Emergency School Closure
Planning for continued operations
9th March 2020 – *Version 3*

Rationale

In the event that Penistone Grammar School is to be closed for a period longer than two working days due to exceptional circumstances, this document sets out how all staff will operate and offer basic functions of teaching and learning to students in the interim, and how the IT Service will adapt to support this.

The expected outcome is that students from all year groups, including post-16, and their parents receive a consistent and professional experience over the period. It is therefore critical that all members of staff adhere to the instructions set out below.

Preparations

Action	Impact	Responsibility
Suspended password expiry	All user password expiry suspended until School returns. Home access to School systems maintained for all users without interruption.	IT Service PDA
Staff laptops & chargers	All staff MUST take School laptops and chargers home as a matter of course. IT Team to only resolve issues with School devices – personal devices cannot be supported.	All Staff
Staff IT Issues	MUST log issues/faults on **IT Service Desk**. Tickets to be dealt with a 'reasonable endeavours' approach to maintain access and continuity. SPA and JWI to run service desk remotely during normal working and liaise directly with staff where possible. IT Service to provide a temporary remote support service to staff who are outside School, only where absolutely necessary. DPR to access Service Desk to resolve Frog related issues., including student and parent logons.	All staff IT Service IT Service
Student/Parent forgotten details, logon issues	MOB to remote access SIMs as required to details. DPR to liaise with Parents/Students to resolve login issues. Any staff receiving frog issues from students and/or parents to log on the Service desk.	IT Services MOB/DPR
Parents to sign into Frog	Parents signed into Frog will receive assignment notifications.	Letter
'School Closure' help and support for staff - Frog	Help staff with e.g. creating file drops. - File drops & collecting work - Issuing worksheets/documents - Quizzes - Markbook & student views/submissions etc - Save e.g. PowerPoint as PDF	DPR
Network/service failure whilst School closed	MOB/PDA to liaise with PCR/CMA to gain access to School to resolve networking issues. Intention is to maintain School IT services operation for all users outside School.	IT Service

Continued Teaching and Learning

All staff to follow the guidance below for setting lesson and home learning assignments so that students receive a consistent experience.

Item	Actions	Responsibility
Priority of work	Assignments and continued work to prioritise exam classes, GCSE and A-Level.	All Staff
	In the event that we have to close the school for Coronavirus, staff will be expected to set work via FROG for **Years 10 -13**. Each student will receive **60 minutes of work for each lesson missed plus any additional home learning**. Any work assigned should be collected via File Drop and Assignment Manager (see below, and Frog support pages).	All Staff
	This will be compulsory for staff and we will communicate this with parents.	Letter to parents
Assigning work to students	All staff to issue ANY and ALL work as **Assignments** in Frog (including Post-16). - Signed in Parents will receive notifications. - Students will receive a clear list of tasks and deadlines. - All Staff to add **as much detail as possible** into assignment instructions. - Option for CALs to coordinate whole year-group assignments.	All Staff
Assignment types and titles	Assignment titles to distinguish between Lessons and Home Learning in their title: • Lesson assignment titles to be prefixed with **date and lesson period:** *e.g. '13/3 P4 – Poetry language'* • Home learning assignment titles to be prefixed with **'HL':** *e.g. 'HL – Poetry language quiz'* **Assignment titles do not need subjects**. Please use the subject drop down list to select subject instead.	All Staff
Assignment deadlines	Lesson assignments should be completed by students on the day that they would normally attend your lesson Lesson assignments must be set in advance of normal lesson times and give a minimum 24 hours' time for submission/completion.	All Staff
Assignment content	All assignments to include exceptional levels of detail to support students. - All assignments should include task details/instructions in the assignment body (**not** as an attachment). - Assignment task detail to be thorough and clear. - All Assignment tasks must include references signposting where students can access supporting materials e.g. FrogSite page reference, YouTube video link, website reference. References to be hyperlinked where possible.	All Staff
Attachments care	Care with attachments: - All students have access to office 365 online. - Either, attach to Frog, or insert an Office 365 Share link for easy access. - PDFs (universal) to be used wherever possible. - *Informational* PowerPoint and Word documents **MUST** be converted into PDF - *Student activity sheets* can be attached as Word documents.	All Staff

Collecting work	Assignments that require students to complete and submit work back to students: - Add **FileDrop Activity** to assignments for collection of work. - All staff to operate same consistent approach for all students in all subjects. - All assignment submissions collected through 'MarkBook'.	All Staff
Email contact with students	Encourage students to contact staff by email with queries in relation to their work. Staff expectation to respond to student emails in normal School hours (08:20 – 15:00)	All Staff