BLACK HORSE HILL INFANT SCHOOL REMOTE LEARNING AND CONTINGENCY PLANNING

YEAR GROUP		NUMBER OF CHN		CLASS TEACHER		DATE STARTED	

Aims

As part of the school's emergency plan the senior leadership team and governing body at Black Horse Hill Infant School have developed this procedural document. The aims of this document are to:

1. Ensure that all government and statutory guidelines are followed.
2. Enable all relevant information to be shared quickly and efficiently.
3. Inform families and staff of any specific actions that they need to take/procedures they need to follow.
4. Ensure that all children continue to have educational support whilst self-isolating. (*This is described as remote learning)*
5. Remote education plans are in place for individuals or classes of self-isolating pupils.
6. School follows Safeguarding and remote education during coronavirus (COVID-19), as well as statutory guidance on online safety in Annex C of keeping children safe in education

ACTIONS TO BE COMPLETED BY END OF SEPTEMBER 2020

Whole school ACTION	MEMBER OF STAFF/Time scales (PLEASE ADD APPROPRIATELY)	DESIRED OUTCOME	ACTUAL OUTCOME
To send a questionnaire to parents/carers to identify any improvements that can be made to remote/home-learning provision. Identify and barriers that may exist in the home to accessing home learning for example no printer or internet access.	**JM**	Parents/carers to be consulted on home learning provision. Their views will be used to shape the plan. There will be an audit of the families who attend BHHIS and any barriers to be resolved if possible.	Questionnaire sent out September 2020. Responses used to write action plan.
Investigate platforms such as Google classroom, see-saw and e-schools to support the delivery of remote learning. CY to attend training session on Google classroom.	**CY**	Suitable platform to be used that is easily accessible for staff, parents and children.	CY has attended a training session on Google classroom. CY has investigated various platforms to provide remote learning. See-Saw to be used for KS1 and Tapestry for EYFS.
Present platforms to teaching staff. Identify any training needs of the staff.	**CY**	Staff feel confident to provide remote learning to individual or classes of children.	Staff meeting on 16.9.20 and 23.9.20.

Review existing resources that can be used for home learning and identify any further resources required. Resources include: Bug Club online reading programme which includes comprehension activities White Rose Maths-videos/powerpoints Read to Write planning Mathletics Dfe phonics- Letters and sounds BBC Bitesize Oak academy – live lessons for all subjects including PSHE Purple Mash	**Teaching staff** Identified gaps Phonics teaching for F2 Face-to face contact with teacher/pupil Weekly Timetable of learning which identifies what is to be taught each day,	Children across the school will have access to high quality remote resources.	See Appendix 1 for EYFS Timetable See Appendix 2 for KS1 Timetable
Teachers to familiarise themselves with the above resources to facilitate home-learning planning. Teachers should have on their device the weekly plan template and other resources needed to provide home learning remotely.	All class teachers	All teachers are familiar with resources and can quickly identify appropriate remote learning activities for their class.	Homework to be set on each platform w/c 5.10.20
ICT Technician to ensure that all teaching staff can access shared documents and relevant school resources from home.	DL	Access at home to school documents	
Teachers to set up accounts on See-saw/Tapestry using work email addresses and familiarise themselves with how to use the platform.	All class teachers	All teachers will be confident to schedule Zoom meetings and use features such as share screen.	
Staff need to ensure that the appropriate ICT equipment is taken home for example laptop/ipad in the event that a period of self-isolation is enforced.	All class teachers	Staff have the equipment needed to provide remote/home learning.	Communicated to staff 23.9.20

GDPR -All staff members to take appropriate steps to ensure their devices remain secure. For example- Keeping device password protected (strong passwords) Hard drive encrypted Not using memory sticks to store data.		GDPR Compliant	Communicated to staff 23.9.20
Teachers and Teaching Assistants should be available for work Monday-Friday during usual working hours if they have been sent home to self-isolate due to a positive Covid result. The exception to this would be if the teacher was absent due to illness.			
ACTIONS TO BE COMPLETED FOR COVID RELATED ABSENCES FOR <u>INDIVIDUAL</u> PUPILS			
ACTION	**MEMBER OF STAFF**	**DESIRED OUTCOME**	**ACTUAL OUTCOME**
Parents/carers to follow usual absence procedures. HT or member of the school office staff to review the circumstances including whether the child is well enough to access home learning. If the child is unwell then they will not be able to complete learning tasks. If a child has to isolate because a family member has tested positive but they are asymptomatic then provision of remote learning would be appropriate.	**JM/DH**	Provision of remote learning on a case by case basis.	One child has had to self-isolate and school staff have communicated with parents about most suitable home learning resources.
Class teacher to ensure that the child has appropriate Bug Club books allocated to their account.	All class teachers	Appropriate Bug Club books / activities have been allocated to the absent child and they can access them at home. *(Families may need username and password)*	

