



## St. Katharine's CE (VA) Primary School

### Remote Learning Contingency Plan October 2020

Stage 1	School Response	Staff Who to Inform?	Key Activities/Timetable	
			Who?	What?
<p>In the event of an individual child or a small group (10 children or less) needing to self isolate.</p>	<p>Follow the school procedures for reporting and responding to absence.</p> <p>Office to send email to parents of child/ren isolating and direct them to Microsoft Teams to access remote learning. Class resources are available for children to immediately access.</p>	<p>The school office will inform teachers by email when a child/ren is isolating.</p> <p>Teacher will need to prepare resources to publish every day on Microsoft teams to keep the child in line with the learning of their peers who are in school.</p> <p>The teachers will need to monitor the usage of MS Teams and contact the parents of those children who are not using the platforms.</p> <p>Schools must provide a device to vulnerable families if they do not have one at home.</p>	Class Teacher	<p>Teachers should be setting homework on MS Teams for the whole class as part of their normal practice.</p> <p>Teachers will need to upload work (comparable to the work of their peers) every day on Teams. This needs to be put into a file in class resources, named with the date.</p> <p>Teachers should take into account the learning needs of individual's and set appropriate learning task which allow them to fully participate in remote learning.</p> <p>Teachers must set one assignment each day and give regular feedback.</p> <p>Report any Safeguarding concerns through CPOMS.</p>
			SENCO	<p>Ensure that children on SEND register have appropriate learning set for them. Liaise with the LA as appropriate.</p>
			IT Manger	<p>Support the class teachers with the technology.</p> <p>Support with the resetting of passwords.</p> <p>Setting up devices allocated to disadvantaged children or identified families.</p>
			Deputy Headteacher	<p>Monitor the resource materials, assignments and live and pre-recorded lessons. Go into the Team subject channels and check the lessons.</p> <p>Ensure the Teachers/ TAs are fully aware of their role and they have regular slots for CPD to improve knowledge and skills on MS Teams.</p> <p>Check that the IT manager can provide the correct support, and/or give additional technical help.</p> <p>Oversee that vulnerable pupils are safe and engaging with remote learning. Liaise with the LA as appropriate.</p>

			Headteacher	<p>Maintain links with the families of the children.</p> <p>The Headteacher, through liaison with the wider staff, will continue to monitor and identify families where there is a need for further devices. This will enable the Headteacher to plan and organise school device loan schemes and donation schemes as well as access Government help with technology.</p>
<b>Stage 2</b>	<b>School Response</b>	<b>Teachers Who to Inform?</b>	<b>Key Activities/Timetable</b>	
			<b>Who?</b>	<b>What?</b>
<p>In the event of a year group lockdown (partial).</p> <p>1 to 3 classes in the same year group.</p>	<p>Follow the school procedures for reporting and responding to absence.</p> <p>Office to send email to parents of child/ren isolating and direct them to Microsoft Teams to access remote learning. Class resources are available for children to immediately access.</p> <p>Teachers in this year group would need to split the workload.</p> <p>If the teachers do not test positive for the virus or if they have the virus but are well enough to teach, then they can teach the children through remote learning.</p>	<p>The Headteacher will inform all staff of any changes via email.</p> <p>The Headteacher will need to inform the school community about any children testing positive and any decisions to isolate groups of children. Inform parents of the school's protocols and expectations. (Home Pack – Remote Learning)</p> <p>Teachers will use day one of to adapt planning for Teams platform. This will include uploading daily files with resources, setting assignments, making short tutorial videos to support learning. This will continue through isolation period with daily liaison between teachers and TAs.</p> <p>The teachers will need to monitor the usage of MS Teams and contact the parents of those children who are not using the platforms. (Send update to SLT)</p> <p>Schools must provide a device to vulnerable families if they do not have one at home.</p> <p>IT manager will need to support staff and parents with the learning platform and support the school with setting up devices allocated to disadvantaged children (Directed by the Headteacher).</p>	Class Teachers	<p>Teachers should be setting homework on MS Teams for the whole class as part of their normal practice.</p> <p>Teachers register their class each morning on Teams. Teachers to send invite to class through Teams.</p> <p>Teachers upload daily learning overview. The learning overview will give clear guidance on Reading, Maths, Writing/Project and Head, Heart, Hands activities. Learning in RE must be provided each week as well as a range of other curriculum subjects.</p> <p>Teachers will plan for regular opportunities for assessment to monitor learning, progress to inform future planning.</p> <p>Teachers should take into account the learning needs of individual's and set appropriate learning task which allow them to fully participate in remote learning.</p> <p>Regular feedback will be given to children about their learning via Teams.</p> <p>Learning will be supported through a blend of pre-recorded lessons and live inputs/explanations.</p> <p>Deliver wellbeing chats via MS Teams so the children can keep connected with the teacher and their friends. Split class into 3- 4 sub groups so that these are more personal. Teacher to invite children to live chat through Teams. These invites must be sent out to children on day 2 of isolation. All children should participate in a wellbeing chat once a week.</p> <p>Inform DHT and HT of children who are not logging into Teams so that parents can be contacted and find out if there is a barrier to preventing them from logging on.</p>

