

## Remote work contingency action Plan 2020 - 2021

### Remote Education Expectations

Where a class, group or a small number of pupils need to self-isolate, or local restrictions require pupils to remain at home, we have the capacity to offer immediate remote education. We have a strong contingency plan in place for remote education provision and this can be seen below for each Phase/key stage. This planning is particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home

Remote Learning 2020/21 Action KS1/EYFS In September 2020, all our classes returned to full-time education following the Covid 19 closure in March.

Although we hope that the majority of our children will now have an uninterrupted experience, there is the possibility that an individual child, a class bubble, or indeed the whole school, will need to self-isolate for a period of time. We have therefore put in place a plan for remote learning so that all children can continue with their education.

Where parents are unable to access the school's virtual learning resources, hard copies will be made available

This meets the expectations set out in the DfE guidance 'Remote Education Support'

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

The school will use the COVID REMOTE learning tab on its website for remote learning.

On this page will be important information regarding remote learning during absence from school

<https://stpaulshoddlesden.secure-primariesite.net/covid-remote/>

If a child does not have access to a computer/laptop and/or the internet, the school will do all it can to support children and will provide paper packs of learning. Where funding can be accessed, remote devices (eg, laptops) and/or 4G connections will be sought, particularly for disadvantaged children. Parents will be reminded to make the school aware of any barriers to accessing remote learning

The Oak National Academy

The 'teaching content' will be provided to children through age appropriate video content on the DfE published list of educational resources site; Oak National Academy website. This provides the equivalent of 3 hours of lessons per day for primary school children. In their 'classroom' each lesson is an hour-long. They're delivered by a teacher, with a pre-recorded video as well as quizzes, worksheets and creative activities. It's all easy to use, there's no login or password, and you can access the lessons on any device- pupils only need materials they can find at home. Providing feedback Pupils can send any completed learning to teachers [via their school website - https://www.oakwoodinfantandnurseryschool.co.uk/](#) and/or Tapestry accounts Alternatively, work that children complete on paper should be kept safe and returned to school when safe to do so. Contact with pupils/ parents Parents are able to contact the [school via telephone, direct school website - https://www.oakwoodinfantandnurseryschool.co.uk/](#) and/or [Tapestry message and the school admin email address](#). Any response should be made within 48 hours during working hours.

Letters and Sounds

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Reception are providing the links to online phonics lessons to support the children in learning to read. These lessons are designed to follow the phonics programme that the children have been learning at school and are the only Letters and Sounds lessons approved and funded by the Department for Education. These lessons provide a daily phonics lesson delivered by an expert, with a pre-recorded video.

<https://lettersandsounds.org.uk/for-home/reception>

### Busy Things

Year 2 are providing age appropriate remote learning via the busy things website. This supports the home learning packs in providing 3 hours of lessons per day for primary school children. Each lesson has specific instructions to support the parents in delivering the lesson and includes worksheets, projects, quizzes and creative activities. It is easy to use and all each child needs to do is click on their name and input their passcode which they have all received. Feedback can be provided on the website [www.busythings.co.uk](http://www.busythings.co.uk) and children can also complete on paper and then return to school or email to their class teacher. Responses are made within 48 hours during working hours.

Where a pupil is self-isolating on medical grounds for a significant period of time, contact will be made via telephone on a weekly basis to monitor learning and provide support if needed.

Pupils identified as vulnerable will be contacted by the schools Manager for Vulnerable Children on a weekly basis and support offered as necessary.

### Safeguarding

Please refer to

Child Protection and Safeguarding Policy.

### Data protection

When accessing personal data, all staff members will:

Only use their official school email account and connect to the school network using their school laptop only.

