



Scott Medical and Healthcare College

Working From Home During Covid 19 Pandemic

Introduction

This policy is to help everyone understand and navigate the complexities of working from home in a safe, fair and consistent way.

Guidelines

- From Monday to Friday 9am until 5pm staff are expected to respond to emails.
- Part time and annual hours members of staff must be available during their contracted hours. Outside of these hours, you are not expected to respond to emails.
- Be mindful of how many people you include in group emails. Only include relevant staff so that staff do not receive unnecessary emails.
- The expectation is that all staff take part in regular Hangout Meets which are set up within teams or by SLT to ensure staff have regular face to face contact.
- At home (during working hours) staff should be completing daily tasks of teaching, communicating and planning for lessons through the online school and responding to parent staff emails.
- If you are unwell and unable to work from home, please email cover@scottcollege.co.uk
- Please do not text or Whatsapp members of your team outside of working hours, on school business unless it is an emergency or you have prior permission to do so. This ensures everyone has a cut-off point to his or her working day.
- Members of staff who have dependents may not be able to work fully during the school day and as a result, may choose to work at different times.
- These staff may well send emails outside of school hours but there isn't the expectation that you will answer emails outside of school hours..
- It is permitted to use personal mobile phones to contact parents from home. Please hide your number by putting 141 in front of the number you are dialing. Many people do not pick up withheld numbers so please leave a message and then call back later.
- Save recordings of any Google Hangout Meets which you have.
- Always use your school email account for all school communication.

Outside of these tasks, staff should be completing longer term work to ensure the school has plans resources for the summer term and beyond.

Staff can complete these tasks at times of the day that suit them and do not need to be during the standard school day.

M Cox

Headteacher