



## Contingency Plan 2021-2022

This document outlines the contingency plan in different situations arising from the COVID-19 pandemic.

### **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 Zoom. 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. Remote Education will begin immediately. LIVE LEARNING sessions will begin on day 2 of the 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 necessary, supply staff will be used.

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. While we will endeavor to cover the role, it may be necessary to work closely with parents and carers to find a solution.

If any other member/s of our staff are absent, we will endeavor to cover the duties with existing staff e.g. catering staff, premises and cleaning staff.

### **Children not able to attend school due to COVID-19**

From September 2021, the government continue to expect schools to provide remote education for pupils whose attendance would be contrary to government guidance or legislation around Covid-19. Schools should therefore maintain their capabilities to deliver high quality remote education for this academic year.

Where needed, the remote education provided should be equivalent in length to the core teaching pupils would receive in school and should include recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently.

As a minimum schools should provide:

Key Stage 1: 3 hours a day on average across the cohort, with less for younger children

Key Stage 2: 4 hours a day

Online video lessons do not necessarily need to be recorded by teaching staff at the school. High quality lessons developed by external providers can be provided instead.

### **This Remote Learning plan comes into effect if:**

- A child needs to isolate due to a positive COVID test but is well enough to complete work;
- A child is abroad and/or instructed to quarantine;
- Public Health / Government instruct us to close part or the whole of the school.

**In developing remote education, the government expect us to: *(italics)***

*-select a digital platform for remote education provision that will be used consistently across the school in order to allow interaction, assessment and feedback and make sure staff are trained and confident in its use.*

- We will use Google Classroom to set work, activities, videos and online links to ensure our curriculum offer continues at home.
- 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 or Zoom for streaming LIVE LEARNING sessions and live interactions.
- We will use Zoom for assemblies and the GLO MO Show.
- We will use Parent Mail, teacher emails and telephone calls for Parental communication.

*-teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally;*

*-have a good level of clarity about what is intended to be taught and practised in each subject so that pupils can progress through the school's curriculum;*

*-set meaningful and ambitious work each day in an appropriate range of subjects;*

*-consider how to transfer into remote education what we already know about effective teaching in the live classroom by, for example:*

*-providing frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources*

*-providing opportunities for interactivity, including questioning, eliciting and reflective discussion*

*-providing scaffolded practice and opportunities to apply new knowledge*

*-enabling pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate*

*-using assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge*

*-avoiding an over-reliance on long-term projects or internet research activities*

- Remote learning will be a mixture of stand-alone work as well as access to work that is being completed in class (when relevant and practical).
- A weekly timetable will be provided for remote learning which includes LIVE LEARNING sessions, work uploaded to Google Classroom and online learning resources. See appendix 1 for example of the weekly timetable.
- We will use our own resources that we can upload to Google Classroom. We will also use our subscriptions to Oxford Owl, Kapow, My Maths, 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.
- 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. Children can work through this pack at their own pace.
- We will provide an 'Activity Menu' which includes fun and practical activities to choose from. See appendix 2 for example.
- There will be a topic on Google classroom called 'Remote Learning for individual isolation'. The timetable, Work Pack and Activity Menu will all be found here.
- Class work that is appropriate for home learning and Live Learning sessions will be put onto Google Classroom and assigned to the individual child who is isolating.
- 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.

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

*-overcome barriers to digital access for pupils by, for example:*

- distributing school-owned laptops accompanied by a user agreement or contract*
- securing appropriate internet connectivity solutions,*
- providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work.*

We will provide a pack of printed resources for any child who does not have access to our online offer. We also have the provision to loan school ipads with a user agreement and signed contract.

*-have systems for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern;*

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.

Contact registers are used to record engagement with remote learning and to record all contact during isolation periods.

*-identify a named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education;*

Mrs Cox is the named person for Remote Education.

*-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 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.

### **Safeguarding during remote education**

- Regular check ins for all children who are isolating by the classroom staff – either through Google Classroom, Zoom or telephone call (using a withheld number).
- Online safety protocols set up for parents, staff and children for the safe use of Google Classroom, Zoom 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 isolating child.
- Children can contact teachers via Google Classroom.
- Parents can contact teachers by email.




