

For individual students isolating or in quarantine

If your child is off school because they are quarantining or isolating, work will be available for your child to complete each day. They will find this on the different class pages of Microsoft Teams. Staff will set this work as 'assignments'. The work set each day will reflect the lessons your child should have had that day.

Your child then needs to complete this work and submit it to the teacher for checking. The due date for submission is the date of the next lesson your child would have had in that subject were they still in school. This is to help them keep on top of their work and not let it mount up.

What should you expect of your child's teachers?

- The work set should reflect the work that happened in class that day as much as possible.
- The work set should be accompanied by written or recorded narration where necessary – particularly if new concepts or skills are introduced.
- The work set should be uploaded by 4.30pm the day of the lesson. This is because if a teacher is teaching a full day and then has duties after school this will be the first opportunity they have that day to upload the work.
- If it is a 'homework day' for that subject then homework should be set too.

What do we expect of your child?

- They should log into Microsoft Teams and complete the work to the best of their ability.
- They should complete the work in their exercise books (unless specifically directed otherwise by a teacher) and then upload a photo of the work to MS Teams. They should press 'submit' once they have done this so that the teacher can see it has been done.
- They need to complete any homework that has been set for their class.
- If they need help with their work, then they should politely email their teacher directly. Please discuss with them the etiquette of a polite email; starting it with 'Dear Sir/Madam' and finishing with a 'thank you, regards X'. Depending on the query, the teacher will email back or possibly phone home later, if it is easier to explain the concept or task verbally.

How can you best support your child?

- Please provide them with a quiet place to complete their work, free from distractions.
- Check in on their work and take an interest in what they are doing.
- If your child's teacher has forgotten to upload work by 4.30pm, please email your child's form tutor in the first instance. This is because the member of staff might themselves be absent and the form tutor is in the best position to investigate and advise colleagues as appropriate.
- If your child tests positive then you need to alert the school. Please be aware that it is normal for us **not** to set work when students are ill. Our default position therefore is to stop setting work at this point. If your child tests positive but is asymptomatic or has minor symptoms and you feel they can still complete school work, please contact your child's Head of Year (for example HOY7@allhallows.net) to alert us to this fact and staff will be told to continue setting work.