

Science department admin and policies 2020-21

As the department grows, it is important that we embed good administrative practices at all levels to ensure that our colleagues can work efficiently and effectively.

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Staff names and codes

Redacted for internet sharing

Folder etiquette

To avoid the shared folders becoming cluttered and preventing colleagues from finding resources effectively, please follow the guidance below:

- No folders to be added to S:\Departments\Science without consulting BOX
- No files to be added to S:\Departments\Science without consulting BOX
- Centrally agreed resources will appear in the KS3 and KS4 folders
- Do not edit these resources
 - If you want to create your own versions, make sure you “save as copy” and put them in a folder clearly marked “Archive” or “other”
 - If edits are necessary, please inform BOX as soon as possible
- The spirit of the above applies to all other folders: as a general rule **if you are going to be the only person using a file, it should be in an “archive” or “other” folder or saved to your H drive**

If a change to a mini-quiz is required:

- If the change is due to a clear and unambiguous error, make the change and notify in the curriculum channel
- If the change is more about nuance, emphasis or clarity, then keep your own version and when we review over the summer we will update central version. May be worth highlighting your changes in your version
- If the change is similar to 2, but you feel strongly that it should be changed sooner than a summer review raise it as a card for departmental discussion, with the current text and your proposed change

Email and Teams etiquette

- Chats are for one-on-one communication and for small groups which aren't related to a specific class.
- Channels are for 1) General whole department chat – whole department; 2) year group issues; 3) Shared Classes – just those teachers.
- Each shared class must have a channel (rather than chat) – even if only 2 teachers – because a) it's good to just see conversations related to that class; b) in channels you start a conversation which can be replied to whereas chat is just a free scrolling back and forth.
- All one-on-one communication through chats should be responded to, at least with a thumbs up.
- When responding to a post in a channel, ensure to use the 'reply' button on that specific post.
- Reminders/announcements that reference Trello cards are fine but if you reference a Trello card, add a link to that card. To add a link to the card, click the card in Trello, click share [at the bottom] and copy and paste the link.

- Don't use email unless forwarding or communicating outside department.

Propositions

- The General channel is to be truly general whole department stuff, announcements, deadlines and admin (including admin queries) whereas Curriculum and T and L should include MQ queries, how to teach something discussions, resources, FOF discussions and mark scheme discussions.
- Specific year group channels can include teachers who don't teach that year group (teacher's choice).
- Adam is to be in every GCSE class channel to have an overview of the department.

Sharing files

SharePoint automatically causes files to be shared and autosaved. Please be aware of this when making changes to files that other colleagues use, and if you need to save your own copy please save it to an archive or to your H drive.

To suggest changes or give feedback on files that are supposed to be collaborated on (e.g. T&L policy), use the "new comment" function. Avoid saving your own copy and sending it as an email attachment. SharePoint is designed for files to be collaborated on "live" and we should take advantage of this functionality.

Printing

Printing is continuing as usual during coronavirus, using the papercut system.

In general, the technicians should not be used for assistance in printing, and requests for their help with printing should go to BOX and not to them. Technicians will be asked to assist with very large batch printing (like exams).

No documents should ever be printed on colour except where absolutely necessary, we do not have the budget to support this.

In general, try to minimise printing costs for example by:

- Setting margins to narrow
- Keeping font size small
- Printing two sheets to a page (if you only have one sheet, when printing set it to "two pages per sheet" and in the "pages" field write "1,1")
- Minimising white space by use of columns, making images square, eliminating or shortening headers and footers)

When printing a class set of booklets, print a few more than you need for when students turn up without their booklets. A detention should be issued for this, and if they have lost their booklet, they will need to pay for a new one, at 2p per sheet. Money can be passed to the technicians.

Requisitions

All requisition requests for the following week must be emailed to XXX and XXX by 8am on Thursday. Ensure that you have given as much detail as you can. The requisition template can be found here (LINK) and you can save your requisitions either in your H drive or make a folder for yourself here (LINK)

Do not make requisitions after the deadline. We have a relatively small technician team and more notice is required to adequately prepare. If something is desperately required, please email the 2i/c with exactly what the need is so that we can see if there is capacity to facilitate the request.

If you have special requests please inform XXX and XXX with as much notice as possible. Our departmental budget is stretched tight this year, so please bear this in mind when placing orders.

The requisition process will be reviewed in Autumn 2020.

Cover lessons and absence

1. For **ordinary scheduled absences** please refer to the TTA How-To in addition to:
 - a. The science department cover proforma can be found here (LINK)
 - b. Please save a copy of your filled-in cover sheet in LINK as well as leaving a hard copy with the work in the relevant lab.
 - c. Please provide all printing and enough detail so that the teacher covering you can adequately deliver the lesson. New content should be avoided where possible, and in general it is best to give students retrieval work.
 - d. Ensure your classports are up to date in the data drive. Where possible, leave a printed copy with BOX
2. For **unplanned absences**, please refer to the TTA How-To in addition to:
 - a. The assumption with such absences is that it is better for your health and wellbeing to not worry about your classes, so feel free to alert BOX that you will not be in attendance and leave it to them to set work for your classes. Providing more detail or instructions can be helpful, but should not come at the expense of your health and wellbeing.
 - b. As above, if you are setting cover save the cover sheet in the correct folder. If BOX is setting your cover, he will save it in the same place.
3. If **setting a video lesson**:
 - a. Be aware that due to block cover, there is a chance it won't be used
 - b. Ensure that all lesson information and instructions are in the video itself, so the cover teacher only has to press pause and play when prompted. LO's etc should be in the video.
 - c. Make sure you send the link to BOX or the cover teacher on the day
4. When **setting year 12 cover**:
 - a. Please email the work to XXX and copy BOX in
 - b. Ensure there is enough there for them to do in the scheduled time as well as their normal homework allocation (one hour at home for each lesson in school)
5. **Duty**: do not forget that it is your responsibility to arrange a cover for your duty. BOX will support with this as much as possible.

At all points, please copy BOX in to every email.

Classrooms

As a department with seven teachers and five labs, colleagues will by necessity be sharing workspaces. As such, it is imperative that they are kept as neat and tidy as possible. Do not leave sheets of paper, exercise books and the like on the teacher desk, and do not remove materials that other teachers will need (like visualisers or pens). On request, we can investigate organisation systems on a lab by lab basis to help with having to share workspaces.

Where possible, XXX and XXX will be in labs 2 and 1 respectively as they are NQTs and it is important to disturb them as little as possible. BOX will generally be fixed to lab 3 to facilitate ease of removal of students from other classes.

The technicians will prepare a stationery pack for every lab and label each item to signal that they are to remain in that lab. Please do not remove this stationery. Personal stationery can of course still be requested, but it is important that there is a bare minimum in every lab. Stationery pack to contain:

1. Three black Edding 361
2. Two mini-whiteboards
3. One large black whiteboard pen
4. One large blue whiteboard pen
5. One pair of scissors
6. A 30cm ruler
7. One scientific calculator
8. Two fine point stabilo OHP pens
9. One pad of A4 squared paper (1cm squares)

Health and Safety

Every year each member of staff needs to read, sign and return to BOX CLEAPSS PS021, which can be found here [\(LINK\)](#)

The full departmental H&S policy can be found in the same location, and is due to be reviewed before September 2021.

Due to COVID-19 we will not be conducting any class practicals in the short term, with our capacity to deliver practicals to be assessed fully in the spring term.