



Appendix A Responsibilities

General responsibilities

Teachers	Pupils	Parents	Senior Management
<ul style="list-style-type: none"> Continue to strive to deliver excellent education to all our pupils, whether they are in school or at home Set all homework on Google Classroom with a clear deadline Plan and deliver blended and remote learning experiences for all pupils, including those on our Learning Support Register (teachers should consult the Director of Learning Support or the EAL coordinator for more specific guidance) Communicate with, and provide timely feedback to, all pupils Engage with CPD training on all aspects of remote learning Follow the Promoting Positive Behaviour Policy to ensure engagement and progress with pupils whether in school or via a remote learning experience. 	<ul style="list-style-type: none"> Dedicate appropriate time to remote learning, in order to complete all tasks set in a day Identify a quiet, suitable area to work Submit all assignments in accordance with the deadlines set by teachers Appreciate that teachers will also be teaching in school so may not be able to answer emails/private comments on Google Classroom straight away <p>If unsure about what to do on a task, pupils are encouraged not to send multiple requests to a teacher. Suggestions to help will be to make sure they re-read all the instructions; or collaborate with another pupil working from home; or send a message via Gmail or Google Classroom; or log in to the Google Meets at 11:05 or 13:30</p>	<p>Parents are to support their child's learning at home by:</p> <ul style="list-style-type: none"> Providing an environment conducive to learning Providing a device by which their child can access their remote learning Engage in conversations about their work Monitor time spent on and off line Help to provide opportunities for relaxation, exercise and rest Contact the school should they have any concerns about their child's remote learning 	<p>Senior Management Team will:</p> <ul style="list-style-type: none"> Develop, monitor and evaluate the provision for blended and remote learning Ensure staff have appropriate training on any digital resources and platforms which are used for remote learning Communicate clearly with staff, pupils and parents about what is required for effective remote learning. Monitor pupil engagement with remote learning <p>Heads of Department will:</p> <ul style="list-style-type: none"> Ensure that teachers continue to teach all or most of the normal planned curriculum in the remote environment Ensure all resources are accessible to pupils working from home e.g. digital versions of textbooks, correct log ins to websites Support their departments in the design and development of high quality blended and remote learning experiences for pupils Share good practice with their departments Monitor and evaluate the online provision of their subject



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Responsibilities in certain circumstances

Circumstance	Parent responsibility	Pupil responsibility	Teacher responsibility
1. Teacher absence	N/A	Engage with the lesson posted on Google Classroom and the online lesson using Google Meet. This will either be on individual Chromebook or on the interactive whiteboard as a class.	Absent teacher will provide work on Google Classroom and will take lessons remotely via Google Meet. Cover teacher will ensure Chromebooks are available for pupils.
2. Pupil absence	Parents please notify the school of the absence using the Google Form (via the link: Reporting a Pupil absence) and state the date the pupil is expected to return after their isolation.	<p>First day of absence: Log on to Century.Tech and complete a number of nuggets in English, Maths and Science from the top of their pathway. Check in to Google Classroom in the afternoon to check for information from subject teachers.</p> <p>Second day of absence onwards:</p> <ul style="list-style-type: none"> • Join any assemblies/chapels posted on the Upper School/Lower School pages on Google Classroom. • Check all of the subject classrooms for that day and make a note of which subjects require you to join a live Google Meet at the usual time of the lesson. • Complete all work set and submit it for marking by clicking "Hand in" on Google Classroom • Make use of the drop in sessions on Google Meet at 11:05 – 11:30 and 13:30 – 13:45 to speak to a teacher 	<p>First day of child's absence: At a suitable time in the day the teacher will upload the lesson information from that day.</p> <p>Second day of absence onwards:</p> <ul style="list-style-type: none"> • Monitor the list of isolating pupils sent out by Clare Smith (Assistant Head T&L) to ensure they know which pupils are absent • Ensure work for that day is scheduled to appear on the pupil's Google Classroom at 8am • Ensure work is accessible and includes clear written or verbal (recorded) instructions • Ensure work is set as an assignment with a deadline of the end of that day (or week if it is work for more than one lesson) • Where possible include elements of live teaching. In these cases, teachers need to make clear on the instructions on Google Classroom that the pupils should join the Google Meet and state the time.



