

SCHOOL ADMINISTRATION

Communication with school administration/Implementation of the Remote Learning Programme and Feedback to school administration

Year Group Team Speaker And Deputy Speaker for Yr 5

Year Group Team Speaker And Deputy Speaker for Yr 6

Year Group Team Speaker And Deputy Speaker for Yr 7

Year Group Team Speaker And Deputy Speaker for Yr 8

Year Group Team Speaker And Deputy Speaker for Yr 9

Year Group Team Speaker And Deputy Speaker for Yr 10

Communication with parents by email and office hour

PARENTS

Setting of assignments in collaboration with other subject teachers in the year group. As far as possible, one assignment per subject. Supervision of students in chats, as well as in video conferences in the time slots of the year group

Checking and giving feedback on the completed assignments of students in one's own class (but not in the other classes of the year group)

Regular checking of all relevant Teacher-Only channels.

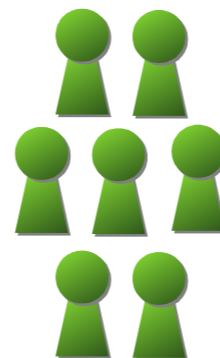
Keeping of the Untis Class Book by recording daily attendance ('absence checked') and assignments.

Communication with subject teachers of each Year Group Team on the Teachers-Only Channel

Monitoring of the representation of various subjects and their demands on the students

Supervision of the General Channel

SUBJECT TEACHER



← Assignments →

Monitoring of assignment sets for quality and quantity

Form Tutors

Taking and recording student attendance in the Untis Class Book during the first 2 hours of the school day.

Year Group Subject Coordinators

Coordinating the process of creating weekly assignment sets with other subject teachers within the year group.

Department Heads

Quality control of subject assignments in terms of departmental principles and the DSL Remote Learning Guidelines.

School Coordinators

Ensuring for consistency across the relevant year groups, including monitoring the assignment sets within each year group. First point of contact for year group team leaders.

Assignment Deadline For Teachers:

Friday at 16:00 – Uploading of the assignments for the coming week (for teachers only)

Scheduling of Assignments:

Sunday at 18:00 – Release of assignments for the students

Friday at 18:00 - Deadline for student submission of week's assignments



TEAM Year 5

TEAM Year 6

TEAM Year 7

TEAM Year 8

TEAM Year 9

TEAM Year 10

Students: Work on assignments

Setting of Assignments:

Limited scope,
Posted on 'Assignments',
One subject assignment per year group,
Estimated time noted on assignment,
When possible, solutions provided so students can correct their own work

Feedback on Assignments:

For one's own classes only,
Given as promptly as possible, by the end of the work week