



# Urchfont Primary School

## Contingency Plan for Remote Learning

<b>Introduction</b>	<p>Our overarching aims are to keep our core purpose of teaching and learning continuing as effectively as possible, and to maintain a connection between staff, pupils and their families. During a school or bubble closure each pupil will be provided with learning to do at home and the work children are asked to engage with will be part of our current planning and so shouldn't be considered as optional. Urchfont Primary School has high expectations of all pupils to complete the work set. However, Urchfont Primary School also recognises that health and wellbeing are paramount and we appreciate that the level of work undertaken by a child will reflect the situation and circumstances at home.</p> <p>To ensure pupils and parents remain confident with the process of accessing Google Classroom, weekly home learning will be set for completion during term-time throughout the academic year – including when the school is open and operating as normal; teachers will also incorporate it into their daily lessons in school. In this way, the school is able to also ensure the system is working effectively and everyone has the relevant information and log in details, so that in event of school closure the system can be accessed immediately for daily learning.</p> <p>This plan complies with the expectations and principles outlined by the DfE document Guidance for Full Opening of Schools.</p>
<b>To enable teaching and learning to continue as effectively as possible during the need for remote learning</b>	<ul style="list-style-type: none"><li>• We will make daily contact with pupils via Google Classroom. This could be in the form of a typed message or a short, pre-recorded audio clip</li><li>• We will not use live lessons but provide frequent and clear explanations of new content using high quality resources and pre-recorded videos (such as those provided by the Oak National Academy, the BBC and Corbett Maths)</li><li>• We will monitor the phone logs to ensure families are called where appropriate and any issues are followed up.</li><li>• We will monitor the engagement of pupils' learning and work with pupils and their families to secure best engagement possible.</li><li>• We will communicate regularly with families through Google Classroom, ParentPay, Facebook, emails and phone calls.</li><li>• Where necessary, we will provide additional support via contact with a relevant member of staff to provide</li></ul>

	<p>additional support for those children with particular vulnerabilities or additional needs.</p>
<p><b>Our Staff Will:</b></p>	<ul style="list-style-type: none"> <li>• Continue providing daily learning opportunities for English and Maths and weekly learning opportunities for foundation subjects, as guided by the relevant Curriculum Framework and in line with current medium and short term planning with adaptations for delivery through an on-line platform.</li> <li>• Share teaching and activities with their class through the Google Class Platform.</li> <li>• Provide relevant on-line and off-line resources to explain concepts and ensure pupils understand their learning. This may include the use of pre-recorded videos such as those provided by the Oak National Academy, the BBC, Corbett Maths.</li> <li>• Use high quality curriculum resources to ensure that frequent, clear explanations are provided for new content. This may include the use of pre-recorded videos such as those provided by the Oak National Academy, the BBC, Corbett Maths</li> <li>• Provide appropriate feedback to pupils at least twice a week for pupils working at home and use these assessments to adjust future planning and delivery for groups and individuals.</li> <li>• Teachers and/or teaching assistants will maintain contact with families by way of a weekly telephone call.</li> <li>• Monitor the daily engagement of pupils and contact families of those not engaging in order to offer support.</li> <li>• Log any safeguarding concerns using our internal procedures and liaise with the DSL.</li> <li>• Adhere to all the professional expectations of contact as detailed in the relevant addendum to the Urchfont Primary School Child Protection Policy 2020.</li> <li>• Fulfil expectations of Teachers' Professional Standards</li> <li>• Model online safety expectations and give frequent reminders about staying safe online as and when appropriate (i.e. not so that it interrupts the learning, but often enough that the reminders aren't forgotten).</li> <li>• Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure or individuals to isolate will affect families in a number of ways.</li> <li>• Take regular breaks away from devices to engage in other professional duties as much as circumstances allow e.g. CPD.</li> <li>• If unwell themselves, be covered by another member of staff for the sharing and uploading of activities.</li> </ul>
<p><b>Our children will be expected to:</b></p>	<ul style="list-style-type: none"> <li>• Be contactable during normal school hours – but are not expected to always be in front of a device during this time.</li> <li>• Complete the remote learning activities that have been set by their teachers by the deadline given (where appropriate) and share via Google Classroom or email once completed.</li> <li>• Ask for help if they need it.</li> <li>• Remember this is school work and so their teacher's expectations for how it is completed and presented are</li> </ul>

