

# Island School

## Managing courses during suspension of classes.

### Draft Policy for Island School

#### Aim

This policy sets out what is expected of staff and students if classes are suspended

#### Principles

The policy has, as its overriding principle, the interests of students at the forefront and centre.

- Student learning should continue as smoothly as possible
- Activities set for students should be meaningful and educational
- The difficulties of study at home must be considered

Suspension of classes or school closure are in operation normally when the school receives a directive from the government EDB indicating we must do that. This includes school closure for weather events such as typhoons or Black rain Storms and particular events related either to health scares or to transport issues. Any other closure or suspension due to an emergency would only happen with the instruction or agreement of ESF.

#### Expectations for teaching staff

On a day when school is closed, teachers should first look at the timetable of classes that they would normally teach on that day. They should ensure a continuity of learning for those classes on that day. This will mean some of the following.

1. Setting work that would have been done during the lesson, and distributing through Isle, by email or some other efficient way. This should be available to students by the start time of that lesson.
2. Setting different work in lieu of lesson time, that is a meaningful alternative.
3. Setting work that would have been set as homework.
4. Receiving work through Isle, email etc that would have been normally handed in that day, and distributing marked work (where possible) that would have been handed out that day. Note that it is not reasonable to expect teachers to scan a full set of marked class homeworks and send them out. However some work is marked online, and so can be distributed.
5. Being available for student enquiries about work. This means checking Isle, email etc frequently, in particular during the lesson time that a class would have been taught.
6. Using chat rooms, discussion groups etc where appropriate and available.
7. Teachers should prioritise exam classes where appropriate
8. Teachers should note that students may not have resources such as textbooks that they may have left at school, and should avoid reference where this is a risk.

9. In certain cases a decision may be taken to set a whole year group a task for the day that is an appropriate learning experience for them. If this happens all teachers will be notified and then they should not set extra work on top of that.

Note that this is a full working day for teachers and they are expected to engage themselves as such. If transport or safety difficulties would mean that the above expectations cannot be met by coming into school, given that none of the above can be accomplished while travelling, teachers should not come into school. This assumes that the above can be carried out at home.

#### Expectations for students

On a day when school is closed students should take the responsibility for ensuring that they engage in a days academic work. It is their responsibility to ensure the continuity of their own learning by the following actions.

1. Looking at their timetable for the day, and prioritising those subjects.
2. Checking Isle for the courses they have on that day
3. Checking their school email regularly to look for messages and assignments from teachers
4. Submit, by Isle, email etc, work that the teacher asks for.
5. Collaborating with other students where appropriate, forming study groups using school tools or social media
6. Contacting the teacher if the instructions are unclear or if they cannot find them.

We hope that parents will support students in all these areas. However we are aware that not all homes are necessarily ideal working environments and that completing the assignments that have been set may not always be straightforward. In the words of one parent "Homework time can be torture", and doubly so if it is to last all day! Teachers will take this into consideration.

#### Expectations for support staff

This is a full working day and support staff should be available to support the continued learning of the students where this support is needed. In particular this includes the following.

1. IT staff should ensure that the usual systems of communication are open and working
2. They should be available to advise teachers on the uses of these systems
3. Office staff should be available to answer parent contacts and queries and help deal with administrative issues such as buses and bookings.

#### Expectations for parents

On a day when school is closed or classes are suspended, parents take full responsibility for their children throughout the day.

In order to support the arrangements for continuation of work described above, parents should enable children to have a quiet place to study for some part of the day, and to have internet access in order to receive and transmit documents relating to their courses.

*Approved by the School Council, to be reviewed December 2017*