

## St Francis' Catholic Primary School COVID-19 REMOTE LEARNING PLAN

### Introduction

In order to ensure learning continues irrespective of lockdown and isolation, St Francis' has developed the following plan which offers remote learning opportunities online. For those households who have limited access to devices, hard copies of work or resources can be made available. A small number of devices are available to loan from school for disadvantaged and vulnerable pupils.

The plan will be applied in the following instances:

- A pupil or family member is awaiting Covid test results
- A pupil is shielding on medical advice
- A pupil is unwell with Covid
- The Class or Year Group Bubble is closed

The plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#).

Pupils should continue learning at home as long as they are well enough to do so. Once isolation is over and they are well, we expect that pupils return to school.

### Types of Covid Isolation & Lockdown that may lead to remote learning:

1. **Individual Pupil Isolation:** while waiting for tests or isolating (10 days)
  2. **Year group bubble isolations:** (10 days). The Government and Local Health Protection Team will advise the school if it should be for a shorter or longer timescale.
  3. **Local Lockdowns:** The Government and Local Health Protection Team will advise the school if it should be for a shorter or longer timescale.
  4. **National wide scale Lockdown:** the Government and Local Authorities will advise on this
- [A guide showing what will happen in each scenario can be found at Appendix A below.](#)

### Our pupils are expected to:

- Login to be registered and engage with the learning set by their teacher and complete the learning each day to the best of their ability.
- Submit, upload or 'turn in' their learning as requested by the teacher. This may be a variety of work – written, photographs etc. Parents may need to support with this, especially with the younger children.
- For those where there is limited family technology, work should be completed on paper or in the 'bubble exercise books' – available from the school office.
- Watch or listen to any recorded sessions/lessons and for example to their story time when/if one is set.
- Use online resources such as: TT Rockstars, Purple Mash, Spag.com, Education City, Zumos and any other resources provided by the school
- Follow the St Francis' rules for online behaviour and maintain E-Safety

### Parents are responsible for:

- Ensuring children engage with the compulsory home learning.
- Providing access to the learning offered for their children – this may be via technology or where there is no family technology available, via hard copies available from school.
- Setting a clear routine with each child using the timetable and the daily learning set.
- Supporting their children to complete all of the learning set, and by submitting/uploading/emailing the teacher the completed work for and feedback. This may be via a variety of methods – typed word documents or photos of completed work.
- Liaising with school staff and seeking support on behalf of their child when needed, with the class teacher [via class email](#).
- Reading all communications that come out from the school to ensure they are fully aware and up to date with news.
- Ensuring courtesy and politeness to any member of staff within any communication.

**To enable teaching and learning to continue as effectively as possible during an isolation period when remote learning is needed the following will apply:**

#### **Individual children Isolating**

Individual pupils who are required to isolate will be provided with a pack of home learning material via email, Tapestry or as a paper pack. This will provide learning for 10 days and will cover skills and work which would be relevant at any stage of the year including Maths, Spelling, Reading, Writing and Handwriting. If appropriate, this may be supplemented with classwork (adjusted for home learning), so children can keep up with work going on in class

#### **Year Group Bubble or Lockdown Closures**

Teachers will plan and set appropriate work in line with our current curriculum on the following platforms:

- Reception: via Tapestry and Class Email
- Years 1-6: via Microsoft Classrooms, Teams or Zoom and Class Email

Children and parents will remain in contact with their Class Teacher through these platforms.

**Lessons:** There will be planned opportunities for 'Live Sessions' where the staff will provide explanations of lessons, work needing to be submitted online and support if children have questions around the work. If appropriate, there may be pre-recorded video clips and PowerPoints provided. The 'live sessions' will be adapted to the age of the children, the weekly timetables and the lessons planned. In the event of a bubble closure teachers will inform pupils of the days and times for these. There will always be the Class Teacher and wherever possible another staff member on 'live meets' for safeguarding purposes. This safeguard both staff and pupils. When this is not possible the teacher shall record the live session.

**Recording live sessions:** Sessions will be recorded, as explained above, for safeguarding both staff and pupils, but also for senior leaders to monitor the quality of teaching and to support behaviour management.

