Contingency Plan for Remote Learning

Ratified: September 2020

Reviewed by:

At Park Road Sale Primary School, we understand the need to continually deliver high quality education during this Covid-19 pandemic, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that pupils who are self-isolating due to Covid, have access to the learning resources and support they need to succeed

Specific Aims

- To outline our approach for pupils that will not be attending school, as a result of government guidance on Covid-19 or the closure of a class bubble
- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
- To outline our expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.

Who is the policy applicable to?

Every child is expected to attend school from September 1st 2020. Attendance at school is now mandatory and parents have a legal duty to ensure their child attends school. However, in line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- A continuous, dry cough
- A high temperature above 37.8℃
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19
- Are clinically vulnerable and have specifically been told to resume shielding due to local infection rates by their GP/Hospital Consultant/Public Health England

Remote learning for pupils

We will only provide links to appropriate remote learning for pupils that are not able to attend school due to the reasons above so that no-one need fall behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

We will provide remote learning through our Virtual Learning Environment: **ItsLearning.** This platform is well established for use by the children in school and provides a safe and secure web space for all the children's learning.   Assessment and feedback will be through ItsLearning for Year 4, 5 & 6 as they will have the skills to upload their work to Itslearning. SeeSaw will be used in years 1, 2 & 3 as it is more age appropriate to enable these children to upload their work more independently. In EYFS we use a tracking system called Tapestry to log the children's learning journeys and as parents are familiar with this platform, this will be used to upload photographs and

comments about what the EYFS children have been learning at home. Feedback will follow our normal feedback policy.

In addition, we will utilise the following in the most effective and applicable ways to support remote learning:

- live teaching using Zoom (online lessons; links will be embedded on itslearning to ensure security)
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- Work produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

The governors and senior leadership team at Park Road are fully aware that these are exceptional times and would like to make it clear that this document seeks to inform and guide families, whilst outlining expectations. However, each family is unique and we realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children trying to access technology
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should.

Teacher expectations
- Teachers will plan lessons that are relevant and effectively sequenced to the curriculum focus for that year group and endeavour to supply resources to support tasks for home learners. Work for the week will be uploaded to ItsLearning and will include clear instructions for the learning and any links to videos/resources/other websites as necessary

- Each day the lessons/activities will replicate the schools timetable. Children will have an English lesson, maths lesson, and foundation subject lessons. Infants will also have phonics activities and everyone will also have reading activities. A register will be taken each morning and assemblies will continue so that pupils at home can access.

- Teachers will respond promptly, within reason, to requests for support from families at home during school hours. This could be during a break in the day or after school. This should be done via email or ItsLearning message feature.

- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

Family Expectations

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Park Road would recommend that each 'school day' maintains structure. A suggested timetable will be put on the relevant class page as a guide.
- If children are ill (whether covid related or not) parents need to inform school as per our normal procedure by 9:00am. We do not expect ill children to engage with home learning whilst they are poorly but we need to know they are ill.
- If a class bubble is isolated, the children will be sent home with their home reading book in addition to their English and maths workbooks – this is so that work that children complete at home can be kept safe, ideally in their exercise books, and can be brought back to school when safe to do so.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the email or by using the ItsLearning Messaging feature. They should make clear which year group and subject the question relates to.
- We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work encouraging them to work with good levels of concentration.
- Older children (From year 2 upwards, and certainly in the juniors will be able to access their work more independently and not need as much support from parents – as this is what would happen normally in a classroom)
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be made available (e.g. paper copies of work) These will be discussed on case-to-case basis.

Child Expectations

- We expect children who are self-isolating at home and who are well, to fully engage with home learning, every day.
- Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- We would encourage children to stick to the structure of the school day, wherever possible.
- We encourage children to find a quiet place for them to work where there are no distractions
- Children should remember our school motto of 'Always try your best – only your best is good enough'
- We therefore expect work completed to be presented beautifully, to the best of their ability and with their best efforts.
- When using online platforms to remember to stay safe online and behave appropriately at all times including during zoom calls

Remote teaching for staff who are self-isolating

If a member of staff is required to self-isolate, for whatever reason, they are expected to:

- Follow normal reporting procedure for planned absence.
- It is expected that if they have a covid symptom they must get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, non-teaching staff will be given an individual project to work on which is line with whole school improvement priorities or asked to support with the online learning provision for their year group. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis.
- If staff are well, they will work from home under their normal working hours. This includes if they are looking after their children who have been asked to self-isolate from another school
- If unwell themselves, teachers will be covered by another staff member for the sharing of activities. Communication and planning during this time will not be undertaken until the teacher is fit to work.

Government Expectations:

For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See section on remote education support.

In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.

Remote education support
Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.

