

Spalding St Paul's Primary School



Remote Education: Contingency Plan

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The aim of this plan

This document outlines how the school will operate if a local lockdown or school closure is implemented.

Such circumstances may arise due to a pandemic, snow day or any utilities failures.

If a local lockdown is implemented in our area due to a pandemic, the school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed and adapted as necessary by the Senior Leadership Team (SLT) in conjunction with other key stakeholders as and when the situation develops.

Remote education

If a local lockdown or school closure is implemented, the school will offer immediate access to remote education for pupils who are required to remain at home.

All remote learning will be delivered in line with the school's **Pupil Remote Learning Plan** (See Appendix 1).

Teaching and learning

All pupils will have access to high-quality education when remote working.

The school will use a range of teaching methods to cater for all different learning styles. This includes:

- Educational videos
- Class discussions
- Comprehensions
- Quizzes
- Online resources
- Differentiated tasks
- Direct instruction
- Inquiry based learning
- Game based learning

Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Set tasks so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- 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, including daily contact with teachers through Zoom and/or Dojo.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offer to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

As a school we will be using two online platforms to support pupils with remote learning. Zoom will be used to communicate in person and hold class discussions, answer questions about work set, and deliver reading sessions. Dojo will be used to set work for pupils to complete each day and to provide feedback on completed tasks.

Staff training to be put in place so that all staff are able to access and competently use Zoom and Dojo. This will take place prior to remote learning being required so that online systems can be used effectively to deliver distanced learning.

Returning to school

SLT will ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

SLT will inform parents when their child will return to school.

SLT will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.

Our Child Protection and Safeguarding Policy will be followed at all times.

We will continue to ensure that:

- The best interests of pupils always come first, supporting their wellbeing, welfare and mental health needs.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
□ CPOMS will be used to record and manage concerns.
- A DSL or deputy DSL is always available via work telephone/ email during the school day.
- Vulnerable children are contacted by DSL/DDSL, speaking to the children where possible, through phone calls/ video calls.
- Pupils additional needs, health needs and SEND are all met effectively and through support plans.
- Vulnerable children have risk assessments updated to identify their level of risk.
- Referring to external agencies for support or to address safeguarding concerns are still completed promptly.
- Support parents to meet the needs of their children, working with other professionals if needs are identified.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online by providing online support and guidance to pupils and parents and supporting any concerns raised.

Food provision

If a local lockdown is implemented for longer than a week the school will provide supermarket vouchers for pupils and families eligible for FSM who are required to remain at home.

Communication

The school will communicate its plan for a local lockdown or school closure with parents via parent Mail, website, Facebook, twitter and Dojo.

All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown or school closure and how it affects the school as they develop.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – the Headteacher
- Pupils – their class teacher or member of wellbeing team
- Parents – their child's class teacher or SLT

Monitoring and review

Any changes to the plan will be communicated to all relevant stakeholders.



Spalding St Paul's Primary School

Pupil Remote Learning Plan

School Curriculum

- All teachers have a curriculum folder containing long-term plans for all year groups in all subjects.
- From these, the teachers complete medium term plans and weekly plans.
- All plans are saved on the shared drive, enabling all teachers to have access to all plans.
- We use Read, Write Inc to teach phonics.
- Maths is based around the White Rose Maths Scheme.

Remote Learning Online Platforms

- As a school we will be using two online platforms to support pupils and families with remote learning:
Zoom is a communication and collaboration platform which will be used to communicate in person and hold class discussions, answer questions about work set, and deliver reading sessions.
Dojo is a communication platform that connects teachers, pupils and families through communication features, such as a feed for photos and videos. It will be used to set work for pupils to complete each day, a platform for pupils to upload completed work and an area for teachers to provide feedback for pupils on completed tasks.
- Staff have used both Dojo and Zoom throughout lockdown and in school. They feel confident in using both platforms so that they can competently support pupils and families with remote learning. Any staff, including new staff will receive training to support them.

Proposed Daily Timetable

If pupils are required to learn from home, the following timetable gives you an overview of how their remote learning could be mapped out each day. However, this is only a guide and we fully appreciate how difficult it is to work/learn from home so it can be adjusted to suit individual pupils/families. Where there is an allocated time for a task to be completed this does not necessarily mean that the task will take the full amount of time so please do not worry if your child finishes something in 10 minutes or if they take longer than the suggested time. Providing all tasks are completed each day and uploaded for teachers to review and offer feedback you can create your own timings for the day.

Time	Activity	Teacher	Pupil
8.30 – 9.00	Work uploaded to Dojo	Set work	View work
9.00 – 9.45	Whole Class Morning Meeting on Zoom to share and discuss the daily tasks. Daily Phonics / Reading Task (Delivered live on Zoom)	Explain work for the day. Available to support pupils on Zoom Review completed work.	Ask questions about what is expected for the day. Participate in live lesson on Zoom.
9.30 – 10.30	Daily English Task to include SPaG	Available to support pupils on Dojo. Review completed work.	Complete and upload task on Dojo
10.30 – 11.00	Morning Break & Individual Reading	Break time. Review completed work.	Break time. Read and/or Quiz on books.
11.00 – 12.00	Daily Maths Task	Available to support pupils on Dojo Review completed work.	Complete and upload task on Dojo
12.00 – 1.00	Lunch break	Not available.	Break time.
1.00 – 2.00	Daily Topic Task	Available to support pupils on Dojo Review completed work.	Complete and upload task on Dojo
2.45 – 3.00	Whole Class Meeting on Zoom to discuss the day and share a story	Review work from the day. Share a story.	Talk about work from the day. Enjoy story.

Area to consider	Actions
How do we know if the children are completing the work?	<ul style="list-style-type: none"> • Teachers will hold a daily class meetings on Zoom. • Teachers will be able to view completed work on Dojo. • Teachers to complete attendance record by work submitted. If children fail to attend, teacher to call in first instance. SLT to chase if not improvement in attendance. Homework packs to be offered if unable to access online learning. • If work has not been shared with the teacher, the teacher will send a message to the parent/carer, and a follow up phone call if required.
How do we see completed work?	<ul style="list-style-type: none"> • Parents can upload photos or videos of completed work directly to their class teachers using a Dojo.
How can we provide feedback?	<ul style="list-style-type: none"> • Teachers can send messages, photos or videos of feedback using Dojo. • Whole class messages etc can be sent on Dojo, as well as private messages to individual parents through ParentMail.
How does the learning fit with our curriculum?	<ul style="list-style-type: none"> • Lessons sent remotely to parents will be in line with the curriculum overview. • Links to appropriate Oak Academy/BBC Bitesize lessons will also be shared with parents/carers.
How many lessons will be provided each day?	<ul style="list-style-type: none"> • 4 lessons will be provided every day, including English and Maths. • Lessons will be uploaded on Dojo.
	<ul style="list-style-type: none"> • check in on alternate days. Parents/carers should notify teachers if this is how they wish to proceed.
What if parents/carers do not feel confident in using online technology?	<ul style="list-style-type: none"> • Guides to using Dojo and Zoom to be emailed to parents/carers at the beginning of any bubble closures or whole school lockdown.
How do we ensure our children are safe online?	<ul style="list-style-type: none"> • All staff leading online learning have been directed to read Teaching Online Safely in Schools (DFE, June 2020). • Online safety session to be promoted in the classroom and to be reiterated in the first online should whole class online teaching be administered.