



Contingency Plan

Instruction to close the whole school for a limited period

We do not intend to shut the school, but we could be instructed to do so by the government as part of a future nationwide policy.

In this scenario, we will educate our children through the use of Google Classroom and Google Meet. A timetable will be set each week with a variety of activities including LIVE LEARNING sessions. We encourage parents and carers to support their child in accessing this work and keep in regular communication with the teacher and support staff during the period of school closure.

With this in mind, teachers are making sure that all children can access the work, know what to do and know all their usernames and passwords for the variety of online subscriptions that we use.

We are aware that some families may lack adequate hardware and internet access for our online approach to learning. Where this is the case, we would prepare packs for collection or post.

Infection affects a member of our school community and a case is confirmed

In this scenario, the school would have to follow direct guidance and risk assessment from Public Health England. It is possible that some or all of the school could be closed dependent upon the extent of contact.

Remote Education will begin immediately using Google Classroom and Google Meet. LIVE LEARNING sessions will begin on day 2 of school/bubble closure to give teacher's time to put a plan into place for their own personal arrangements and plan for the remote education of their class.

High levels of staff illness/absence

In the event of high levels of staff absence, there may be some combination of classes and lessons that may not be able to run as normal. Qualified teachers would have an overview of provision, but supervision of pupils may be delegated to our support staff. If a bubble has insufficient staff to cover, it could be that the bubble will have to partially or completely close.

Teachers who are isolating but are well will still set work for the class and provide LIVE LEARNING sessions and/or videos into the classroom from home. If the teacher is ill, then LIVE LEARNING will not be able to continue but work will still be set by the other teacher in the year group.

Our school has a high number of children who have 1:1 support to meet Special Educational Needs or Disability. Regrettably, staff absence may mean that we would not be able to meet the needs of certain individuals at that time and some children may need to stay at home. Each case will be risk assessed on an individual basis and we will work closely with parents and carers to come to a decision.

If our kitchen was disproportionately affected by staff absence, then the school could remain open but children would be required to bring their own packed lunch. We would, however, provide a pack up lunch for those eligible for free school meals.

If our cleaning duties cannot be maintained due to staff illness, it may be unsafe to have pupils and staff on site. We will endeavor to cover this through offering overtime for other staff to clean the school. It is only once all avenues are exhausted that we would consider having to close the school for health and safety reasons.

Remote Education -

Government guidance states: (*italics*) How we are addressing the guidance (**in red**)

You must offer immediate remote education if:

- *Individuals or groups of pupils need to self-isolate, but the rest of the school is still open; or*
- *There are local or national restrictions that mean most pupils need to stay at home, like during the initial school closures in March*

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*

We will use Google Classroom to set work, activities, videos and online links to ensure our curriculum offer continues at home. For those who do not have internet or device access, we will provide work and activities on paper that can be posted home.

- *give access to high quality remote education resources*

We will use our own resources that we can upload to Google Classroom. We will also use our subscriptions to Oxford Owl, My Maths, IXL, Numicon Online, Times Tables Rock Stars, Duolingo, RWI, Move this World and Lexia. Other quality platforms that we will access include STEM, Oak National Academy, BBC Bitesize, Twinkl etc.

- *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*

We will use Google Classroom for setting work, uploading videos and links etc. We will use Google Classroom for children to upload their completed work. We will use Google Classroom for adult to child communication and feedback. We will use Google Meet for streaming LIVE LEARNING sessions and live interactions. We will use Zoom for assemblies and GLO MO Show.

- *provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access*

We will provide a pack of printed resources for any child who does not have access to our online offer.

- *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*

We will provide differentiated work for children with SEND. We will also offer support to parents. Activities set for younger pupils will take into account the level of support needed and ensure there are plenty of activities that can be completed independently through use of video explanations etc.

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*

We will set work covering a broad range of subjects which will be accessible through Google Classroom or can be printed. This is called the 'Work Pack'. This work will be age appropriate to enable the children to complete the activities as independently as possible.

- *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 practiced in each subject*

We will continue to plan mini projects, mini maths missions and skills sessions for all pupils in and out of school. A weekly timetable will be provided for remote learning which includes LIVE LEARNING sessions which are accessed via Google Meet, work uploaded to Google Classroom and online learning resources.

- *provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos*

We will offer LIVE LEARNING sessions where the teacher sets up a Google Meet and positions the device to face the board and hear the teacher input. Some teachers may send a recording of a LIVE LEARNING session.

- *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*

We will check work uploaded to Google Classroom daily. Feedback will be given to uploaded work. Questioning will be used during LIVE LEARNING sessions and on Google Classroom.

- *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*

We will set differentiated work on Google Classroom where necessary. If during a LIVE LEARNING session, support staff will give simplified explanations where necessary.