### Sharing personal data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. All data collection will be compliant with GDPR guidelines. Keeping devices secure All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time. Operating systems must be up to date – always install the latest updates. Monitoring arrangements This policy will be reviewed by the SLT as and when updates to home learning are provided by the government. At present the only 'live lessons' will be accessed via the Oak Academy and the pre-recorded material on our resources page. Links with other policies This policy is linked to our: \ Positive Behaviour policy \ Child Protection and Safeguarding policy \ GDPR policy \ IT and Online safety policy \ Staff Code of Conduct

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ACTION PLAN FOR: COVID Closure Remote Learning      DATE: Autumn Term 2      Head Teacher: Mrs. Maguire-Egan									
Intent	Action	Provision for vulnerable groups	Lead Person	Start date	Review/ end	Resources/ cost	Monitoring	Intended Impact	Impact
Parents effected are communicated to immediately pending a period of COVID isolating	<ul style="list-style-type: none"> <li>All template letters are made available in order that they can be made available</li> <li>Text messaging templates are available and credit is available</li> </ul>	<ul style="list-style-type: none"> <li>The manager for vulnerable children will ensure that weekly</li> <li>Class teachers will liaise with parents either by email or by phone to ensure they are happy with the remote learning resources</li> </ul>	Mrs Maguire-Egan	Pending an COVID forced closure	Half termly	Oak National Academy <a href="http://www.thenational.academy">www.thenational.academy</a>  Document providing links to specific work based on individual targets  Letters and Sounds <a href="https://lettersandsounds.org.uk/for-home/reception">https://lettersandsounds.org.uk/for-home/reception</a>  Busy Things <a href="http://www.busythings.co.uk">www.busythings.co.uk</a>	Senior Management Team will regularly monitor the work planned for the children to ensure it is sufficiently challenging	Pupil continue to make steady progress and gaps in learning are minimal	
Work is made available immediately and accessing teaching and learning is clear	<ul style="list-style-type: none"> <li>Produce a set of website procedures</li> <li>Make the procedures for locating remote learning very clear</li> <li>Remote learning</li> </ul>	<ul style="list-style-type: none"> <li>The SENCo will communicate with parents of children with special educational needs weekly to ensure they are supported.</li> <li>If required</li> </ul>	Mrs Maguire-Egan	Pending an COVID forced closure	Half termly	Oak National Academy <a href="http://www.thenational.academy">www.thenational.academy</a>  Document providing links to specific work based	Senior Management Team will regularly monitor the work planned for the children to ensure it is	Pupil continue to make steady progress and gaps in learning are	

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	work for each class to be uploaded half termly prior to the term commencing	<p>additional resources will be provided either by the class teacher or by the SENCo</p> <ul style="list-style-type: none"> <li>Class teachers will liaise with parents either by email or by phone to ensure they are happy with the remote learning resources</li> </ul>				<p>on individual targets</p> <p>Letters and Sounds <a href="https://lettersandsounds.org.uk/for-home/reception">https://lettersandsounds.org.uk/for-home/reception</a></p> <p>Busy Things <a href="http://www.busythings.co.uk">www.busythings.co.uk</a></p>	sufficiently challenging	minimal	
Work is planned appropriately to pupil's year group targets, attainment levels and individual ability to ensure maximum progression	<ul style="list-style-type: none"> <li>Each phase produce a half termly remote learning pack, which is tailored to the Oak Academy learning platform, which is based on national expectations</li> <li>Work will be differentiate and resources to support will be made available</li> <li>Year 2 to produce home learning packs and delegate assignments on busy things for children weekly which is based on national expectations</li> </ul>	<ul style="list-style-type: none"> <li>If required additional resources will be provided either by the class teacher or by the SENCo.</li> <li>If required additional resources will be provided either by the class teacher or by the SENCo</li> <li>Class teachers will liaise with parents either by email or by phone to ensure they are happy with the remote learning resources</li> </ul>	Mrs Maguire-Egan	Pending an COVID forced closure	Half termly	<p>Oak National Academy <a href="http://www.thenationalacademy.com">www.thenationalacademy.com</a></p> <p>Document providing links to specific work based on individual targets</p> <p>Letters and Sounds <a href="https://lettersandsounds.org.uk/for-home/reception">https://lettersandsounds.org.uk/for-home/reception</a></p> <p>Busy Things <a href="http://www.busythings.co.uk">www.busythings.co.uk</a></p>	Senior Management Team will regularly monitor the work planned for the children to ensure it is sufficiently challenging	Pupil continue to make steady progress and gaps in learning are minimal	

