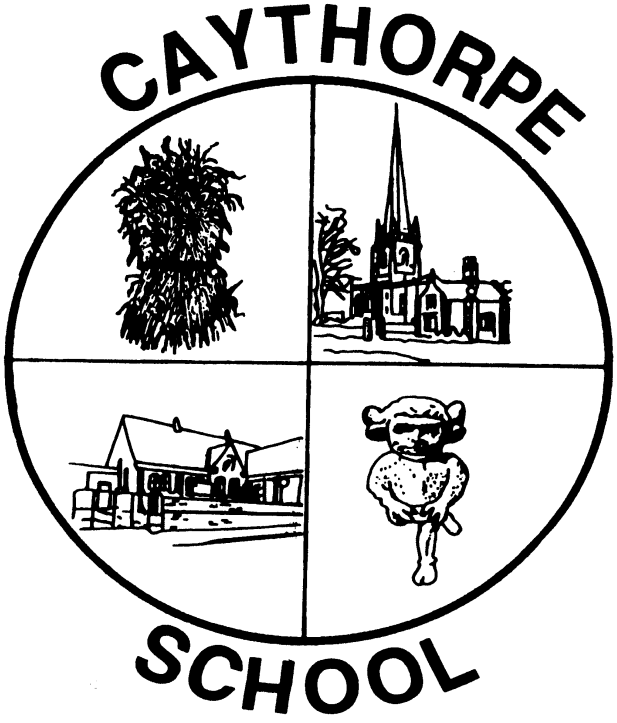
Caythorpe Primary School



Coronavirus (COVID-19): Contingency Plan

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The aim of this plan

In order to ensure that learning is continued, irrespective of lockdown or self-isolation, Caythorpe Primary School has developed the following remote learning plan. This plan offers remote learning opportunities whilst also acknowledging that some household have limited access to devices and would require hard copies of work and resources.

This plan will be applied in the following instances:

1. An individual is self-isolating because of a positive test within the household;
2. A group of children are self-isolating because of a case of coronavirus in the class bubble;
3. A class bubble or cohort is self-isolating because of an outbreak of coronavirus;
4. If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area.

If a local lockdown is implemented in our area, 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 headteacher in conjunction with other key stakeholders as and when the situation develops.

The plan complies with the expectations and principles outlined in the DFE document Guidance for Full Opening of Schools.

On-site provision

Pupils

The school will continue to offer on-site provisions for eligible pupils – eligible pupils are likely to be vulnerable pupils and children of critical workers.

The number of pupils who will be attending school from these groups will be identified by contacting parents via email and text – this number will be used to agree what staffing resource is required.

Vulnerable pupils and children of critical workers are permitted to travel into and out of the area for education – this includes parents taking their children to school.

In circumstances where a parent or carer of a child with a social worker does not want their child to attend the school, the school and the child's social worker will explore the reasons for this directly with the parent or carer, and work together with them to support the child to attend.

The headteacher will work with all relevant staff to decide appropriate pupil bubbles. We will work on the basic principle that class sizes are halved (with no more than 15 pupils per bubble) and that one teacher will be allocated to each bubble. Where there are teacher shortages, support staff may be asked to lead groups under the direction of a teacher. We will also ensure that support is in place for those pupils with SEND who are attending school.

Pupils will be kept in the same bubbles at all times each day, and different groups will not mix during the day, or on subsequent days. The same staff will be assigned to each bubble and, as far as possible, staff will stay assigned to the same bubble during the day and on subsequent days.

Staff

Critical workers, which includes school staff, are permitted to travel into and out of the lockdown areas to get to work, in order to maintain provision for pupils who will be attending on-site provision.

If shielding measures are reintroduced due to the local lockdown, affected members of staff will be supported to work from home or the appropriate leave or pay measures will be discussed.

Staff with roles that must be undertaken on site (e.g. teachers) will be asked to come into school to deliver provision, unless they are shielding or self-isolating. Staff members who are able to carry out their role from home will be supported to do so.

An audit of all staff will be conducted to assess who is able to work on site and who will need to work from home due to their underlying health issues or those of the people they live with. The audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.

If any staff member has concerns regarding working on the school site, they will discuss these concerns with the headteacher.

Infection prevention and control

The school's COVID-19 Risk Assessment will continue to be adhered to – this meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus will be encouraged to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.

If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a test. Cover arrangements will be put in place if possible.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the local HPT. The individual's close contacts at school will be sent home to self-isolate for 14 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Transport

Pupils and staff that have to attend school will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling.

Remote education

If a local lockdown is implemented, the school will offer immediate access to remote education for pupils who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate or an individual is self-isolating because of a positive test within the household, the school will immediately implement remote learning for that group. If pupils are at home for a short time due to awaiting test results, remote learning will be implemented providing pupils are fit and well enough to work at home.

