



## Contingency Plan For Remote Learning Meadow Primary School September 2020

<b>Introduction</b>	<p>All year groups with Teams accounts for every child so that we can provide immediate support to all pupils. Using teams, our teaching staff will provide daily lessons that reflect our in-school curriculum for that each year group. We will ensure that any work set remotely reflects our broad and ambitious curriculum at Meadow Primary School.</p> <p>We will use a range of on and off-line resources considering the needs of SEND and vulnerable families who may find this difficult to access, reasonable adjustments and arrangements will be made.</p> <p>Staff completed:</p> <ul style="list-style-type: none"><li>• Email lists checked and updated</li><li>• Class Teams set up</li><li>• Workbooks selected</li><li>• Timetable live lessons prepared</li></ul>
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To enable teaching and learning to continue as effectively as possible during the need for remote learning:

**Scenario 1: A year group bubble closure:**

- Teachers make daily contact with pupils via Teams (eg. Lesson resources, class messages etc)
- Teachers make fortnightly contact with parents via School Cloud
- Immediate support available if bubble closure occurs
- Core programme available for all children including core subjects and foundation options
- Teachers will adjust resources when needed to ensure National Curriculum is covered where possible.
- Work set on Teams will include a mixture of online and offline work
- Work set must reflect the learning journey and not include large projects where the children are regularly responsible for leading their own learning
- At least one live lesson to be taught each day and if lesson content is new learning (pre-recorded lessons as a secondary option)
- Contact between teacher and pupils will be recorded on TEAMS for SLT to monitor and respond to any issues / safeguarding concerns
- All school wide / YG communication to continue during any closure eg newsletters, Sway , social media etc.

**Scenario 2: Whole school closure:**

**Expectations from Class Teachers:**

Monday morning email to parents including:

- Overview of the week (topic/ learning focus).
- Timetable of live lessons sent to parents. (Example shared below).
- Links to resources needed for the week (Saved in Teams files).

An example of timetable below:

<b>Morning 9am- 12pm</b>
Teach core subjects via Teams to the class. Writing/ Maths/ Reading/ Phonics/ SPAG
<b>Lunch 12pm-1pm</b>
<b>Afternoon 1pm – 2.45pm</b>
Teach afternoon foundation subject via Teams to the class. 1:1 check ins throughout the week via Teams/ School Cloud/ Respond to concerns/ emails.
<b>Assembly/ class group time 2.45-3pm</b>



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### **Expectations of Support staff:**

- LSAs will work your normal contracted hours supporting your class teacher/ Year group in attending Teams online lessons throughout each day.
- Preparing resources for children to support in home learning.
- Attending staff meetings/ updates when required.
- EduCare CPD.

### **Scenario 3: A teacher is isolating and able to teach**

- Class teacher to dial in (with support staff/HLTA supporting the class) for a live lesson at least twice a day for lesson delivery or team teaching.
- Class teacher to be available throughout the school day
- To complete year group planning.
- Attend staff meetings/ training via Teams.
- Attend assemblies.
- Continue communication with year group and member of staff covering

### **Scenario 3: Individual children are isolating – Letter to be completed and sent with email.**

- Class teacher to send home work from the daily curriculum – ready to start on Day 2 of absence.
- Class teacher to make contact with parents via email to explain what work has been provided – This can be sent via email or sent in the post.
- Class teacher to Teams call children 3 times a week – this may be in a group if more children are self-isolating.
- To be aware of sending extra resources to children for support.

### **Scenario 4: Waiting for results**

- A member of the family is waiting for a test result and the children are not displaying symptoms/ they are feeling well.
- Office informed/ class teacher informed.
- Waiting for a result letter to be sent via email.
- Year group specific, term related activities/ resources that can be completed at home.



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<b>Our staff will:</b>	<ul style="list-style-type: none"><li>• Daily timetable provided for all year groups</li><li>• Daily feedback is provided by class teachers and support staff (all work submitted by pupils to receive an acknowledgment and extended feedback provided once a day)</li><li>• Support staff will continue to provide interventions where possible</li><li>• LSA to be available for lesson support and feedback during all working hours</li><li>• All teachers and support staff to blur backgrounds while on screen with children</li><li>• Make direct contact with all children every fortnight via School Cloud.</li><li>• Where there are concerns for individual children, additional contact will be made by the class teacher (and SLT if necessary)</li><li>• Reasonable adjustments will be made for pupils who have SEND with individual needs</li><li>• Ensure that SLT are made aware of any families who are having difficulty accessing online learning. In this event school will endeavour to support as best they can – posted resources/ lending equipment.</li></ul> <p><b><u>Meetings:</u></b></p> <ul style="list-style-type: none"><li>• PPA will be every Friday afternoon.</li><li>• Staff meetings will be via Teams on a Tuesday/ Thursday rotation as normal.</li><li>• Class Teacher briefing will take place on a Monday afternoon at 3.15pm with LB/SL</li><li>• Support Staff briefing will take place on a Monday at 3.15pm with KA.</li></ul>
<b>Our pupils/students will be expected to:</b>	<ul style="list-style-type: none"><li>• Log on to the appropriate remote live or recorded video sessions each morning and complete the registration task</li><li>• Watch all of the learning videos/join remote live learning sessions, taking a full and active part in them</li><li>• Complete the learning set by their teacher each day and upload their learning as requested by the teacher – photograph/video</li><li>• Use online resources such as SPAG.com and TT Rockstars and any other resources provided by the school</li></ul>
<b>Parents are responsible for:</b>	<ul style="list-style-type: none"><li>• Setting a clear routine with each child using the timetable and the daily learning set</li><li>• Read all communications that come out from the school to ensure they are fully aware and up to date with news</li><li>• Support their children to complete of the learning set where possible and assist with technology</li><li>• Ensure courtesy and politeness to any member of staff within any communication</li><li>• Liaise with school staff and seek support on behalf of their child when needed, with class teacher via email (parents should not communicate with staff via their child's Teams account)</li></ul>



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<b>How to access work</b>	<ul style="list-style-type: none"><li>• Document providing support and guidance for home learning on Teams to be sent immediately to all parents and available as a Sway on the school website.</li><li>• School to check whether parents/carers have access to devices/internet at home in preparation for individual/bubble/whole school lockdown via survey monkey.</li></ul>
<b>Vulnerable and Key Workers</b>	<ul style="list-style-type: none"><li>• Vulnerable and key workers attend with protected, consistent members of staff</li><li>• In light of a bubble or whole school closure the school will be open for Key Worker children and vulnerable children.</li><li>• They will complete all remote learning set by their class teachers.</li><li>• If staffing allows all EHCP children will also be offered a place in school during lockdown</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Regular updates through social media, ParentMail , school website, Teams and School Cloud</li><li>• Class teachers to communicate with parents/carers via e mail and School Cloud where necessary</li><li>• Class teachers and LSAs to communicate with pupils daily through Teams</li><li>• All school wide / YG communication to continue during any closure e.g. newsletters, Sway, social media etc.</li></ul>