



FRANCIS HOLLAND SCHOOL
SLOANE SQUARE

REMOTE WORKING GUIDANCE
FOR JUNIOR 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 Junior School Leadership team, will be copied into the setting of work for these individual girls. This is not dissimilar to our routine procedure which the school implements from time to time as required for an absent girl.
- The Junior School Leadership Team (JSLT) will be there to assist teachers as they set work, but the class teacher will manage this, including liaising with specialist teachers so that all communication with parents comes directly from the class teacher.

In the case of school closure to prevent the spread of COVID19

- Class Teachers will set work via email to the girls every morning at 9am. The Head of Junior School and the Deputies (Miss Smith KS1 & Miss Merolla KS2) will oversee this email correspondence, as well as offering support and guidance. The quantity set will be appropriate to the amount of lesson time and homework that girls would receive for that subject.
- Tasks will be varied and will be designed to enable girls to progress well through the curriculum. Variety will be maintained through types of task and resources such as videos, worksheets and structured topic/project tasks.
- The JSLT's overview of work strengthens the provision in the event of a teacher becoming ill.

- Teaching Assistants will continue to work closely with the class teachers to support with resources that are suitable for remote learning.
- Workbooks going home will include: VR & NVR; RWI; Spelling; Mental Maths; the Class Text and English & Maths exercise books. This will slightly vary according to year group.
- Full use can be made of Mathletics (R-Y6), Purple Mash (Y1-Y6) and Atom Learning for English and Maths, VR & NVR (Y4-Y6). Other resources we may include: BBC Bitesize, literacy shed & the numeracy shed.
- Once tasks are completed girls will have the opportunity to submit their work to their class teacher (or directly to the relevant specialist) via email attachments. This will enable work to be marked and feedback provided by teachers.
- Wherever parents and/or girls have questions they can email the class teachers for clarification. 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.
- Class teachers can also send enrichment work such as links to a TED talk, or a suitably age-related educational video or film. This will stretch girls who work at a faster pace.
- Teachers are required to follow the curriculum as closely as feasible, however, in order to maintain appropriate work, may alter the order or execution of the curriculum e.g. initiating relevant project work that can be more easily completed remotely.
- Girls will need to place their printed off marked pages in a file at home to bring back to school when it reopens.

Other areas of provision:

- There will be access to the Head & both Deputies of Junior School via a school phone – these numbers will be disseminated to parents for ease of communication.
- Learning Support: Miss Collins will continue 1:1 and whole class support, either directly with the child via email, or through the class teacher.