Business Continuity: Curriculum work/setting work from home

In the event of a school closure it is possible to set work from home to ensure curriculum continuity.

However, it is important that we all do this from the same starting point so that students do not have to keep switching from one method to another. Even if they then go to another service/app.

There are 'School Closure' pages set up in Frog for all subjects (here is the example for Global Awareness) that are only made visible when the school is going to be closed for an extended period of time.


Please check:

1. There are instructions and/or work in the folder appropriate to each year group/class
2. Staff know how to upload files or folders from home
3. The instructions contain the following information - **If you work on a document please click 'Download File' and save it to a folder on your computer.**
4. Agree on 1 approach from the whole faculty so that students do not have to manage several systems from different staff – especially where there are sisters/relatives in the same house, different mechanisms will be confusing.
5. Systems are modelled in class

Getting work/instructions onto Frog:

1. Upload a worksheet directly to the 'School Closure' folder for your area using the 'Drives' link from the home page. Then 'Add' a file or folder from your home computer.
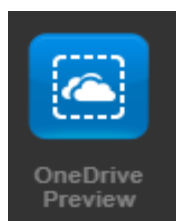
(Note – you can use the same mechanism to upload or download files from your h: drive or the staff area too)
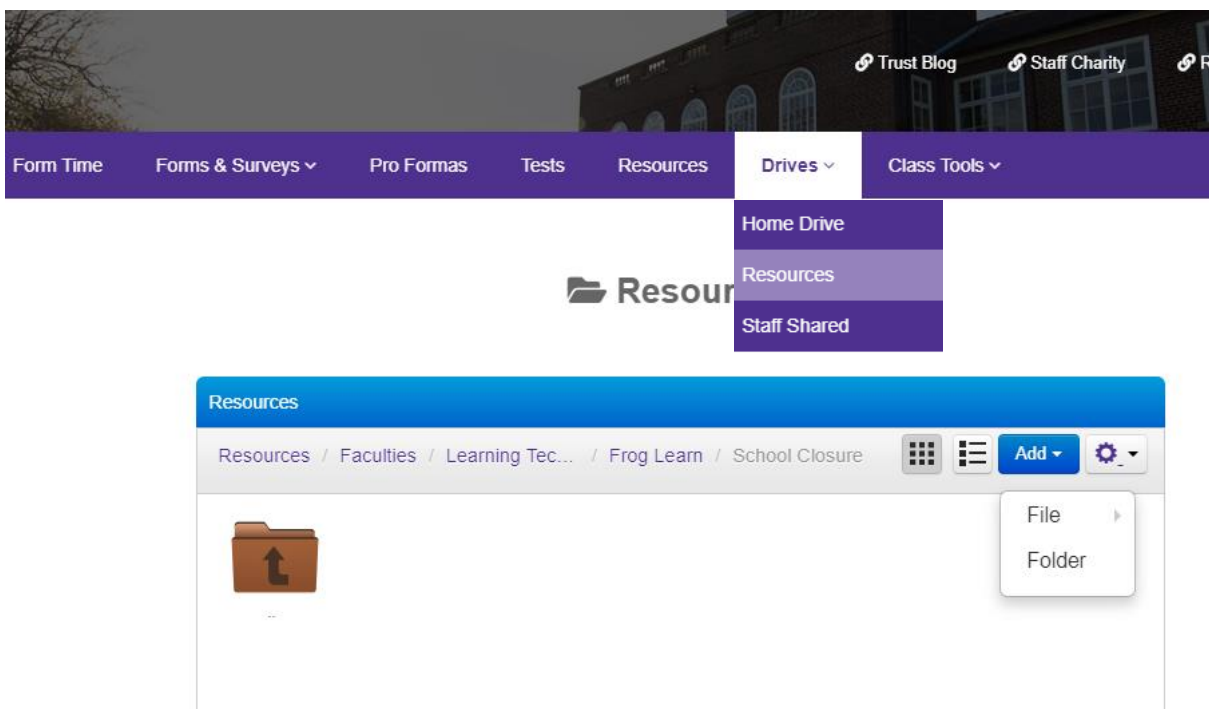
2. Upload a worksheet directly to a Frog page using
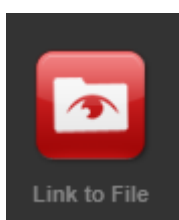
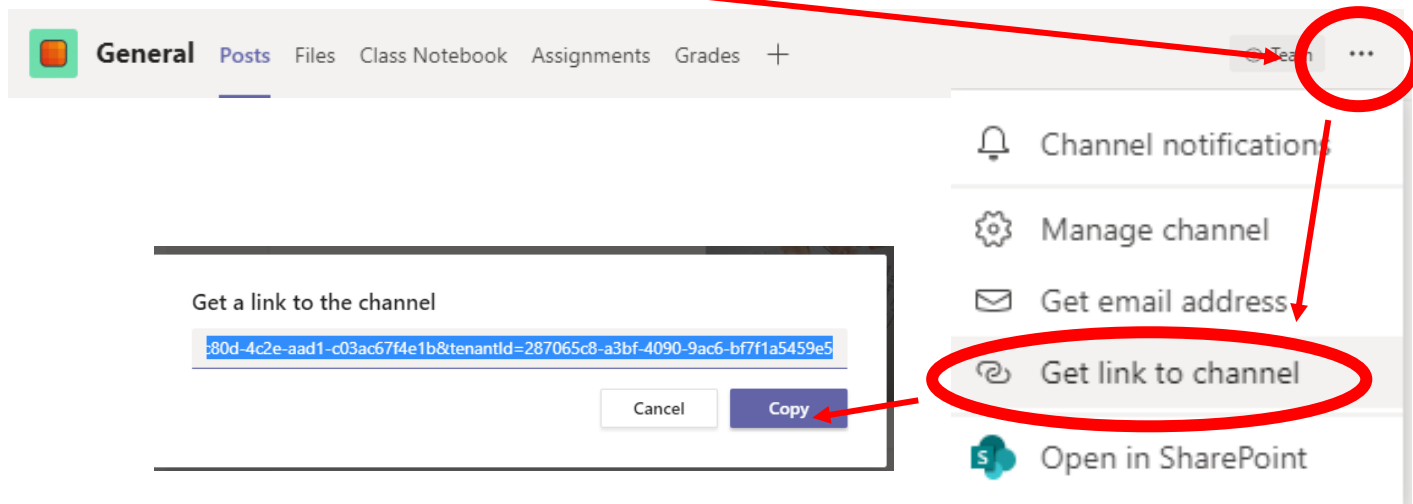|	'Link to File' widget where students can click on the link to download the file
	'One Drive Preview' widget – which displays the worksheet or PowerPoint directly from your OneDrive folders
	'PDF' widget which displays a PDF file – really useful for uploading exam papers or mark schemes