A parent is expected to be in earshot of these live sessions.

Parents and children must not record or take screen shots of live sessions.

**Monitoring Engagement and Learning:** In Years 1 to Year 6, teachers will monitor the engagement of pupils' learning through work completed and submitted via Microsoft Classrooms or Zoom sessions, emails and for Reception through Tapestry. A morning 'register/check-in' will take place where pupils are expected to say they are ready for home learning. Teachers will provide details of this if a bubble closes. Those pupils not attending the register session and not engaging with home learning will be contacted to discuss any obstacles and support that may be needed by the family.

**Submitting Work and Feedback to pupils:** The online platforms have a response element, where children (or parents if they are helping) will submit or 'turn in' work. Teachers will review, feedback or 'mark' children's work as required. Teachers and pupils will have planned opportunities to message one another to share information and offer support.

**For instances where families cannot access technology:** If Parents need access to paper for children to work on, exercise or 'bubble books' and hard copies of lessons can be collected from the Office. Parents need to notify the class teachers, so packs can be prepared in advance of collection.

**Ongoing Communication:** Staff will continue to communicate regularly with families through Microsoft Classrooms, Tapestry, the weekly newsletters, emails and phone calls, as required.

#### **Types of work that may be available:**

Teachers will be sticking as closely as they possibly can to maintain our curriculum provision. Daily sessions may include:

- Literacy (comprehensions, SpaG, story writing, poetry etc),
- Maths
- Science
- RE
- Foundation Subject/s: History, Geography, Languages, PSHE

- Links to Education City, SPaG.com, Purple Mash and Timestables Rockstars. All children have access via their log-ins which are in the School Planner/Diary.
- Reading: Children should have their current reading book with them, but others can be collected or parents may be able to drop off extras, in a socially distanced manner. Links to Oxford Owl e-books. Email parents to establish if any books can be dropped off to the isolating child/children (safely and at a distance) by other parents.

General units of work may include:

- **White Rose Maths Hub:** Our Maths provision follows White Rose Maths Mastery. Teachers will send any work, links and/or video clips as appropriate.
- **Oak Academy:** Allocated Units of work for a child (and parent) to follow
- **Pre-Recorded Lessons** – eg daily Phonics linked to class work, Handwriting lessons
- **Powerpoints with/without voice overs from the teacher** - linked to classwork
- **Microsoft Education:** Work set on Microsoft Classrooms
- **Work on** Education City and Purple Mash, Times Tables Rockstars and Zumos

### How to access work for remote learning

**Microsoft Classrooms:** A letter explaining how to access Microsoft Classrooms is available to parents and has already been sent home. If you need a further copy, please tell the Teachers.

Please be aware, the younger KS1 children and those with SEND will need parental support with this. Teachers will adapt learning to suit the age and ability of the younger children.

**Tapestry:** Reception Parents are already familiar with this platform.

**Class Email:** All classes have their dedicated email.

If you require further assistance, please contact the office.

In preparation for home learning, parents need to ensure the children have their logins for the following platforms (they are in the School Planner, but we suggest you have a photocopy or photograph of these at home):

- Tapestry - Reception only
- Microsoft Classrooms - Years 1 - 6
- Education City
- Purple Mash
- Times Tables Rockstars
- Zumos

**NOTE: Please DO NOT change the children's Microsoft Email login-in passwords. We have copies of these and will reset them or email them again to parents if needed.**

### Bubble Closures – First Day

Please be aware that year group bubble closures can happen at short notice. Please be patient on the first day while Teachers are getting set up at home and adjusting the classwork for remote learning. The children have Education City, Purple Mash and Timestables Rockstars to be accessing while this happens. Please watch for the Class email with instructions on what to do.

Please also be aware that the staff may also be having to book appointments to be tested themselves on that first day and have to attend test centres.

### Vulnerable and Key Workers

In the event of a National Complete Lockdown, the school will be open for Key Worker children and vulnerable children. They will be placed into bubbles with 2 members of staff. They will complete all remote learning set by their class teachers. Some additional work may still be required to be done at home – reading, times tables etc. The teachers will advise parents if this is needed.