	<p>the same as in school.</p> <ul style="list-style-type: none"> <li>• Use relevant online resources such as TT Rockstars, Abacus, Oxford Owl Reading Books and any other resources provided by the school.</li> <li>• Use all online resources safely and responsibly.</li> <li>• Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly. Remember that the Google Classroom is managed by school staff and the school code of conduct applies here too.</li> <li>• Not share personal information on the Google Classroom Stream</li> <li>• Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that.</li> <li>• Read daily, either independently or with an adult.</li> </ul>
<b>Parents are responsible for:</b>	<ul style="list-style-type: none"> <li>• Support their child’s learning to the best of their ability.</li> <li>• Encourage their child to access and engage with the daily posts from their teacher.</li> <li>• Checking their child’s completed work each day and encourage the progress that is being made.</li> <li>• Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of their child’s Google Classroom account.</li> <li>• Liaise with school staff and seek support on behalf of their child when needed, with class teacher via email.</li> <li>• Ensure courtesy and politeness to any member of staff within any communication</li> <li>• Provide access to the learning offered for their children</li> <li>• Let staff know if the family circumstances change or if a particular incident occurs which causes their child to be particularly distressed.</li> <li>• Regularly check privacy settings on devices, monitor their children’s online activity and give frequent reminders about staying safe online.</li> <li>• Being mindful of the mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax when working at home.</li> </ul>
<b>How to access work:</b>	<ul style="list-style-type: none"> <li>• Learning will be accessed via Google Classroom. A ‘How to Guide’ will be shared with parents via email and posted on the school website.</li> <li>• Log in information will be provided to pupils and parents and reminders or password resets can be requested via <a href="mailto:admin@urchfont.wilts.sch.uk">admin@urchfont.wilts.sch.uk</a>.</li> </ul>
<b>Vulnerable and Critical Workers</b>	<p>In light of a whole school closure, the school will be open for vulnerable and critical worker children. As before, these pupils will be placed into groups (bubbles) and staff assigned to lead groups. Where possible the same staff will remain with their group. Children will complete all remote learning set by their classes either in their work books or on devices provided by the school. Both children and at home will be completing the same learning.</p>
<b>Communication</b>	<p>Families:</p>

	<ul style="list-style-type: none"> <li>• Specific letters where appropriate to either classes, year groups or whole school sent via ParentPay</li> <li>• Facebook posts</li> <li>• Phone calls to individual families where appropriate</li> <li>• Use of the Google Classroom Stream, class email accounts and the school admin account to contact teachers and staff.</li> </ul> <p>Children:</p> <ul style="list-style-type: none"> <li>• Daily morning post from their teacher via the Google Classroom Stream</li> <li>• Feedback twice a week from the teacher via Google Classroom</li> <li>• Weekly phone calls to speak to families and/or children</li> <li>• If it becomes necessary to combine bubbles due to staff absence, children who are in school because they are a child of a critical worker / vulnerable will also have contact from their class teacher in line with the rota for children at home where possible</li> </ul>
<b>What if my child has special needs?</b>	Your child will be provided with Remote Learning too. You will be contacted by your child’s teacher or our SENCO if your child is working from home to ensure that they are able to access the learning provided.
<b>What if my child is having difficulty understanding their learning</b>	<p>Contact your class teacher using Google Classroom, class email accounts.</p> <p>Alternatively you can contact the school via the school admin account <a href="mailto:admin@urchfont.wilts.sch.uk">admin@urchfont.wilts.sch.uk</a> or by telephoning 01380 804793.</p>
<b>What if I do not have access to the internet?</b>	We will work with parents on a case by case basis. Please contact the school via the school admin account <a href="mailto:admin@urchfont.wilts.sch.uk">admin@urchfont.wilts.sch.uk</a> or by telephoning 01380 804793 in the first instance.