



**Loudwater Combined School**  
**Remote Learning Contingency Policy**  
**2020-21**

### **The Aim of this Policy**

AIM: To continue to provide an ambitious and broad curriculum in all subjects at Loudwater Combined School. This policy is primarily concerned where face-to-face sessions cannot be facilitated at school either as a result of the following:

- A pupil self-isolating
- A member of staff self-isolating
- A partial school closure due to COVID 19
- A full school closure due to COVID 19
- A local lockdown
- A national lockdown

### **Our Approach**

The approach that will be taken from the end of September 2020 is outlined below.

This will ensure that we teach the same curriculum remotely as we do in school. It may be the case that if a child is required to self-isolate the level of notice that can be given that this is about to happen will mean that the work they are set initially may not be the same as their class. However within 2 school days we will ensure that the learning they are engaged in at home mirrors that of those in school.

In Foundation stage and Key Stage 1 the work the children are set each day will be for 3 hours, in Key Stage 2 the work set will be for 4 hours.

### **Remote Learning Platform**

We will be using Google Classroom to facilitate our remote learning. The pupil logins for this are the same as those they use when using computers in school. Passwords have been emailed to parents. If there are uncertainties about how to get started we have produced a short video to help with this. It can be found on the school website:

[http://www.loudwater.bucks.sch.uk/website/school\\_operation\\_and\\_remote\\_learning\\_-\\_spring\\_2021/532887](http://www.loudwater.bucks.sch.uk/website/school_operation_and_remote_learning_-_spring_2021/532887)

### **Access to devices**

We recognise that some children may not have access to appropriate devices or online access at home. We will issue laptops to those pupils who do not have access at home. We will do this by

utilising the school allocation of laptops from the government and allocating these to pupils who are eligible for free school meals. However our allocation is not sufficient to enable all such children to have a laptop. We will lend existing school laptops and make use of any other local initiatives to address need.

We will ensure that paper copies of all worksheets are available to those parents who request them. These will be available on a weekly basis and completed worksheet can be returned to school when collecting the next week's work.

### **How will children be taught remotely?**

There will be a range of different approaches used to take account of the ages of pupils and the level of online access some pupils will have.

These are some examples:

- Live teaching – online lessons
- Recorded teaching (eg. Oak National Academy, recordings made by teachers)
- Worksheets provided by teachers
- Work books and practice books that will be provided by school
- Commercially available websites which support the teaching of specific subjects or areas including video clips
- Some project work – for example in Design Technology

### **Engagement and Feedback**

We have provided timetables that detail the activities we would expect pupils to engage in during the school day. These are suggested timetables in that the activities do not need to be completed in the order they are on the timetable, but should ideally be completed at some point during the day. If your child is unable to complete an activity, please let the class teacher know by messaging on e-schools or using the private messaging on Google Classroom, so that we can offer support and further guidance.

In order that children do not fall behind their peers it is important that they engage in as many of the remote learning activities as possible. If class teachers have concerns about a child's engagement or progress they will contact parents promptly to discuss this.

All work submitted within the week set will be responded to by class teachers. English and Maths activities will be checked daily and feedback given. Feedback may be verbal feedback given in live feedback sessions or it could be a private message via Google Classroom.

### **Additional support for pupils with particular needs**

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support these pupils in the following ways:

- The work set for some pupils may be different to that which the majority of the class are engaged in so that children can make progress at their own pace.
- There may be some additional live sessions to provide specific support or programmes on an individual or small group basis.

- Members of school staff may make additional phone calls to such parents to check in and make sure the well-being of children and carers is supported as appropriate.

The table below shows the steps we are taking or have taken to ensure that remote learning is effective for those unable to attend school. We recognise that this may be for a variety of reasons and have detailed our approach in a number of different scenarios. These include where individual pupils need to self-isolate or shield, where a year group or bubble needs to isolate or where there is a local or national lockdown.

Action	By Who	Supported By	By When
<b>Preparing for Remote Learning:</b>			
All teaching staff have a laptop			In place
All children issued with email address to enable logging on to Google Classroom	Turn it On	CC & BW	End of September 2020  In place
Home survey to ascertain which children may be eligible for the extended laptop hiring government scheme.	CC	BW	End of September 2020  Laptops allocated to pupils Jan 2021
Register of children who require paper copies of any work set	Item on newsletter - CC	Office and class teachers	End of September 2020
All teaching staff to be trained in Google classroom functions, how to set up and deliver live lessons through Google classroom.	Turn it on	BW & MH	Completed Jan 2021
All Year groups set up on Google classroom	Turn it on	Class teachers	15 <sup>th</sup> October 2020
Homework set through eschools and Google classroom (when ready)	Class Teachers	BW	From October 2020
KS2 Google classroom instructional lessons incorporated into Spring 1 term ICT lessons in order for children to become familiar with how to use Google classroom platform.  Information provided to KS 1 parents	Class Teachers	BW & MH	Lessons delivered via Zoom by class teachers by Jan 11 2021
Accelerated Reader home access to continue in order for children to be able to quiz at home for most KS 2 children.	Class Teachers	JO	Beginning of September 2020