### Communication

Communication will be via the Class Emails, newsletters and contact via the School Office

## Scenarios: Child Isolating - Bubble Closure - National/Local lockdown

1.	A child is home and waiting for test results or having to isolate.	<p><b>Teachers send the 10 Day stand-alone resources to the parents.</b> These will be stand-alone resources and will, where necessary, be supplemented with classwork (adjusted for home learning), so children can keep up with work going on in class.</p> <p><u>In addition, pupils should</u></p> <ul style="list-style-type: none"> <li>• Read to an adult for 10 minutes each day</li> <li>• Learn the weekly spellings.</li> <li>• KS1: Practise phonics for 10 minutes each day.</li> <li>• Practise times tables for 10 minutes each day</li> </ul>
2.	Bubble Closure (and teachers are well)	<p><b>Teachers will switch to Remote Learning.</b></p> <ul style="list-style-type: none"> <li>• Y1-6 will use Microsoft Classrooms and Class Emails</li> <li>• YR will use Tapestry and Class Emails</li> <li>• Children will have access to an exercise book 'Bubble Book', should there be a need for working on paper. eg if children have to respond on paper, or if families experience technology difficulties at home. These can be collected from the Office in the event of a closure and children are not in school. If a further book is needed, parents should contact the class teacher and arrangements will be made for one to be provided.</li> <li>• Teachers will provide a weekly timetable for pupils</li> <li>• To keep children on track, classwork will be adapted for home learning by one or more of the methods indicated below</li> </ul> <p><b>Maths:</b> White Rose Maths Hub  <b>Literacy:</b> Following our own Literacy Curriculum provision, or linked via Oak Academy  <b>RE:</b> Following our 'Come and See' Scheme of Work  <b>Science, History, Geography, PSHE:</b> Following our own curriculum provision or linked via Oak Academy  <b>Wellbeing:</b> Zumos</p> <p><u>In addition, pupils should</u></p> <ul style="list-style-type: none"> <li>• Read to an adult for 10 minutes each day</li> <li>• Learn the weekly spellings. KS1: Practise phonics for 10 minutes each day.</li> <li>• Practise times tables for 10 minutes each day</li> <li>• Weekly Zoom/Teams Registers and live sessions: In the event of a bubble closure, opportunities for 'live meets' will be arranged by the teachers once they have planned the weekly timetable</li> </ul>
3.	Local Lockdown	<b>Switch to Remote Learning as indicated in 2 above.</b>
4.	National Lockdown	<b>Switch to Remote Learning as indicated in 2 above.</b>
<b>Teachers and Courses, Meetings and Appointments</b>	Adjustments will be made for such sessions.	Please be aware that if bubble close or in the event of a national lockdown, teachers may still need to attend (remotely or virtually) professional development and statutory courses, meetings and appointments.
<b>When a teacher is ill:</b>	<b>Please be considerate while we manage such a situation.</b>	Teachers will respond to their own level of illness. We all often work through times when we have illness. However, individual teachers are in the best place to judge how they are feeling and if they can plan and teach. Teachers will speak to their year group partners and senior leaders about how they can manage workload, so that we know and can support them. Planning by teachers is done jointly. In the event of a sick teacher who is unable to work, planning and delivery will be completed by the opposite class teacher or another staff member.

**Additional Information**

***Pupils not engaging in Home Learning:*** If teachers notice children are not engaging in daily learning, parents will be contacted to find out why and help.

***Pupil Premium/ Disadvantaged/Vulnerable Pupils:*** Teachers will monitor work submitted weekly and make contact at least once a week to check all is going well with remote learning.

***Pupils with EHCPs:*** The SENCO and Teachers will be in regular contact to ensure access to remote learning is manageable for the pupil. Do let the teachers know if work needs adjusting further.

***Safeguarding:*** Please be aware that we have duty to monitor and check that children are registering and engaging in the remote learning. If they are not doing this regularly and we are concerned, we will phone or email to make contact and offer support. If we get no response, we will follow statutory safeguarding protocols and contact the Surrey Inclusion and Attendance Team. Referrals to children's services may be made.