## Appendix 1

### Example of a Weekly Timetable

**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

## Appendix 2



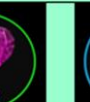
**Example of an Activity Menu** – this is a menu that they can choose from suitable for their age group. These are fun and practical activities like gardening, baking, playing a board game etc.

**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**

<b>1. Get Mathematical</b> Measure the height of everyone who lives in your house (including your pets). Draw a diagram to show the different heights.	<b>2. Get Baking</b> 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.
<b>3. Get Creative</b> Make a collage to represent something that is important to you.	<b>4. Get Crafty</b> Using old cardboard packaging, make a model of your own choice.
<b>5. Get Dancing</b> Make up your own dance routine to go with your favourite song. Don't forget to video your super moves!	<b>6. Get Playing</b> Play a board game with someone in your family.
<b>7. Get Gardening</b> Go outside and do some gardening. It could be weeding, planting, pruning, raking leaves or digging.	<b>8. Get Acting</b> Write your own mini play script and act it out. Don't forget to use different voices. You could even use different costumes.
<b>9. Get Designing</b> Design and make a paper aeroplane that will travel the furthest. Does changing your design make it go further?	<b>10. Get Scientific</b> 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 eg. dairy, protein, carbohydrate. Can you find out why your body needs these types of food?

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## **Appendix 3**

### **Parent letter with online learning expectations**

Dear Parent/Carer

If your child is unable to attend school due to:

- Isolating and waiting for a test but feel well enough to do school work
- Isolating after a positive test result but feel well enough to do school work
- Any government enforced closure

then we will be educating your child from home.

There will be a weekly timetable, Work Pack and Activity Menu accessible through Google Classroom. This will include a mixture of reading, online learning, activities set for different areas of the curriculum, as well as LIVE LEARNING sessions where your child can see the lesson being taught. These LIVE LEARNING sessions are for set times only and are specified on the timetable. We will be holding these sessions using Google Meet or Zoom. The links for these will be in your child's Google Classroom. Some teachers may choose to record their lessons instead of live streaming. There will still be an opportunity to ask questions and interact with the teacher, either through Google Classroom or via telephone.

We understand that supporting your child with their remote education can be very difficult, especially if you are working from home yourself. Try your best to encourage your child to follow the timetable – our teachers are providing this to try to make it easier for you. If the teacher does not have any contact with your child on either Google Classroom or Zoom then they will give you a ring to check that all is well and offer any support that you might need. Remember that phone calls from staff will show as 'no caller id'.

## **Appendix 4**

### **Yarborough Academy Google Meet/Zoom Protocols**

What to expect from a Yarborough Class LIVE Meeting-

LIVE LEARNING session dates and times will be shared via the class timetable on Google Classroom. The actual meeting link will only be shared securely through Google Classroom to the relevant child.

Just before the LIVE LEARNING session is due to start the teacher will start the meeting and admit the child/ren into the meeting.

Teachers will remind all pupils about online etiquette and expectations.

Children joining from home may be muted by the teacher or have the noise of the classroom muted – this will be dependent upon the nature of the activity and to aid a more successful session.

The device being used will have its camera pointing at the teacher's board so that they can see the relevant information being taught.

Before every LIVE meeting Parents and Pupils should:

- Join the link at the time specified on the timetable.
- Be dressed appropriately (no pyjamas!)
- Make sure that any questions, not linked to the conversation, for the members of staff are sent through the appropriate channels rather than being asked in front of all the children.
- Listen and respect each other's comments and points of view.
- Understand that the chat function must be used in line with teacher questions otherwise this could be disabled.

- Only use appropriate topics of conversation.
- Ensure children are supervised at all times.
- Be aware that the session will be recorded for safeguarding purposes.
- Be mindful of what people say and do in the background.
- Remember that this is the child's lesson and to not have anyone else in view.
- Be aware that once the teacher has 'ended' the meeting pupils will be required to leave the meeting and are asked not to re-join.
- Follow these rules otherwise we may have to remove individuals from the session so as not to spoil the lesson of the others. This will be followed up by a telephone conversation to explain why this has happened.
- If a session has to be cancelled a message will be send via Google Classroom and/or ParentMail.
- Online Safety protocols must be followed by all children and adults. Any inappropriate use of the Yarborough Academy Google email, Google classroom, Google meet and Zoom will lead to the removal of access for the children. All these programmes are continually monitored by Yarborough Academy.