FS & KS1 children have home access to Reading Eggs to support reading skills.			
Times Tables Rock stars and My Maths subscriptions continued.  Ensure all children know where to find their log in and password	Class Teachers	MH	Beginning of September 2020
White Rose Maths Workbooks ordered for all children in KS1 and KS2. These workbooks can then be sent home in the event of a lockdown allowing for seamless maths lessons.	CC	Class teachers	September 2020
Share remote learning plan with parents including parents signing home learning agreement	CC	Office staff	January 2021
<b>Provision for children who are unable to attend school due to isolating because a household member has COVID-19 symptoms:</b>			
Pack of activities to last for one day to be given to pupil as soon as they leave school. Communication to follow with parent to establish what the child can access at home	Class Teachers	Office staff and TAs	September 2020
A set of weekly blocks for each year group from year 1 to year 6 on Google Classroom for parents to access within 2 days of self-isolation occurring across all subjects which mirrors school learning (except maths see below).	Class Teachers	TAs	September 2020
Maths blocks to follow White Rose Maths units and updated on Google Classroom weekly.	Class Teachers	TAs	September 2020
<b>Provision for children who are unable to attend school due to shielding:</b>			
Group set up on Google classroom for children in each year group who cannot attend school	Class Teachers	BW	As needed
Weekly learning blocks and homework uploaded to remote learning group on Google classroom	Class Teachers	BW	As needed
Homework handed in and feedback issued through Google classroom	Class Teachers	BW	As needed
<b>In the event of whole year groups isolating:</b>			
Maths workbooks and blank exercise book sent home	Class Teacher	Office staff/ TAs	Last day of school

Weekly Learning blocks uploaded onto Google classroom	Class Teacher	BW	Every Monday and scheduled for the week ahead
FS daily live phonics session with resources uploaded onto Google classroom.	Class Teacher	BW	Daily
FS daily live story session on Google classroom.	Class Teacher	BW	Daily
Y1 & Y2 daily live phonics session with resources uploaded on Google classroom	Class Teachers	BW	Daily
KS1 English may include a daily pre-recorded video from Oak Academy for uploaded onto Google classroom (approx. 20 minutes with activities to follow the video). On some occasions the English lesson may not follow Oak Academy but will be relevant to the children's learning within the English unit.  Daily maths video from WRM to be shared on Google classroom	Class Teachers	BW	Every Monday and scheduled for the week ahead. Daily lessons.
KS2 daily pre-recorded video for English uploaded to Google Classroom (likely to be from Oak Academy and to last for 60 mins including activities)	Class Teachers	BW	Every Monday and scheduled for the week ahead. Daily lessons.
KS2 Maths delivered via WRM video and worksheets. Video links and worksheets uploaded to Google classroom. (video, activities and worksheet to last 60 mins)	Class Teachers	BW	Every Monday and scheduled for the week ahead. Daily lessons.
KS2 Foundation subjects to be delivered using BBC Daily Bitesize or Oak National Academy as appropriate following the curriculum map. Links to be uploaded to Google classroom.	Class Teachers	BW and subject leaders	Every Monday and scheduled for the week ahead. Daily lessons.
Home learning tasks turned in and feedback issued through Google classroom (KS2)  English and Maths work will be looked at daily by teachers. Additional meetings may be scheduled if teachers feel this is necessary to provide further input or clarification of a task. Other tasks will be responded to as long as they are turned in during the week they are set.	Class Teachers	BW and subject leaders	Daily/Weekly
Emails continued to be used by parents.	Class Teachers	JB & office	Daily

