

Learning at home while the school remains open:

Pupils who are absent but well enough to work should check Firefly where lesson resources will be posted. Class resources will be labelled as CLASSWORK for ease of identification. Some school based activities may not translate to home-working but all appropriate lesson resources will be available.

To facilitate the setting of resources for pupils working from home, 5-10 minutes of each lesson has been designated as independent reading in order to allow teachers time to upload resources.

Learning at home following school closure:

Work for pupils will be set via Firefly. It is not realistic to adhere to the normal school timetable so a new more flexible timetable will be put in place which will provide structure for pupils, balanced with the flexibility we know that many families will need.

Years 7 to 9

Work for most subjects will be set on a particular day and will be due in the same day to help pupils avoid getting behind with their work.

The timetable below will be followed by pupils in Years 7 to 9 and amounts to roughly 3 hours' work per day.

In addition to this work, projects for Geography, History, RP, DT, Music, Drama and Art will be set with a 2 week deadline.

Monday	Tuesday	Wednesday	Thursday	Friday
Maths Science Latin	English Modern Languages Computer Science	Maths Science Latin	English Modern Languages	Maths Science

Years 10 to 13

For Years 10 to 13 subject teachers will set work for their classes every

- Monday at 9:00am for submission by Wednesday at noon.
- Wednesday at 9:00am for submission by 9:00am on Monday.

Each piece of work set should amount to approximately:

- 1.5 hours per subject in Years 10 and 11
- 3.5 hours per subject in Year 12
- 4.5 hours per subject in Year 13

Submitting work

- Work will be submitted via Firefly where possible. Tasks will be set so that they require a file attached for submission where appropriate.
- It is important that files can be opened by your teachers. Please only submit files that can be opened by the Office suite or in pdf.
- If work is completed on paper then please scan (there are several free scanning apps available which use smartphone cameras if you do not have a scanner at home) and send as a pdf.
- Teachers will mark a piece of work each week for years 10 to 13 and with the same regularity as usual for Years 7 to 9 (the frequency of marking varies from subject to subject in these year groups).

Expectations of pupils (who are well enough to work):

- Log on to Firefly at 9:00am each day to access work set by your teachers.
- Have a suitable working space set up at home where you can complete these tasks.
- Try your best to complete the work set and submit it on time.
- Email teachers if you have any queries or need help with your work.

Keeping in touch with the school

Please still get in touch with the school if you have any questions or concerns.

Who to contact (teacher contacts are available on [MyColfe's](#))

Query	Person to contact
Pupil wellbeing	Head of Year or Head of House Lizzie Biggs for Sixth form pupils.
Pupil safeguarding	Jane German
Subject specific questions or concerns	Subject teacher
Academic progress concerns across more than one subject	Luke Rogers Spencer Drury for Sixth form pupils
Queries about the work being set by teachers. Support with study skills and motivation.	The Head of Department if subject specific. Joanna Sansome if the query is across several subjects.
Pupil absence	Please still inform the school if your child is unable to study on a given day due to illness or another reason by emailing absence@colfes.com

- Pupils and parents should use email to communicate with individual teachers should they wish to. This must be via school email accounts in the case of pupils.
- Pupils and teachers are expected to respond to emails within 24 hours on working days where a response is required.