- *plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers*

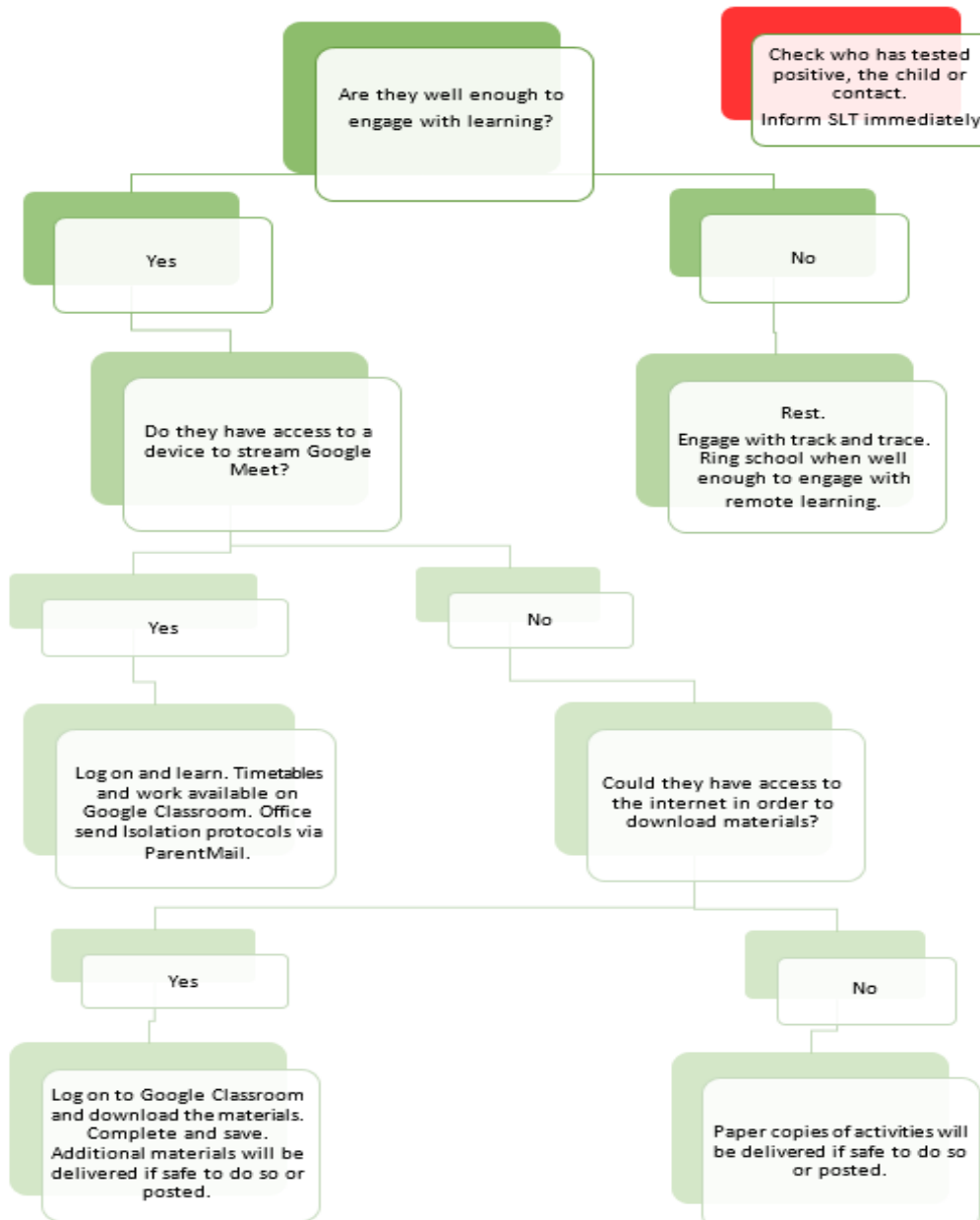
We will set a daily timetable that covers the whole school day. This will include daily LIVE LEARNING sessions. If a child does not participate in these, the teacher will ring and check in daily.

Contingency Plan for individual pupils isolating

Flow chart to be followed by school staff

Isolating for 10 – 14 days due to 'self' or close contact testing positive for Covid 19

Also follow green flowchart if isolating while awaiting a test results



- Use of Google Classroom for teachers to set work, upload videos etc.
- Use of Google Classroom for pupils to upload work / photos etc.
- Use of Google Classroom for teachers to feedback to pupils.
- Use of Google Meet to conduct LIVE LEARNING sessions.
- Phone calls to check in if not accessing Google Classroom or Meet.
- Parents can use Google Classroom or teacher email for communication.

On Google Classroom teachers will create a topic called 'Remote Learning for individual isolation'. Inside this topic they will add the timetable, Work Pack and Activity Menu as separate assignments /materials. Daily work for LIVE LEARNING or other work needing to be set will be put onto Google Classroom and assigned to the individual children who are isolating.




Weekly Timetable – this is a timetable that children will follow when not in school. There are set times for LIVE LEARNING sessions.

Example

Weekly Timetable

Even though you can't be with us in person, you are still an important part of our class and we look forward to seeing you in the LIVE LEARNING sessions and seeing the work and photos you upload to Google Classroom. We miss you!