In developing these contingency plans, we expect schools to:

• use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations
• give access to high quality remote education resources
• select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
• provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
• recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum When teaching pupils remotely, we expect schools to:
• set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
• teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
• provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
• gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
• enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
• plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

We expect schools to consider these expectations in relation to the pupils' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support. We expect schools to avoid an over-reliance on long-term projects or internet research activities.

Engagement in home learning is compulsory in order to ensure that learning time is not lost.
We will utilise Its Learning as our platform for home learning – all activities should go on here so everyone can access.

Pupils	Curriculum	Safeguarding
In the event of a child / family self-isolating as have symptoms and are waiting test results	• Have a 'Day 1' set of lessons/activities for the children to access on ItsLearning immediately. • Current day's learning/activities to be uploaded to ItsLearning that evening for completion the following day (So child at home is a day behind those in school) This way, all resources are ready, available and tweaked if necessary. • This should include videos of teaching sequence and new content daily • Live/zoom lessons aren't expected for individuals – although frequent check-ins with child are very important and may include zoom calls. A short drop in zoom session at the end of the day may be a good way of catching up with children, depending on age appropriateness. • Lessons should be what is being taught in school: English, Maths, Phonics, Reading (even if independent) Foundation Subjects • Delivery of resources where needed – TAs could do this. • Every child to have an exercise book for any home learning **Engagement:** • If unwell, parent to inform school; no expectation for children to complete work. • If well; children to complete work daily. Work done should be uploaded or photographed and uploaded to Itslearning or SeeSaw or Tapestry by 6pm on the day completed, to be reviewed by the teachers. Feedback will be in line with our Feedback policy (work may need an 'I've seen this' type comment) • If not engaging with work or done to a poor standard, teacher to email parents to see if there is a problem, in first instance then followed up if necessary by CW/EC/CF	• Weekly check-in phone call to parents • Weekly wellbeing zoom with child as a check in • Monthly home visits to check wellbeing for those shielding
In the event of a child receiving a positive test and being in isolation for 10 days, assuming they feel well.		
In the event of in child in isolation for 14 days due to being a contact of a positive case		
In the event of shielding – longer term absence		

Pupils	Curriculum	Safeguarding
In the event of an outbreak in a bubble – therefore the **bubble has to close**	• 'Day 1' set of lessons/activities for the children to access on ItsLearning immediately. • All subjects should follow the curriculum sequence they are currently doing in school. Some of the more practical elements of the foundation subject may not be covered – they will be covered as intensive blocked activities on return (Practical DT activities for example) • Every day should consist of what the timetable would normally be as much as possible: We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day: KS1 = 3 hrs / KS2 = 4hrs. (there is no recommendation for EYFS but we will ensure full coverage of what would normally happen in school)	• Class Zoom sessions • Delivery of resources • Weekly check in email to parents asking for feedback on their child and how doing • Home visits to any not responding or engaging
In the event of local lockdown – full school closure	• There will be three zoom sessions daily (timetables across all year groups) so that teachers can support live learning. English & maths, reading activities in the morning wherever possible • Assemblies will be recorded by SLT and uploaded onto ItsLearning every week • Foundation subjects (including PE), phonics (for infants) in the afternoon. • EYFS – to follow their timetable & curriculum as much as possible, with an understanding that much of the learning that takes place in EYFS is learning through play & Continuous provision. Activities on ItsLearning should reflect this, • Remote learning will include videos of teaching sequence and new content daily • Any new concepts introduced must be via a zoom input • Phonics may be via a zoom input or via video (either teacher led or using one of the fantastic phonics websites we use) • Live session input 3 times daily zoom (either class or small groups – whichever is most appropriate for children) Each timetabled slot will be 30mins and should be used for English/maths and a foundation subject but will be used for subjects and times appropriate to the age group of the children and their learning and pastoral needs • Every day, there will be recorded inputs for delivering English and maths (made appropriate for the age and ability of children)when there isn't a zoom. Recorded inputs could be videos done by teachers, from Oak academy, BBC Bite size etc – whatever teachers deem to be suitable and appropriate and of good quality. • Both classes in the year group will be equitable in terms of live sessions and recorded inputs.	

- We will also consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO and parents.
- Children to take reading book (s) exercise books home and return when back at school to ensure that we have expectations for quality of work. (may need to be dropped off at houses if a bubble closes overnight)
- When children are engaged in PE activities (twice a week); Teachers will take their PPA time and will not be available to answer questions on ItsLearning

Engagement:

- If unwell, parent to inform school daily; no expectation for children to complete work on days they are ill
- If well; children to complete work daily. Work done should be uploaded or photographed and uploaded to Itslearning or SeeSaw or Tapestry by 6pm on the day completed, to be reviewed by the teachers.
- Feedback to be given in a timely manner, following the feedback policy, which the children should respond to. (work may just need an 'I've seen this' type comment or be 'liked')
- If not engaging with work or done to a poor standard, teacher to email parents in first instance then followed up if necessary by CW/EC/CF
- Communication between staff and pupils through the day – questions etc – to be via ItsLearning Messages.