		staff	monitoring
<b>In the event of whole school closure or Tier 4 National Framework:</b>			
<b><i>All measures identified above in year group closure section above plus:</i></b>			
Communicate final remote learning plan with parents	CC	Class Teachers	Last week of school
Maths workbooks and blank exercise book sent home	Class Teachers	Office staff	Last day of school
Rota implemented for supervision of key worker/vulnerable children. TAs and LSAs to supervise key worker/vulnerable children enabling teaching staff to facilitate remote learning.	CC	Class Teachers & TAs	Last week of school
Suggested timetable to be provided to parents to support a structured approach and a schedule for each day	Class Teachers	CC/BW	Weekly
2 x weekly pre-recorded or live assembly for all children	CC		2 x weekly: Tuesday & Thursday
Weekly live 10 mins whole class Google classroom  This purpose of this session is to provide an overview of the learning for the week.	Class Teachers	CC/BW	Weekly on a Monday
FS live session through Google Classroom (in small groups of up to 6) Each child has one weekly live session for guided reading	Class Teacher	CC/BW	Weekly: parents to be notified of their child's day.
KS1 guided reading live session through Google Classroom (in small groups of up to 6)  Each child has one weekly live session.	Class Teachers	CC/BW	Weekly
KS2 Reading: Small group (up to 6 children) live lessons. 30 minute sessions in small groups so that each child has one weekly live session. Guided Reading	Class Teachers	CC/BW	Weekly
KS1 & KS2: Daily story time for 15 mins (live or recorded by school staff)	Class Teachers	CC/BW	Daily
In FS a weekly 'Show and Tell' meeting for children where they can show any learning they have engaged in which can't be uploaded.	Class Teacher	CC/BW	Weekly

In FS & KS1 a weekly session for parents to feedback on learning and ask any questions	Class Teachers	CC/BW	Weekly
In KS 2 feedback meetings for pupils which may include feedback on learning completed (15mins)	Class Teachers	CC/BW	4 x each week
Fortnightly wellbeing phone calls home to parents with children who have an EHCP	Class Teachers	JB	Fortnightly
Fortnightly wellbeing phone calls home to parents where there is social care involvement and for CLA families	Class Teachers	JB	Fortnightly
Emails continued to be used by parents.			Daily monitoring
Parent Forum meeting every 6 weeks	CC	SLT	Every 6 weeks from the beginning of lockdown
Phone call home to all parents once every 2 weeks	Class Teachers	JB	Every 2 weeks from the beginning of lockdown

# **Loudwater Combined School Staff and Pupils Self Isolation Guidelines**

We have had a number of staff self-isolate since March this year. However, most self-isolations took place while we were in lock down and working on a staff rota basis. Now that we are back at school, self-isolation of staff members and pupils poses a very different challenge for our school. There may also be additional challenges posed by the introduction of lateral flow tests, there is additional information available for staff on this topic.

## **Staff Members**

### **Self-Isolation:**

Staff members who are self-isolating because they have been contacted by track and trace, have a member of their household who has symptoms or potentially has been sent home from school because of a positive case of COVID in their bubble will still be paid in full by the school.

If a member of staff becomes ill during this time, they will need to let the school know of this change in circumstance, as we would need to record that as a sickness absence.

### **Working from Home:**

If you are self-isolating you will be classed as working from home. Working from home for some staff can be problematic because of their role. Your line manager will contact you with clear information on the work they would like you to complete while at home. Again this will be different for staff across the school due to their roles. You may also be asked to carry out admin duties that you are not normally responsible for, but under the circumstances, providing effective tasks is important.

If you are a teaching member of staff, we may ask you to teach your class via Google classroom, while a covering member of staff monitors the class.

In the event that a whole year group is sent home, remote teaching will take place in line with the school timetable as per the Remote Teaching Plan.

All members of staff can remotely access their Google accounts on any computer. You can edit and create all files online without saving to your computer at all. This ensures that any offsite work for members of staff without a school laptop, is GDPR compliant.

If you develop symptoms of COVID 19, you must contact the school and inform us of your change in circumstance. If you have symptoms of COVID 19, you are ill, even if it is not COVID. In this case you should apply to have a COVID test via the Referral Portal. If you have symptoms, you will no longer be classed as working from home and will have your absence amended to sickness. In this situation, you would not be expected to complete any work for school or deliver any live lessons.

## **Pupils**

### **Self-Isolation:**

Pupils who are self-isolating are coded as C other circumstances, until the point they display symptom, where they should be coded as ill.



Pupils who are self-isolating should be provided with work to complete. There are work packs available for pupils that will be on Google classroom and will be updated regularly to ensure they are keeping pace with the work in class. Primary maths will be more targeted as the programme of study is highly targeted in class.

If a pupil develops symptoms, they should be considered sick and not be included in live lessons. Teachers will need to ensure they are caught up on returning to school.

There is a novelty to all of this, but if we are to ensure our pupils do not fall further behind and that staff are financially supported, while following the self-isolations guidelines, this will need to rapidly become our new way of working during this period of COVID 19.

Written September 2020

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