The remote learners would upload their work to the assignments tab in MS Teams.		Report any Safeguarding concerns through CPOMS.
	SENCO	Ensure that children on SEND register have appropriate learning set for them. Liaise with the LA as appropriate.
	TA Support	Liaise with teachers in their year group. Support children on the Vulnerable/SEND register or have an EHCP. Teaching Assistants may work with individuals or small groups to provide personalised learning experiences as directed by the class teacher. Teaching assistants will work in pairs to schedule sessions.
	FSWSEND	Maintain contact with key children and families via MS Teams. Report any concerns using CPOMS. Update 'Vulnerables' spreadsheet after each communication, recording date, time etc. Contact the children and the families via telephone calls or using the video chat (if appropriate). Update outside agencies, SLT and class teachers using CPOMS and MS Teams.
	IT Manager	Support the class teachers and TAs with the technology. Support with the resetting of passwords. Setting up devices allocated to disadvantaged children or identified families.

			Deputy Headteacher	<p>Monitor the resource materials, assignments and live and pre-recorded lessons.</p> <p>Ensure the Teachers/ TAs are fully aware of their role and they have regular slots for CPD to improve knowledge and skills on MS Teams.</p> <p>Check that the IT Manager can provide the correct support, and/or give additional technical help.</p> <p>Check that children are able to access Teams and are regularly logging in and engaging with learning. Follow up with parents to see if further support or a device is needed.</p> <p>Oversee that vulnerable pupils are safe and engaging with remote learning. Liaise with the LA as appropriate.</p>
			Headteacher	<p>Maintain links with the families of the children.</p> <p>Deliver updates via assemblies for the children and parents and post updates for staff via Teams.</p> <p>The Headteacher, through liaison with the wider staff, will continue to monitor and identify families where there is a need for further devices. This will enable the Headteacher to plan and organise school device loan schemes and donation schemes as well as access Government help with technology.</p>
<b>Stage 3</b>	<b>School Response</b>	<b>Teachers Who to Inform?</b>	<b>Key Activities/Timetable</b>	
			<b>Who?</b>	<b>What?</b>
In the event of all classes in the school needing to go into lockdown (No children in school just vulnerable & disadvantaged & key worker children still in school)	The school would create a blend of teachers, HLTAs and Teaching Assistants to provide remote learning for children at home and provision for Keyworker children, vulnerable and disadvantaged children.	<p>The Headteacher will inform all staff of any changes via email.</p> <p>The Headteacher will need to inform the school community about any children testing positive, children/families not engaging with the remote learning, difficulties with digital devices, key issues regarding vulnerable/ disadvantaged children/families, information about staff testing positive and remote learning issues.</p> <p>Staffing will be organised to best support children remotely and in school.</p>	Class Teachers	<p>Teachers should be setting homework on MS Teams for the whole class as part of their normal practice.</p> <p>Teachers register their class each morning on Teams. Teachers to send invite to class through Teams.</p> <p>Teachers upload daily learning overview. The learning overview will give clear guidance on Reading, Maths, Writing/Project and Head, Heart, Hands activities. Learning in RE must be provided each week as well as a range of other curriculum subjects.</p> <p>Teachers will plan for regular opportunities for assessment to monitor learning, progress to inform future planning.</p> <p>Regular feedback will be given to children about their learning via Teams.</p>

