

# Continuity of Education Plan

St Cuthbert's RCVA Primary



<b>Approved by:</b>	Governing Body	<b>Date:</b> 20 <sup>th</sup> July 2020
<b>Last reviewed on:</b>	13 <sup>th</sup> July 2020	
<b>Next review due by:</b>	31 <sup>st</sup> October 2020	

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## 1. Scope

Schools are expected to have a contingency plan for providing remote education in case of closure. This plan can be put into action immediately if:

- There is a local outbreak and we are asked by government to close temporarily
- Individuals are self isolating
- Groups of staff and children (bubbles) are self-isolating following a confirmed case in their bubble

## 2. Expectations

### 2.1 DfE Expectations

When teaching remotely, the DfE expect schools to:

- Plan a programme that is of equivalent length to the core teaching pupils would receive in school
- Include daily contact with teachers
- Set assignments so that pupils have work each day in a number of different subjects and monitor pupils' engagement with these assignments
- Teach a planned and sequenced curriculum so that knowledge and skills are built incrementally
- Provide explanations of new content delivered by a teacher via live lessons or videos
- Set clear expectations on how regularly teachers will check work
- Enable teachers to adjust the pace or difficulty of what's being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- Avoid long term projects or internet research activities

### 2.2 These expectations in school context

To meet DfE expectations using resources available to school we will:

- Ensure we have up to date email addresses for parents
- Ensure our Y1 – Y6 pupils understand how to access and hand in work on Google Classroom
- Ensure there are instructional videos for parents on how to use Google Classroom and Tapestry on our school website

- Communicate with families and make provision for those families who have no or limited access to technology e.g. printed resources
- Ensure teachers and staff are trained in how to record and upload video instructions as well as work for pupils
- Ensure there is an 'emergency pack' of a minimum of 5 days' teaching and learning available immediately so that pupils are able to access remote learning, giving teaching staff time to prepare materials for the following week
- Monitor pupil engagement

### **3. Expectations for pupils at home**

#### **3.1 Remote learning rules**

We have online systems for setting work and contacting pupils and their families and it is important that we work in partnership with families to ensure there are no gaps in learning. If pupils are not in school but are well, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children are able to follow them. Parents should contact Mrs Noble or Mrs Parlett if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them with their learning.

- Access Tapestry (EYFS) or Google Classroom **daily** to access work
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages
- Contact school if they are unable to access learning online for printed copies to be delivered and for work to be submitted

Teachers know their pupils best and will best be able to determine whether a child is engaging as well as they can. For pupils with special educational needs and/or disabilities, engagement with learning may look very different. School will maintain communication with parents as much as possible to ensure pupils are best supported.

#### **3.2 Monitoring access**

Teachers will monitor engagement from families / pupils and report to SLT if pupils are not engaging. If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will:

- Contact parents to discuss how we can assist pupils in accessing work

## **4. Closure scenarios**

Different closure or home learning scenarios will require different approaches

### **4.1 Whole school closure**

The following steps will be taken in the event of a whole school closure during a local or national lockdown

- We envisage that school will remain open for children of Key Workers only as defined by government
- School books for English, Maths and other topic areas will be sent home with pupils if possible. Parents will be able to collect books if not.
- Printed work for one week of closure will be sent home to each child
- Learning for EYFS will be uploaded through Tapestry
- Learning for Y1 – Y6 will be uploaded to Google Classroom
- Learning for Maths and English will include video lessons
- If parents require printed resources following week 1 then school should be informed as soon as possible.

### **4.2 Bubble closure**

The following steps will be taken in the event of a bubble closure where staff and pupils need to self isolate following a confirmed case in school

- All pupils will remain at home including children of Key Workers
- School books for English, Maths and other topic areas will be sent home with pupils if possible. Parents will be able to collect books if not.
- Printed work for one week of closure will be sent home to each child
- Learning for EYFS will be uploaded through Tapestry
- Learning for Y1 – Y6 will be uploaded to Google Classroom
- Learning for Maths and English will include video lessons
- If parents require printed resources following week 1 then school should be informed as soon as possible.

### **4.3 Individuals self-isolating**

The following steps will be taken in the event of an individual pupil self-isolating with symptoms

- School books for English, Maths and other topic areas will be sent home with pupils if possible. Parents will be able to collect books if not.
- Pupils will be able to dial into lessons using Zoom for at least one lesson each day. Resources will be set on Google Classroom
- If parents require printed resources then school should be informed as soon as possible.
- If pupils are very poorly, there is no expectation that they will complete all work

## **5. Resources to support staff**

The following resources are in place to support staff in preparing to deliver remotely

- White Rose Maths
- Training in using QuickTime video recording
- Training to post videos in Google Classroom
- Training in using Zoom with individuals
- Support from Mr Graham to deliver remote learning

## **6. Links with other policies**

This policy links to the following policies and procedures:

- Home - School Agreement
- Behaviour policy
- Attendance policy
- Health and safety policy