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3. Long term pupils absence due to shielding or other Covid-related concerns	Parents are to inform the school of the circumstances and follow the agreed plan of action for the education of their child.	This will depend on what has been agreed between the school and parents.	This will depend on what has been agreed between the school and parents.
4. Track and Trace case within a bubble	N/A	<ul style="list-style-type: none"> • Join any assemblies/chapels posted on the Upper School/Lower School pages on Google Classroom. • Log in to live lessons at the usual time of their normal timetable • Follow the Guidance and Expectations for video and audio conferencing platforms (Appendix B) • Complete all work set and submit it for marking by clicking "Hand in" on Google Classroom • Make use of the drop in sessions on Google Meet at 11:05 – 11:30 and 13:30 – 13:45 to speak to a teacher 	<ul style="list-style-type: none"> • Ensure work for that day is scheduled to appear on the pupil's Google Classroom at 8am • Provide live lessons to the class via Google Meet • Ensure work is accessible and includes clear written or verbal (recorded) instructions • Ensure work is set as an assignment with a deadline of the end of that day (or week if it is work for more than one lesson) • Ensure feedback is given in a timely fashion either via Google Classroom or in real time over Google Meet.
5. Track and Trace involving several members of staff	N/A	<p>While at home pupils would have to:</p> <ul style="list-style-type: none"> • Join any assemblies/chapels posted on the Upper School/Lower School pages on Google Classroom. • Log in to live lessons at the usual time of their normal timetable • Follow the Guidance and Expectations for video and audio conferencing platforms (Appendix B) 	<p>Should the isolating teacher be well they should:</p> <ul style="list-style-type: none"> • Ensure work for that day is scheduled to appear on the pupil's Google Classroom at 8am • Provide live lessons to the class via Google Meet • Ensure work is accessible and includes clear written or verbal (recorded) instructions • Ensure work is set as an assignment with a deadline of the end of that day (or week if it is work for more than one lesson)



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		<ul style="list-style-type: none"> • Complete all work set and submit it for marking by clicking "Hand in" on Google Classroom • Make use of the drop in sessions on Google Meet at 11:05 – 11:30 and 13:30 – 13:45 to speak to a teacher 	<ul style="list-style-type: none"> • Ensure feedback is given in a timely fashion either via Google Classroom or in real time over Google Meet. <p>Cover teachers in school should:</p> <ul style="list-style-type: none"> • Ensure Chromebooks are available for the classes being taught by teachers remotely • Support in class what is being taught remotely but the subject teacher.
6. Local Lockdown Tier 2	Parents of those pupils in Y7 and 8 on the weekly rotation of working from home, should look to follow the general responsibilities above.	<p>Year 3 – 6 pupils to attend school as usual.</p> <p>Pupils on rotation to work from home should follow the responsibilities set out in Section 4.</p>	<p>Teachers should continue to teach Year 3 – 6 as usual in school.</p> <p>For those year groups working from home, teachers should follow the responsibilities set out in Section 4.</p>
7. Local lockdown Tier 3	Parents of pupils in Y7 and 8, should look to follow the general responsibilities above.	<p>Year 3 – 6 pupils to attend school as usual.</p> <p>Pupils in Year 7 and 8 should follow the responsibilities set out in Section 4.</p>	<p>Teachers should continue to teach Year 3 – 6 as usual in school.</p> <p>For those year groups working from home, teachers should follow the responsibilities set out in Section 4.</p>
8. Whole school closure Tier 4	Follow the general responsibilities listed above and any further guidance provided by the School.	All pupils to follow the guidance for Remote Learning, including the responsibilities set out in Section 4.	Teachers to follow the guidance for Remote Learning, including the responsibilities set out in Section 4.