	9am	9.30am	10.45am	11.30am	12noon	1pm	2pm
Monday	Move This World TT Rock Stars	LIVE ASSEMBLY Zoom	LIVE LEARNING Google Meet	Oxford Owl Individual Reading	L	Remote Learning Activity Menu	My Maths or IXL
Tuesday	Move This World TT Rock Stars	LIVE LEARNING Google Meet	LIVE LEARNING Google Meet	Oxford Owl Individual Reading	U	Physical Activity Joe Wicks or similar	Google Classroom Work Pack
Wednesday	Move This World IXL	LIVE LEARNING Google Meet	Google Classroom Work Pack	Oxford Owl Individual Reading	N	LIVE LEARNING Google Meet	Duolingo
Thursday	Move This World TT Rock Stars	LIVE LEARNING Google Meet	LIVE LEARNING Google Meet	Oxford Owl Individual Reading	C	Physical Activity Joe Wicks or similar	Listen to a story from our staff reading list
Friday	Move This World My Maths	LIVE LEARNING Google Meet	10.30am LIVE GLO MO SHOW Zoom	Oxford Owl Individual Reading	H	Google Classroom Work Pack	Remote Learning Activity Menu






THE MORE YOU GLOW
 THE MORE OTHERS
 GLOW BACK

Work Pack - this is a pack of work that teachers will upload to Google Classroom that is generic and covers a variety of subjects. Children can work through this pack at their own pace.

Activity Menu – this is a menu that they can choose from suitable for their age group. These are fun and practical activities like gardening, baking, playing a board game etc.

Example




Activity Menu for Year 4


If your timetable has directed you to look at this menu, please choose an activity which interests you and that you will enjoy. Don't forget to take a picture and upload it to Google Classroom - we would all love to see what you've been doing!

Activity Menu


1. Get Mathematical	2. Get Baking
Measure the height of everyone who lives in your house (including your pets). Draw a diagram to show the different heights.	Choose your favourite recipe to make or cook something for you and your family. Remember, you will need adult supervision when using sharp knives and hot ovens.
3. Get Creative	4. Get Crafty
Make a collage to represent something that is important to you	Using old cardboard packaging, make a model of your own choice.
5. Get Dancing	6. Get Playing
Make up your own dance routine to go with your favourite song. Don't forget to video your super moves!	Play a board game with someone in your family.
7. Get Gardening	8. Get Acting
Go outside and do some gardening. It could be weeding, planting, pruning, raking leaves or digging.	Write your own mini play script and act it out. Don't forget to use different voices. You could even use different costumes.
9. Get Designing	10. Get Scientific
Design and make a paper aeroplane that will travel the furthest. Does changing your design make it go further?	What did you have for dinner? Draw a picture of a big plate and then draw what you had for dinner last night. Find out what type of foods you ate e.g. dairy, protein, carbohydrate. Can you find out why your body needs these types of food?



GROWTH



LOVE



OVER & ABOVE

THE MORE YOU GLOW

THE MORE OTHERS GLOW BACK

Contingency Plan for whole class / bubble / school isolation

- Use of Google Classroom for teachers to set work, upload videos etc.
- Use of Google Classroom for pupils to upload work / photos etc.
- Use of Google Classroom for teachers to feedback to pupils.
- Use of Google Meet to conduct LIVE LEARNING sessions.
- Phone calls to check in if not accessing Google Classroom or Meet.
- Paper pack for children without any internet or device access.
- Parents can use Google Classroom or teacher email for communication.
- Weekly Timetable, Weekly Work Pack, Weekly Activity Menu.
- Daily LIVE LEARNING sessions with feedback, Daily work set, Daily check ins.
- As and when – feedback, differentiated work set for groups or individuals, support for parents
- Support staff – individual reading sessions via Zoom/Google Meet
- Support staff – Presley Sessions via Google Meet
- Headteacher – Zoom Assemblies and GLO MO SHOW

On Google Classroom teachers will upload the weekly timetable, work pack and activity menu onto Google Classroom. This will be different to the one in the 'Remote Learning for individual isolation' topic which is only used for individuals when the rest of the class is still in school. Daily work, daily LIVE LEARNING and other work needing to be set will be put onto Google Classroom.

Safeguarding during Isolation or school closure

- Daily check ins for all children who are isolating by the classroom staff – either through Google Classroom, Google Meet or telephone call (using a withheld number).
- Online safety protocols set up for parents, staff and children for the safe use of Google Classroom, Google Meet and Google Email. All monitored by the Online Safety Lead Teacher.
- For any children who are on the Child Protection Register, we will ring the named social worker to inform them that the child is isolating at home.
- CARE calls for vulnerable pupils.
- Safeguarding spreadsheets to record contact with each child.
- Children can contact teachers via Google Classroom.
- Parents can contact teachers by email.
- Parents can directly contact the Headteacher -Mrs Albery (07938663065), the Learning Mentor – Miss Waters (07561611067) and the Behavioral Health Lead – Dr Kate Margaron (07561611263).