Teachers and support staff will set appropriate work in-line with our current curriculum, primarily supplemented by a range of resources provided by Oak Academy and White Rose Maths. Children will remain in contact with their Class Teacher through Microsoft Teams and Class Dojo. Whilst there is a plan in place for remote learning, we will adapt it wherever possible to meet the needs of individual pupils and families.

In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.

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
- Worksheets

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 Microsoft Teams and ClassDojo.

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.

The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.

As a school we will be using two online platforms to support pupils with remote learning:

Microsoft Teams will be used to communicate via live video sessions where staff and pupils can have class discussions, talk about the work set, and share a daily story.

ClassDojo will be used to set work for pupils to complete each day and to provide feedback on completed tasks.

Staff will be trained to ensure that they are able to access and competently use Microsoft Teams and ClassDojo. This will take place prior to remote learning being required so that online systems can be used effectively to deliver distanced learning.

Pupils will work in line with our current curriculum which will be supplemented by the following resources:

White Rose Maths resources will be used as they are matched to our current maths curriculum model. Children are used to seeing and using these resources.

Letter and Sounds resources will be used to support phonics as this is what is currently used in school.

Oak Academy has been selected to support remote learning for a number of reasons. The Oak Academy lessons are in-line with our teaching ethos – they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice. The online lessons are free to all and offer a recorded taught session so that the children can access physical teaching from a teacher and then access work relating to that lesson within the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support. Class Teachers are to use the lessons in the classroom so children are familiar with the platform.

Numbots and **Times Tables Rock Stars** will all be utilised to support the acquisition and retention of basic core skills in maths.

Returning to school

The headteacher 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.

After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will inform parents when their child will return to school.

The headteacher 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 or when pupils are isolating at home is a key priority. Vulnerable families who are isolating at home will be contacted at least once a week to ensure that pupils are safe and well.

Our Child Protection and Safeguarding Policy was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.
- 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.

Food provision

We will ensure measures are in place so that meals can be served safely for pupils who remain on site. The headteacher will work with our food providers to ensure we can continue offering FSM to pupils and families who are eligible.

If a local lockdown is implemented or a class bubble needs to self-isolate 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 with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.

All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown 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 the headteacher

Monitoring and review

This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE).

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

Appendix 1

Caythorpe Primary School

Pupil Remote Learning Plan

School Curriculum

- All teachers have a curriculum folder containing long-term, medium-term and weekly plans for all subjects.
- We use **Letters and Sounds** to teach **phonics**.
- **Oxford Reading Tree** and **Phonics Bug** reading books are used in Reception and Year 1 to support children in developing early reading skills.
- **Accelerated Reader** is used to support children from Year 2 to Year 6 with their reading.
- **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:
  Microsoft Teams is a communication and collaboration platform which will be used to communicate in person and hold class discussions, answer questions about work set, and share a daily story.
  ClassDojo is a school 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 will be trained to use Microsoft Teams and ClassDojo so that they can competently support pupils and families with remote learning.

Area to consider	Actions
How do we know if the children are completing the work?	▪ Teachers will hold a daily class meeting on Microsoft Teams. ▪ Teachers will be able to view completed work on Class Dojo. ▪ If work has not been shared with the teacher, the teacher will send a message to the parent, and a follow up phone call if required. ▪
How do we see completed work?	▪ Parents can upload photos or videos of completed work directly to their class teachers using a portfolio on Class Dojo. ▪
How can we provide feedback?	▪ Teachers can send messages, photos or videos of feedback using Class Dojo. ▪ Whole class messages etc can be sent, as well as private messages to individual parents. ▪
How does the learning fit with our curriculum?	▪ Lessons sent remotely to parents will be in line with the curriculum overview. ▪ Links to appropriate 'Oak Academy' lessons will also be shared with parents. ▪
How many lessons will be provided each day?	▪ 4 lessons will be provided every day, including English and maths. ▪ Lessons will be uploaded on Class Dojo daily. ▪ Teachers will send challenges to be completed on Numbots or TTRockstars. ▪
How do we ensure children have the resources they need for remote learning?	▪ Children can request a stationery set from school, which can be used at home for distance learning. ▪ Printed work packs can be provided on request.

Appendix 2

Caythorpe Primary School

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 ClassDojo	Set work	View work
9.00 – 9.30	Whole Class Morning Meeting on Microsoft Teams to share and discuss the daily tasks.	Explain work for the day.	Ask questions about what is expected for the day.
9.30 – 10.30	Daily English Task	Available to support pupils. Review completed work.	Complete and upload task.
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. Review completed work.	Complete and upload task.
12.00 – 1.00	Lunch break	Not available.	Break time.
1.00 – 1.45	Daily Phonics/SPaG/Reading Task	Available to support pupils. Review completed work.	Complete and upload task.
1.45 – 3.00	Daily Topic Task E.g. Science, Geography, History, Art, PE…	Available to support pupils. Review completed work.	Complete and upload task.
3.00 - 3.20	Whole Class Meeting on Microsoft Teams to discuss the day and share a story	Review work from the day. Share a story.	Talk about work from the day. Enjoy story.