



# **Emergency School Closure**

Setting Work From Home

# Staff Expectations

What teaching staff are expected to do

# Setting Work From Home

---

In the event of an emergency school closure, we have a responsibility to continue providing education provision for our students.

Teaching staff at UCC are expected to follow the guidelines below regarding the setting of work for students:

- All work will be set via Show My Home Work
- Work for each class should be set for that day by 9am
- Students complete the tasks during the day (not necessarily at the time of their usual lesson) and submit work by 4pm
- Any reading/worksheets/weblinks should be included with the instructions

# Structure of the work

---

Teachers are expected to set challenging work for students that is in line with the curriculum plans in their department schemes of learning.

Whilst not an exhaustive list, the following points should be used as the broad guidelines for structuring learning activities on SMHW:

- The work should contain some form of content (video, reading, research etc)
- The work should include some form of practice or application if appropriate
- An assessment should be set to check for student understanding (SMHW multiple-choice quiz, extended written tasks that could be uploaded, answering exam style questions etc).
- The teacher is expected to provide feedback to students where appropriate (self marking quizzes provide this instantly, however there may be other methods of providing feedback that are more appropriate for certain tasks)

# Further guidance

---

Teachers should be mindful that students' access to a computer might be limited. Families with several children may have to share a device.

We would ask teachers not to set work that requires printing.

We would expect teachers to spend an appropriate amount of time planning and resourcing tasks that enables students to continue learning the curriculum in each subject.

# Student Expectations

What UCC students are expected to do

# Student expectations

---

If UCC is forced to close, for any reason, students are expected to log onto Show My Home Work and access the materials that have been set by their teachers for that particular day.

Teachers will set work by 9am each day.

Students do not have to complete the work in the order that their timetable denotes, however the expectation is that all work is completed by 4pm of that day.

Students are expected to read the instructions of their teachers carefully and apply themselves fully in order to complete all of the work that has been set.

# Year 11

---

We are expecting Year 11 students to revise for their GCSE examinations in addition to completing the work set during a closure period.

Guidance for revision can be found on our [website](#).