<p>Localised or national lockdown</p>		<p>Teachers will upload daily files with resources, setting assignments, making short tutorial videos to support learning. This will continue through lockdown period.</p> <p>The teachers will need to monitor the usage of MS Teams and contact the parents of those children who are not using the platforms. (Send update to SLT)</p> <p>Teacher and TAs will need to communicate regularly throughout the week to discuss the learning and the needs of the children.</p> <p>IT manager will need to support staff and parents with the learning platform and support the school with setting up devices allocated to disadvantaged children (Directed by the Headteacher).</p> <p>FSW and SEND Maintain contact with key children and families via MS Teams.</p> <p>Contact the children and the families using the video chat. Inform the class teacher through MS Teams – keep them notified of communications and changes.</p> <p>Deputy Headteacher To monitor the live lessons, assignments, in the MS Team Classrooms. Check that the safeguarding policy is being adhered to by pupils, teachers, and parents.</p> <p>Headteachers Communicate on the MS Teams.</p>		<p>Teachers should take into account the learning needs of individual's and set appropriate learning task which allow them to fully participate in remote learning.</p> <p>Learning will be supported through a blend of pre-recorded lessons and live inputs.</p> <p>Deliver wellbeing chats via MS Teams so the children can keep connected with the teacher and their friends. Split class into 3-4 sub groups so that these are more personal. Teacher to invite children to live chat through Teams.</p> <p>Inform DHT and HT of children who are not logging into Teams so that parents can be contacted and find out if there is a barrier to preventing them from logging on.</p>
			<p>SENCO</p>	<p>Ensure that children on SEND register have appropriate learning set for them.</p> <p>Liaise with the LA as appropriate.</p>
			<p>TA</p>	<p>Support the learning of key worker and vulnerable children in school.</p> <p>TAs to work in their current year group and liaise with teachers in their year group.</p> <p>Support children on the Vulnerable/SEND register or have an EHCP. Teaching Assistants may work with individuals or small groups to provide personalised learning experiences as directed by the class teacher. Teaching assistants will work in pairs to schedule sessions.</p>
			<p>IT Manager</p>	<p>Support the class teachers and TAs with the technology.</p> <p>Support with the resetting of passwords.</p> <p>Setting up devices allocated to disadvantaged children or identified families.</p>

		<p>Weekly assemblies, parent updates, staff updates and staff meetings.</p>	<p>Deputy Headteacher</p>	<p>Monitor the resource materials, assignments and live and pre-recorded lessons. Go into the Team subject channels and check the lessons.</p> <p>Ensure the Teachers/ TAs are fully aware of their role and they have regular slots for CPD to improve knowledge and skills on MS Teams.</p> <p>Check that the IT Manager can provide the correct support, and/or give additional technical help.</p> <p>Check that children are able to access Teams and are regularly logging in and engaging with learning. Follow up with parents to see if further support or a device is needed.</p> <p>Oversee that vulnerable pupils are safe and engaging with remote learning. Liaise with the LA as appropriate.</p>
			<p>Headteacher</p>	<p>Maintain links with the families of the children.</p> <p>Deliver updates via assemblies for the children and parents and post updates for staff via Teams.</p> <p>The Headteacher must keep an updated record of families who can and cannot access digital devices. This will enable the Headteacher to plan and organise lease schemes, school device loan schemes and donation schemes as well as access Government help with technology.</p>
			<p>FSW/SEND</p>	<p>Maintain contact with key children and families via MS Teams. Report any concerns using CPOMS.</p> <p>Update 'Vulnerables' spreadsheet after each communications, recording date, time etc.</p> <p>Contact the children and the families using the video chat (if applicable).</p> <p>Update outside agencies, SLT and class teachers using CPOMs and MS Teams.</p>