Homework is accessible on the website so parents/carers can access this which will support learning.	All class teachers	Weekly homework provided across the school.	
White Rose videos and Mathletics activities to be available to children and staff to signpost appropriate games/tasks to access.	All class teachers		
Class teacher to signpost parents/carers to relevant online videos from BBC Bitesize/Oak Academy. **School can provide paper copies of work in the event that no online learning can be accessed. Class teachers to provide a master copy to the office upon request of parents.*		Appropriate activities for maths and English have been identified from BBC Bitesize.	
Class teaching assistant to contact family and discuss home learning support/requirements.	**Teaching Assistants**	Appropriate remote learning plan has been identified and discussed with family. Any other support required by the family is also identified.	
Class teaching assistant to contact family at the beginning of the second week of isolation and repeat above actions. (*Or earlier if required).* *Staff to follow school's safeguarding procedures if any concerns are raised for the well-being and safety of the child or family.	**Teaching Assistants**	Appropriate remote learning plan has been identified and discussed with family. Any other support required by the family is also identified.	

ACTIONS TO BE COMPLETED FOR COVID RELATED ABSENCES FOR <u>CLASSES</u>			
ACTION	**MEMBER OF STAFF**	**DESIRED OUTCOME**	**ACTUAL OUTCOME**
If there is a positive case confirmed in a class. HT to liaise with LA (Alison Simpson) and Public Health (Jane Harvey) and DFE helpline. The number is **0800 046 8687** (select option for reporting positive case). The line is open from Monday to Friday 8am to 6pm and Saturday to Sunday 10am to 4pm. PLEASE NOTE: School to inform parents of the need to close a year group bubble / entire school via Parent Mail. Information will also include who specifically needs to self-isolate and what the procedures are.	JM/DH	All families are aware that they should not come to school and that children must self-isolate for 14 days. School is preventing the spread of Covid-19.	
Class teacher will prepare the Home learning timetable for Week 1 and then Week 2. This will include Phonics, Reading, Writing, Maths and a Foundation subject each day which aligns as closely as possible with the planned school timetable. **School can provide paper copies of work in the event that no online learning can be accessed. It is the responsibility of the class teacher to provide a master copy to the office upon request. (emailed to school office)*	All class teachers	Children will continue to access a broad and balance curriculum.	

HT/Computing lead to facilitate the loan of equipment to any pupils without access to a laptop or iPad.	HT/CY	Children without access to IT equipment will not be disadvantaged.	
Class teachers to prepare to deliver one face to face session a day to include TA (Timings TBC) to 'touch base' with the children and support them with the home learning activities. Ideally this should be at the beginning of the day so children are clear on the expectations for the day.	All class teachers/Teaching Assistants	Children and families understand how to complete all online activities. Children and families feel supported by the school.	
If it is the teacher who has a positive result for Covid-19 and is unwell and therefore unable to provide the home learning for the class then the plan will be Co-ordinated by the year group partner and Deputy Headteacher.			
To review remote learning plan when the procedure has been put in place.			

Remote Learning Timetable BHHIS EYFS
HOME SCHOOL LEARNING – YEAR ?????? – WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
Phonics	Daily Phonics lesson Keep playing games on www.phonicsplay.co.uk	Daily Phonics lesson Keep playing games on www.phonicsplay.co.uk	Daily Phonics lesson Keep playing games on www.phonicsplay.co.uk	Daily Phonics lesson Keep playing games on www.phonicsplay.co.uk	Daily Phonics lesson Keep playing games on www.phonicsplay.co.uk
Reading Bug Club If you've lost your log in details please contact the school office.	Please log on to Bug Club and read one of your allocated books. Remember to click on the bugs to answer the questions.	Please log on to Bug Club and read one of your allocated books. Remember to click on the bugs to answer the questions.	Please log on to Bug Club and read one of your allocated books. Remember to click on the bugs to answer the questions.	Please log on to Bug Club and read one of your allocated books. Remember to click on the bugs to answer the questions.	Please log on to Bug Club and read one of your allocated books. Remember to click on the bugs to answer the questions.
Communication and language					

Maths 					
Physical Development					
Understanding the World					
Expressive Arts and Design					

Remote Learning Timetable BHHIS KS1
HOME SCHOOL LEARNING – YEAR ?????? – WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
Phonics	Daily Phonics lesson **Keep playing games on www.phonicsplay.co.uk**	Daily Phonics lesson **Keep playing games on www.phonicsplay.co.uk**	Daily Phonics lesson **Keep playing games on www.phonicsplay.co.uk**	Daily Phonics lesson **Keep playing games on www.phonicsplay.co.uk**	Daily Phonics lesson **Keep playing games on www.phonicsplay.co.uk**
Reading **Bug Club** **If you've lost your log in details please contact the school office.**	Please log on to **Bug Club** and read one of your allocated books. Remember to click on the bugs to answer the questions.	Please log on to **Bug Club** and read one of your allocated books. Remember to click on the bugs to answer the questions.	Please log on to **Bug Club** and read one of your allocated books. Remember to click on the bugs to answer the questions.	Please log on to **Bug Club** and read one of your allocated books. Remember to click on the bugs to answer the questions.	Please log on to **Bug Club** and read one of your allocated books. Remember to click on the bugs to answer the questions.
English					

Maths 					
Foundation Subjects					