

# Primary School Head and Coordinators

Communication with Primary Head / implementation of Remote Learning Programme and relevant feedback to the Head and coordinators

Year Team Speaker  
Year 1

Year Team Speaker  
Year 2

Year Team Speaker  
Year 3

Year Team Speaker  
Year 4

Communication with parents and parent representatives

## Parents

### General duties:

- Checking the pupils' attendance
- Keeping the year group's form book
- Meetings with all the teachers in the year team
- Smaller meetings between form tutors of a year group
- Staff conferences
- Departmental meetings

Communicating with form tutors of year groups

Passing on of information to teachers within each year group

Taking the minutes of meetings

## Form Tutors



Pupils' Assignments

### Assignment Deadlines:

Preparation of weekly assignments / projects and materials for lessons

Sundays at 6 pm: uploading of assignments and materials for the upcoming week

Fridays by 11:59 pm: submission by pupils of completed work (later submission is also possible)



## Pupils of Years 1 to 4

Pupils:  
Work on assignments

### Setting of Assignments:

Limited in scope,  
One assignment per subject for up to a maximum of 4 subjects

### Feedback on Assignments:

Feedback on submitted assignments must be given by Monday evening of the following week.

### Duties concerning pupils' lessons

- Daily live online lessons (*LOU*) with teachers of the four main subjects
- Setting of weekly plans of work, in collaboration with the subject teachers of a year group
- Supervision of pupils through online chats
- Checking of submitted assignments
- Support of pupils by subject teachers in particular subjects