Teaching Staff		Wellbeing
In the event of a teacher receiving a positive test and being in isolation for 10 days, assuming they feel well.	• The bubble will close and we will revert to lockdown remote teaching and learning as detailed above.	• Regular contact between the team – use of teams, Zoom and phone • Regular check-ins to discuss workload and how things are working • Regular working patterns to be acknowledged
In the event of isolation for 14 days due to contact with a positive case out of school (e.g.: Track and Trace)	• The bubble will remain open and will be covered by another member of staff. • TAs may be asked to lead classes in the event of staff shortages. • The teacher should continue to plan, prepare, Zoom, call and upload work to ItsLearning and support cover teacher as much as possible – being on call throughout the school timetable/working day. • If bubble cannot be covered due to other staffing issues, the bubble will close and we will revert to lockdown remote teaching and learning as detailed above	
In the event that a teacher's children are forced to isolate due to their bubble closing and they have no one to support them in looking after their children.		
In the event of a teacher receiving a positive test and being in isolation for 10 days, assuming they are unwell	• The bubble will close and we will revert to lockdown remote teaching and learning as detailed above. The other Year Group teacher – supported by HLTAs and SLT will cover this class's learning • In the event of more than one member of staff being off ill in Bubble, with COVID-19, the classes will be led by SLT/HLTAs/TAs sticking to curriculum plans as much as they are able to	

Other Considerations	
Food provision	Where applicable, if children are self-isolating either individually or as a bubble, the school will provide food vouchers available for delivery or collection for **pupils who receive FSM**
Access to laptops	• There may be children who don't have access to a laptop/device at home. • School will liaise with individual families to ensure children have access when their bubble is closed by the loan of school equipment. • Where school loans out IT equipment, parents will need to sign and follow our loan agreements and acceptable use policies.

Computer Programmes & Subscriptions to support Remote Education

	Who is it for?	What is it use for?	How do I log on?
itslearning	All pupils	This is our learning platform. All years (including nursery to year 6) should log into this to access their daily home learning activities.	Passwords for itslearning were sent home last week.
Wonde	All pupils	This is our login system to allow access to our learning subscriptions. By logging into this, it will allow you to auto login to other subscriptions.	Passwords for wonde were sent home last week. Younger pupils use an emoji password and older pupils have a username and password.
SeeSaw	1 to 3	Children sharing work with their teachers. Additional activities can be set Feedback can be given	Passwords for SeeSaw were sent home last week.
Tapestry	EYFS	Teachers and parents sharing learning journeys with each other and commenting	Provided with access code via email.
Oak National Academy	All pupils	Online learning lessons provided by Oak academy funded by the government. Included lesson plans and videos on learning for all KS and all subjects.	Embed links within its learning pages https://classroom.thenational.academy/
Education City	All pupils	Online learning activities for maths, English, science, French and computing.	Log in using wonde.
Mathletics	Year 6	Maths practice lessons and activities.	Log in using wonde.
White Rose Maths	All Pupils	Maths practice lessons and activities. Have subscribed to Premium resources	Embed links within its learning pages https://whiterosemaths.com/ (Teachers will get a login to access premium side of site)
Phonics Play	All pupils	Phonics activities to support spelling and reading.	Log in using wonde. If you have difficulties, go directly to the https://www.phonicsplay.co.uk/ website and use the username:

			march20 and password: home for full access.
Reading Eggs	Reception – Year 6	Reading and comprehension activities and lessons.	Log in using wonde with the chrome extension installed. If you have problems, passwords were sent home in pupils' home learning packs.
SPAG.com	Year 1 – Year 6	Activities and knowledge tests for spelling, punctuation and grammar.	Log in using wonde with the chrome extension installed. If you have problems, passwords were sent home in pupils' home learning packs.
Sumdog	Year 2 - Year 6	Maths, reading and spelling activities.	Log in using wonde with the chrome extension installed. If you have problems, passwords were sent home in pupils' home learning packs. The school code is PRS.
Times Table Rock Stars	Year 1 – Year 6	Times tables games and challenges.	Log in using wonde.
Oxford Owl	Whole School	Reading books access (lots of phonics based / book bands)	Log in using wonde or class username/password.
Charanga	Year 1 – 6	Music activities and songs to learn.	Log in using wonde with the chrome extension installed. If you have problems, please contact your class teacher for your username and password.
Purple Mash	Whole School	Activities, tools and challenges for the whole curriculum. Paint and publishing platforms included.	Log in using Wonde.