



Madley Brook Primary School Remote Learning Contingency Plan October 2020

The Need for Contingency Planning

Remote learning refers to the provision of work and teacher support in the event that normal lessons are unable to be delivered face-to-face as usual. This contingency plan may apply when the school has had to close a bubble, the school has been asked to close, or a significant number of children within a class have been required to isolate.

Specifically this could be:

- Public Health England (PHE) Health Protection Team may ask the school to close temporarily to help control transmission in the event of a local outbreak of Covid-19.
- PHE could also direct the school to close particular classes or groups, asking those affected to self-isolate for a set period of time.
- Children may also be required to self-isolate whilst they or someone in their household is awaiting test results for a suspected case of Covid.

In circumstances such as these and in order to maintain the continuity of children's education, we will initiate our remote learning plan as outlined below.

Principles

We recognise that not all families have access to sufficient devices to allow all children to engage with online learning during the school day. We also recognise the value of time for children to be creative and to be away from a screen. We believe that routine is beneficial to children and will support them in the management of their work and time. We therefore encourage families to agree a routine for accessing remote learning and to try and stick to this as much as possible.

However, given the circumstances in which remote learning may be needed we understand that families will be managing the challenges in many different ways. Each team will make their expectations clear in relation to the work that should be completed by children depending on their age and stage of education but we are keen to underline the importance of protecting mental health and wellbeing, ensuring adequate fresh air and exercise and pursuing children's own areas of interest alongside remote learning.

All school staff will continue to promote reading, to all children in all year groups. Reading materials will be suggested and where necessary provided to ensure that all children are able to continue to develop their reading skills throughout any period of remote learning.

Online learning platforms / communication

Teachers will communicate with parents and children in the following ways:

- Email – all year groups
- Tapestry – EYFS

- Dojo – Key Stage 1
- Google Classroom – Key Stage 2

Individual short periods of absence

- Emergency home learning packs will be sent out to parents via email or Google Classroom / Dojo / Tapestry whilst children are awaiting the outcome of a Covid test be it for themselves or a member of their household / support bubble
- This will provide learning activities for essential practice of age appropriate key skills which will be useful over a few days.
- Children can upload any activities completed using Google Classroom / Dojo / Tapestry in order to share them and receive feedback and further guidance from teachers.

Individual longer periods of absence

- Where individual children or families are feeling well, but must continue to self-isolate for up to two weeks, class teachers will provide daily maths and focused writing linked to lessons being delivered in class, and will accept work and provide feedback via Goggle Classroom / Dojo / Tapestry.

Cohorts or bubbles of children required to self-isolate

- Learning for each cohort will be delivered via Google Classroom / Dojo / Tapestry with tasks updated daily by class teachers. These will include:
 - Age appropriate reading expectation
 - Daily Phonics / Spelling Practice / Handwriting Practice
 - Times Tables Rockstars
 - White Rose Maths lesson for – including video and associate worksheet (and sign posting to additional consolidation / challenge tasks)
 - Writing Activity – with daily stimulus as introduction, resulting in a weekly written longer piece
 - One wider curriculum area each day (linked to usual timetable or topic areas – with interactive content and expectations of new learning).
- Class teachers will make clear with each activity when they are expecting children to submit work for feedback.
- Learning will follow medium term curriculum plans as would be usual in school and enable children to build key skills and learning sequentially and will provide clear explanations of new content and learning.
- Teachers will monitor children’s progress through submission of tasks across the week (employing low stakes assessment activities quizzes end of unit test etc as appropriate) and will adapt or differentiate activities to suit groups of children where this is appropriate and will work directly with parents to ensure that children with SEND can access appropriate learning materials.

Whole school closure, linked to local or national restrictions

Class teachers will provide work for their cohort as above

- This will be supplemented by a weekly opportunity for children to meet in a ‘virtual tutorial’ with teacher and classmates.

- Parents will be able to contact teachers directly via class emails or their online platform for advice and support with remote learning and teachers will contact parents on a regular basis to 'check-in'.
- Where children are observed not to be engaging with home learning then school leaders will contact parents to offer support and consider if different approaches might be relevant – e.g. off-line and printed resources.

Provision for vulnerable children, children with EHCPs and children of key workers

- If the school is required to remain open to the children in the above categories learning in school will be supported by Teaching Assistants – and children will work on learning activities set remotely by their teachers via their learning platforms and will submit them for feedback in the same way as their classmates.

The role of Teaching Assistants

Teaching Assistants should be available during their normal working hours on the days they are normally required in school. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. Teaching Assistants may:

- Work in school for specific tasks as required by the Headteacher;
- Undertake remote and/or online CPD training;
- Support class teachers with the delivery of any online learning;
- Attend virtual meetings with colleagues.

Safeguarding and wellbeing

During any period of remote learning the school will continue to monitor children's wellbeing in so far as it is able to do so, given any restrictions that are imposed by legislation. The Headteacher and SENCO will have oversight of all children who have been identified as being especially vulnerable and will deal with any concerns regarding children's wellbeing that are shared with them by class teachers.

Where teachers have any concerns regarding the safety or wellbeing of any of the children in their class they will report these, without delay, to the DSL. The school's safeguarding and child protection policy will continue to be followed.

Where appropriate staff are encouraged to make contact with parents to discuss any concerns raised. Where communication takes place via telephone the school lines should ideally be used. Where it is not possible to use the school telephone a personal device may be used, but the caller's number must be withheld.

Concerns

If parents have any concerns about the home learning that has been set, they should in the first instance contact their child's class teacher, either using the class teacher's school email address, the relevant learning platform or via the school office.

Data Protection

In line with school policy, all staff are expected to take appropriate steps to ensure that their school laptop remains secure, including but not limited to -

- Keeping their school laptop password protected
- Making sure their school laptop locks if it is left inactive for a period of time
- Not allowing other family members to use their school laptop