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	and the National Curriculum								
Work prepared in the event of a COVID closure is reviewed regularly and kept up-to-date with half-term curriculum expectations according to specific phase	<ul style="list-style-type: none"> <li>Phase leaders are to ensure that work to be completed is planned and published on the school's website.</li> <li>Phase leaders are to ensure that work is replaced on half termly basis to ensure it is in line with the children's learning targets.</li> </ul>	<ul style="list-style-type: none"> <li>The manager for vulnerable children will ensure that weekly</li> <li>The SENCo will communicate with parents of children with special educational needs weekly to ensure they are supported.</li> <li>If required additional resources will be provided either by the class teacher or by the SENCo.</li> <li>Class teachers will liaise with parents either by email or by phone to ensure they are happy with the remote learning resources</li> </ul>	Mrs Maguire-Egan	Pending an COVID forced closure	Half termly	<p>Oak National Academy <a href="http://www.thenational.academy">www.thenational.academy</a></p> <p>Document providing links to specific work based on individual targets</p> <p>Letters and Sounds <a href="https://lettersandsounds.org.uk/for-home/reception">https://lettersandsounds.org.uk/for-home/reception</a></p> <p>Busy Things <a href="http://www.busythings.co.uk">www.busythings.co.uk</a></p>	Senior Management Team will regularly monitor the work planned for the children to ensure it is sufficiently challenging	Pupil continue to make steady progress and gaps in learning are minimal	
Communications for parents during a COVID closure are clear and instructions for accessing pupils work are made readily	<ul style="list-style-type: none"> <li>A remote learning link will be made available on the school's website</li> <li>An instructional model will be made available on the school's website.</li> <li>Parents will be</li> </ul>	<ul style="list-style-type: none"> <li>The manager for vulnerable children will ensure that weekly</li> <li>The SENCo will communicate with parents of children with special educational needs weekly to ensure they are</li> </ul>	Mrs Maguire-Egan	Pending an COVID forced closure	Half termly	<p>Oak National Academy <a href="http://www.thenational.academy">www.thenational.academy</a></p> <p>Document providing links to specific work based on individual targets</p>	Senior Management Team will regularly monitor the work planned for the children to ensure it is sufficiently challenging	Parents are able to access work promptly.  Pupil continue to make steady progress	

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<p>available and are clear to ensure the work is easily accessed.</p>	<p>encouraged to email the class teachers if they require support in accessing or interpreting the work</p>	<p>supported.</p> <ul style="list-style-type: none"> <li>• If required additional resources will be provided either by the class teacher or by the SENCo.</li> <li>• Class teachers will liaise with parents either by email or by phone to ensure they are happy with the remote learning resources</li> </ul>				<p>Letters and Sounds <a href="https://lettersandsounds.org.uk/for-home/reception">https://lettersandsounds.org.uk/for-home/reception</a></p> <p>Busy Things <a href="http://www.busythings.co.uk">www.busythings.co.uk</a></p> <p>Teachers school email addresses communicated to parents</p>		<p>and gaps in learning are minimal</p>	
<p>Ensure there is a clear system in place for marking and providing feedback to learners.</p>	<ul style="list-style-type: none"> <li>• Work will be emailed to the class teacher, post or delivered to the school at a time when the children are able to return.</li> <li>• Parents will be encouraged to email the class teachers if they require support in accessing or interpreting the work</li> </ul>	<ul style="list-style-type: none"> <li>• Class teachers will liaise with parents either by email or by phone to ensure they are happy with the remote learning resources</li> </ul>	<p>Mrs Maguire-Egan</p>	<p>Pending an COVID forced closure</p>	<p>Half termly</p>	<p>Oak National Academy <a href="http://www.thenationalacademy.com">www.thenationalacademy.com</a></p> <p>Document providing links to specific work based on individual targets</p> <p>Letters and Sounds <a href="https://lettersandsounds.org.uk/for-home/reception">https://lettersandsounds.org.uk/for-home/reception</a></p> <p>Busy Things <a href="http://www.busythings.co.uk">www.busythings.co.uk</a></p>	<p>Senior Management Team will regularly monitor the work planned for the children to ensure it is sufficiently challenging</p>	<p>Pupil continue to make steady progress and gaps in learning are minimal</p>	