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Blackhall Primary School
Remote Learning Contingency Plan
September 2020

Context

There is an expectation that every school has a robust home learning offer for all children should they have to self-isolate or should a year group, bubble or the whole school have to be sent home. There is also an expectation that schools keep track of what children are doing at home and how they are managing with this home-learning.

The following is guidance for parents and carers based on what we believe will be the most beneficial activities for your child to help them to "keep up" whilst also following our school curriculum as closely as possible. There is a strong focus on reading, writing and maths, as well as suggestions for other curriculum areas.

Blackhall Primary School recognises the need to facilitate learning for all our children in the varied situations caused by the COVID-19 coronavirus pandemic. We have taken account of feedback from our school community on learning at home during the period from March 2020 onwards, and of government and local guidance. This contingency plan outlines the steps we will take where a pupil is unable to attend our school because they are complying with clinical or public health advice, where several pupils or a bubble may have to self-isolate (on the advice of Public Heath England), or where a full school closure is required (again, on the advice of Public Heath England).

Our School Offer

During the current COVID-19 pandemic, Blackhall Primary School will endeavour to provide all children with:
- responsive remote education
- a curriculum sequence that allows access to high-quality online and offline resources that are linked to the school's curriculum expectations
- access to high quality remote education resources
- support for families to deliver a broad and ambitious curriculum
- assignments set so that pupils have meaningful and ambitious work each day in a number of different subjects
- a planned and well-sequenced curriculum so that knowledge and skills continue to be developed and built on.

Preparation by School

The school will ensure that the following actions are taken prior to any pupils needing to self-isolate or partial or full closure of the school:

- We will provide all children with an exercise book that they can use for their daily writing and any other paper-based activities that they do at home.

- All children will be provided with a basic resource pack to support remote learning. These packs will be sent home and parents/carers asked to store these for any future needs. The pack includes:
    - Basic stationery items
    - Blank exercise books
    - Home Learning Workbooks
    - Login details for any online learning tools – Zoom, Timetable Rock Stars, Spelling Frame, Phonics
    - Acceptable Use Policies and Instructions/Guidance for any online learning tools to be used

Should you require any further pens / pencils or any other equipment please let us know.

We will provide support and help for any children, parents and carers who struggle with how to access the online tools.

Preparation at home

Parents and carers should endeavour to support pupils' remote learning by creating a positive environment for their child to learn, for example:
- Distinguish between weekdays and weekends, to separate school life and home life.
- At the end of the day, have a clear cut-off to signal school time is over.
- Create and stick to a routine (see suggested timetable at the end of this document).
- Provide the correct equipment in order for your child to complete the work given.
- Designate a working space if possible.
- Make time for exercise and breaks throughout the day to keep your child active.
- Reinforce the importance of children staying safe online.
- Be aware of what your child is being asked to do, including: sites they will be asked to use and the school staff your child will interact with.
- Emphasise the importance of a safe online environment. Set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.
- Encourage your child to work to the best of their ability and praise their efforts.

Stage 1 - If an individual child or a small number of children need to isolate

The school will:
- Provide immediate access to our online learning platform - Zoom, Timetable Rock Stars, Spelling Frame, Phonics, Tapestry

- Ensure individual login details for each of these learning platforms
- Send age appropriate workbooks/activities for the children to access in paper-based form with suggested online support videos
- Ensure all resources and lessons link to the current objectives
- Carry out a welfare call to discuss remote learning at least once a week. Subsequent calls will be carried out as required.
- Provide access to technology (at parents/carers request) if no access to a device at home

Parents/Carers are requested to:

- inform school as soon as the child needs to isolate
- inform school of any test results (by ringing school) as soon as possible,
- ensure work is completed according to the remote learning timetable
- contact the class teacher via email if they have any concerns relating to the work provided
- submit completed work via photographs through the class email
- inform school when the child will be returning

Stage 2 – If one or more class bubbles need to close

The school will inform parents that the bubble will close as soon as possible.

