

Teacher Copy Scenarios for Teacher and Student Isolation

1. If you are isolating and ILL.

- Follow normal cover protocol, including:
 - Phone before 7.30.
 - You **MUST** explain the reasons for your absence.
 - You **MUST** use the cover sheet proforma here: <https://sghs.fireflycloud.net/staff-absence-procedures/cover-work-proforma>.
- N.B. Even if you are using Firefly for tasks set, you NOW need to copy and paste instructions onto the cover sheet (we are now at the point where we are using external cover and they cannot see Firefly).
- You do not need to take a register if your class is being covered (not Sixth Form).

2. If you are isolating and NOT ILL.

- Phone before 7.30 (earlier if possible).
- Teach your lessons via Teams. Students learn as if a remote lesson. All students have been told to be available at the start of every lesson for Teams, with their videos on, microphones muted and earphones ready.
- You are **STILL RESPONSIBLE** for taking a class register on SIMS via Remote Desktop on the Portal. To do this, you need to see all students on the Teams call.
- You are **STILL RESPONSIBLE** for checking students' learning/adapting future planning and so some formative assessment/feedback strategies should be planned for (whether live or not live).

3. If you have a FULL CLASS who is isolating.

- Teach your lessons via Teams. Students access learning remotely.
- You are **STILL RESPONSIBLE** for taking a class register on SIMS for these students. Students will have an X if isolating and an X and an 'ill' comment if too unwell to learn. You need to email Student Services with names of students who are NOT ILL but not attending their online lesson, so that they can be chased.
- If a student opts out of learning and repeatedly does not engage, this needs to be recorded on SIMS with a behaviour point (code to use: LOE for 'Lack of Online Engagement').
- Please do not promise to record lessons on Teams; this encourages student absence.
- You are **STILL RESPONSIBLE** for checking students' learning/adapting future planning and so some formative assessment/feedback strategies should be planned for (whether live or not live).

4. If you have SOME STUDENTS who are isolating and some in school.

- You teach using a **BLENDED** approach.
- The best approach is to have every student logged into Teams - even those who are at school. This way, those at home can hear and engage in all discussions and class answers.
- You *can* use a webcam if you will be conducting any board work or live modelling, so that students at home can see.
- Please use Teams to engage those at home in discussion. We have to ensure isolating students have access to the same quality of learning experience as those in school.
- You open the class register as normal, on SIMS.
- Students will have an X if isolating and an X and an 'ill' comment if too unwell to learn. You need to email Student Services with names of students who are NOT ILL but not attending their online lesson, so that they can be chased.
- If a student opts out of learning and repeatedly does not engage, this needs to be recorded on SIMS with a behaviour point (code to use: LOE for 'Lack of Online Engagement').
- You are **STILL RESPONSIBLE** for checking ALL students' learning (even those at home isolating) and adapting future planning and so some formative assessment/feedback strategies should be planned for (whether live or not live).

5. If you are teaching a Sixth Form lesson remotely, via Teams.

- Before this eventuality occurs, if possible, set your expectations with your own sixth form class in person.
- In this scenario, Sixth Form are expected to:
 - Use the same classroom as their set lesson.
 - Log on to Teams at the start of the lesson to await the call.
 - Have their video on but their sound muted.
 - Have a set of headphones to hear the call without any sound glitches.
 - If students are not visible on the call, they cannot be marked present.
- You are **STILL RESPONSIBLE** for taking a class register on SIMS via Remote Desktop on the Portal. Students not logged in cannot be marked as present.
- Please do not promise to record lessons on Teams; this encourages student absence.
- You are **STILL RESPONSIBLE** for checking students' learning/ adapting future planning and so some formative assessment/feedback strategies should be planned for (whether live or not live).