

02 April 2020

Dear Parent/Carer,

RE: Guidelines for setting work

Staff have been working hard to set work for your children over the last two weeks during the partial school closure, however we are aware that this system needs reviewing to make workload manageable for students and not to cause unnecessary stress at an already difficult time. Based on feedback from parents/carers, students and staff, we have put in place new guidelines for staff on setting work with the main points outlined below: this will take effect from 20th April (after the Easter holidays). This should ensure consistency and reduce any issues you child may have been facing.

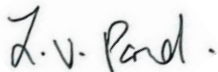
Guidelines for work set for distance learning:

1. Work should always be set on FROG so students can use this as a weekly planner and parents can have an overview of all work set in once place. In the instructions for each assignment set by teachers in FROG, staff should direct students to other platforms like Hegarty Maths and Microsoft Teams where the tasks can be viewed and completed.
2. Work for each subject should be set on the afternoon of each Friday ready for students to complete from the Monday of the following week (if staff are unable to set work for all their teaching groups on a Friday afternoon due to capacity, then this should be done on Monday morning at the latest). This should ensure students can plan out their week more easily and have an overview of all work set for the week every Monday.
3. Amount of work to set in light of parental/student concerns (to be reviewed on a fortnightly basis):
KS3 – 2 hours for core subjects (English, maths and science), 1 hour for non-core subjects.
KS4 – 2-3 hours for core subjects (English, maths and science), 1-2 hours for non-core subjects.
Work should only be set once for each subject per week and not multiple times. Also assignments should not be changed once the work has been set on FROG to avoid confusion.
4. The deadline for all subjects should be Thursday or Friday of the same week and extended if students have contacted their teachers with issues/concerns that might delay the submission of the work.
5. Staff should be specific on how they expect work to be submitted (e.g. via email or through Microsoft Teams) and what they expect to see.
6. Staff should only set work on documents that students can type directly onto, e.g. Microsoft Word or PowerPoint. Staff should avoid setting work on document formats that can't be edited, such as PDFs, unless they are just for students to read.
7. Student queries: staff should respond to student queries as quickly as possible so students can complete the work to the best of their ability.

We are conscious that some students don't have access to IT facilities at home: if you have already contacted us about this then you will have been informed that there are paper packs of work available to collect from school reception. If you haven't informed us about an IT issue in your household but you require paper-based work for your child, please email admin@hungerhillschool.com so we can accommodate your request.

We hope this alleviates any worries you or your child were having over completing work set. Our aim is for students to have access to high quality work which can help them make progress, while still remaining happy and in a healthy mind-set through what are very challenging times.

Yours sincerely,



Mrs L Pond

Interim Headteacher



Miss R Ward

Associate Assistant Headteacher



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designated by



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