The following education will be provided by the class teacher (some of this will be accessed immediately and any other guidance or support will be given by day 2 of isolation):

- Provide immediate access to our online learning platform - Zoom, Timetable Rock Stars, Spelling Frame, Phonics, Tapestry
- Ensure individual login details for each of these learning platforms
- Provide access to technology (at parents/carers request) if no access to a device at home
- A learning pack for Maths and English related to current curriculum objectives
- Links to online support to complete these learning packs.
- Links to Oak Academy and BBC Bitesize for Foundation subjects, focusing on blocks of teaching for in-depth learning within a subject area.
- Clear guidance from the class teacher on how much is expected daily.
- Daily story time Zoom sessions related to a class novel (Reception – Year 6)
- Response to parents' messages or children's misconceptions within the hours of 9am and 3pm.
- Contact parents/carers at least once weekly via telephone.

Feedback on completed work will be provided on submission of photo, voice recording or worksheet etc. sent via the class email.

Parents/Carers are requested to:

- inform school on the first day of closure (or before if possible), if they would like the loan of a device
- inform school on the first day of closure (or before if possible), if they do not have any access to Wi-Fi or mobile data
- access remote learning resources immediately, on the first full day of absence
- endeavour to complete work according to the class timetable
- endeavour to submit completed work by the end of every school day
- submit children's work according to the class timetable using agreed methods
- send messages to teachers should they have any queries
- allow children to respond to any feedback, marking or improvement prompts, provided by the teacher

Stage 3 – If the whole school closes or goes into local/national lockdown

We will offer all of the above, and in addition, the school will endeavour to:

- provide weekly welfare calls (if the closure exceeds two school weeks)
- operate timely reward systems to celebrate home achievements
- review the remote learning provision to provide additional support and further enhance provision by a phased approach.

Online Access

It is expected that children will access much of our remote learning through our online provision. Following the remote learning audit questionnaire of September 2020, the school is aware of many of those pupils who do not have access to devices in the home, and will apply for additional devices through the government scheme. If your child does not have access to an electronic device, please let us know and we will endeavour to provide a suitable device for the duration of your child's absence.

The online provision is to enhance the printed material that will also be provided by school and all steps taken to ensure that our families are supported to help your children continue to make progress. It is important that we know that every child can access this learning, and no-one is disadvantaged by not having access to materials/ resources etc. We will review our timetable following feedback from parents, or if children need to be away from school for longer.
(Any devices supplied to families through the school remain the property of the school and are subject to the school's home school agreements and acceptable policies).

We will adapt our remote learning expectations in relation to the pupils' age, stage of development and/or special educational needs, working collaboratively with families, putting in place reasonable adjustments as necessary, so that pupils with SEND can successfully access remote education alongside their peers.

Should a pupil not engage with remote learning during a period of self-isolation, a telephone call with be made to parents/carers, and adjustments made to help the pupil continue learning. The phone call may be made by the class teacher, or, in particular in the

case of vulnerable pupils or pupils with SEND, the SENDCo or Safeguarding Lead may telephone the home.

The safety of pupils, staff and our school community is always our highest priority, so online safety advice and safe working practices underpin our remote learning planning. More information is available on our school website:
http://www.blackhallcolliery.durham.sch.uk/parents/online-safety/
All parents and carers have been supplied with help sheets and safeguarding advice for Zoom, and all school staff follow the school's Zoom protocols.

Further Support Available

If parents have any questions or concerns about remote learning, they should contact us in the following ways:
- Issues in setting work – contact the relevant class teacher via class email or telephone school office
- Issues with behaviour – contact the relevant class teacher via class email or telephone school office
- Concerns about safeguarding – contact the Designated Safeguarding Lead, Mrs R. Leonard via the school office
- Concerns regarding children with SEND – contact the SENCO, Mrs C.Baker via the school office
- Issues with their own workload or wellbeing – contact the relevant class teacher or talk to the Well-being Lead Mrs N. Lowes (call back via contact through school office)
- contact the relevant class teacher via class email or telephone school office
- Concerns about data protection – talk to the Data Protection Officer, Mrs C. Baker (call back via contact through school office)
- Issues with IT – contact the school office or Computing Lead, Mrs M. Hainsworth (call back via contact through school office)

While we will endeavour to implement the steps outlined above, there may be circumstances beyond the control of the school that could impact on provision. For example, levels of staff absence or temporary technical difficulties.