remotely so that no-one need fall behind.

- The pastoral team, led by Heads of Section, will coordinate the gathering and setting of work for individual girls. This is a routine procedure which the school implements from time to time as required by the circumstances of individual girls.
- Heads of Department (HoDs) will work with class teachers to ensure that work is set on Firefly, the school's Virtual Learning Environment, with teaching materials being available as stated in the school's VLE usage policy.
- Each student in self-isolation will be allocated a buddy who will share with them any notes made during lessons.

### ***In the case of school closure to prevent the spread of Coronavirus***

- HoDs, overseen by the Deputy Head Academic, will set work on Firefly. The quantity set will be appropriate to the amount of lesson time and prep that girls would receive for that subject.
- Tasks will be varied and will be designed to enable girls to progress well through schemes of work. Variety will be maintained through types of task and resources such as videos, blogs, worksheets and structured research tasks.
- Collaborative projects will also be set with girls working together and communicating online by the class forum function on Firefly.

- To ensure high quality tasks, HoDs may delegate the production and setting of tasks so that specific colleagues can focus on particular year groups. This will also strengthen departmental provision in the event of a teacher becoming ill.
- Once tasks are completed girls will submit their work on Firefly which will then be marked and feedback provided.
- Communication will also take place via e-mail where appropriate and girls should check their e-mails frequently throughout the day.
- Wherever girls have questions they must take responsibility for e-mailing their subject teachers for clarification and this must not be left until they return to school. Teachers will endeavour to reply within 24 hours, when such requests are made during the school week, unless they have themselves become ill.
- In practical subjects such as Drama, Music and Art, as well as Science practicals, schemes of work will be adjusted so that theoretical elements will be covered during the period of absence, leaving time for a greater focus on practical elements once school resumes.
- In this situation girls should be creative about opportunities for enrichment. For example, girls will want to make use of the Book Forest and the wide range of materials that are available on Firefly. Many public lectures are recorded and are available online, with an excellent resource being the video lectures available from Gresham College at: <https://www.gresham.ac.uk/>

*Particular provision for years 11 and 13:*

- In addition to the above, HoDs will make departmental revision materials available on Firefly and will set exam oriented tests as appropriate, using the time for focused exam preparation.
- Support will be given for language orals via the school's trip phones and skype accounts.
- It is usual for most departments to have finished the specification by Easter and so the normal practice of girls producing and sharing revision notes and also sitting timed essays would continue.
- The school is closely monitoring the government's guidance on public examinations, as issued by ofqual.