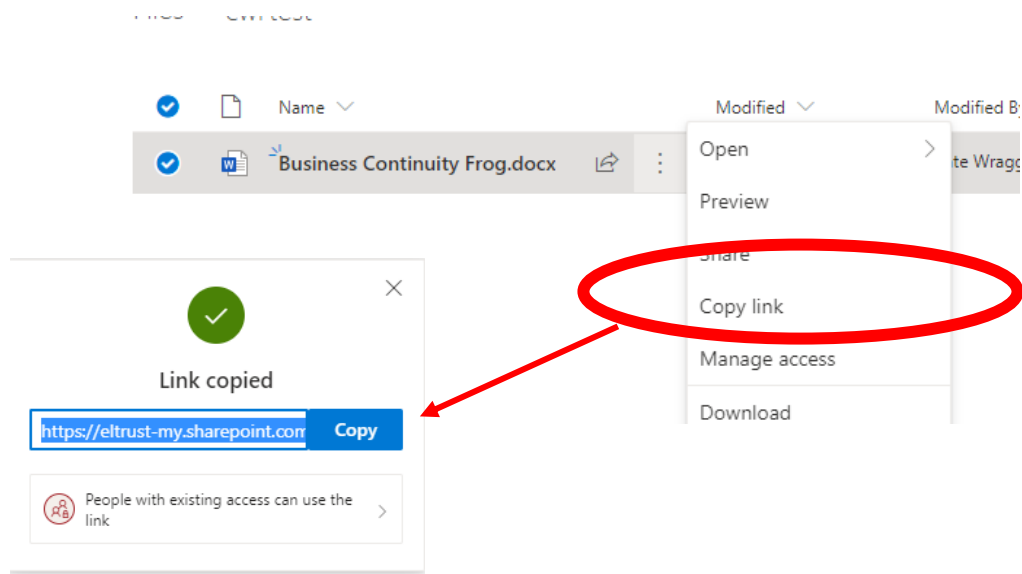# Working with different systems:

Teams

- If <u>all</u> of your faculty use Microsoft Teams make sure these instructions are clear in a worksheet visible in Frog
- If <u>some</u> of your faculty use Teams put a <u>link</u> to those teams in the instructions

OneDrive

- If <u>all</u> of your faculty use shared documents in Microsoft OneDrive make sure these instructions are clear in a worksheet visible in Frog
- If <u>some</u> of your faculty use Microsoft OneDrive put a <u>link</u> to those folders/documents in the instructions
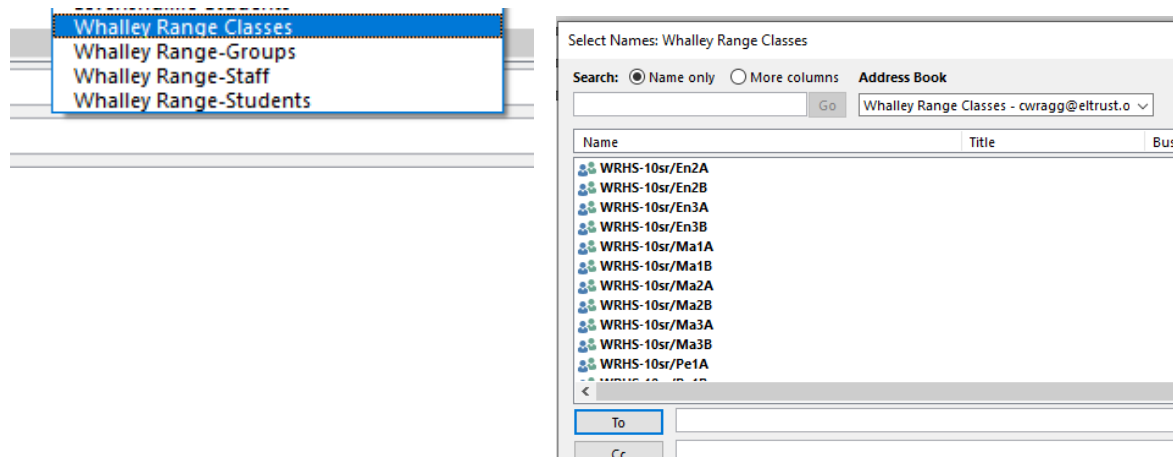
Working with different systems:

Email

- If staff are going to use email to communicate with the classes in your faculty make sure this is clear in the instructions on Frog
- Whole class groups can be emailed through the codes in the address book and work can be sent to multiple classes by one member of staff

General Tips to remember:

- All communication with students must be done through school systems to ensure transparency and protect all parties involved
- Remember to keep electronic messages professional
- There is help on how to access the remote desktop here https://frog.wrhs1118.co.uk/remotedesktop
- There is help on managing email (including style and tone) here https://frog.levenshulmehigh.co.uk/email
- The link to the general IT skills page is here https://frog.wrhs1118.co.uk/itskillslander