

## Contingency Plan for Remote Learning Polesden Lacey Infant School



<p><b>Introduction</b>  <i>Explain your overarching principles for remote learning here. For example, explain whether learning will be on-line; how pupils without digital devices will be able to access resources; what resources the school will provide; if teachers are not delivering 'live' lessons what the rationale is; whether there are different procedures in the case of a 'Bubble' closure or individual children self-isolating; safety and well-being</i></p>	<p>At Polesden Lacey Infant School we believe that it is important that the experience that the children have when they are learning remotely should support our school Vision and Values, be creative and develop their love of learning and enable the pupils to embed their learning and make progress. Due to the age of our children we recognise that the majority of the learning will need to be supported by an adult. We also understand that for many families this will be challenging due to parental work commitments as well as an understanding that the majority of parents are not trained teachers.</p> <p>We have divided our Remote Learning into 3 phases:</p> <p>Phase 1: A child is self-isolating for a few days whilst they or someone in their household awaits the results of a Covid-19 test. A pre – organised pack of work will be emailed to parents to use that has links to websites and some activities. For families where printing is an issue a hard copy will be delivered to the family. This will be to consolidate learning.</p> <p>Phase 2: A child is Self-isolating for between 10 and 14 days as either they or a member of their household has had a positive Covid-19 test or they have been advised to self-isolate as part of the test and trace system. The parents will be supplied with an overview of the learning for the previous week to recap with the children and the coming week with resources and work that the children in class will be undertaking. This will happen within 24 hours of the school being notified that the child is self-isolating. This will be uploaded to Google Classroom for Year 1 and Year 2 and put in Tapestry for Reception children. As the teachers are continuing to teach in class there will not be detailed feedback although the teacher will acknowledge submission of learning to Google Classroom or Tapestry.</p> <p>Phase 3: A bubble is advised to shut by the DFE/HPT due to positive cases of Covid-19. The parents will be supplied with an overview of the learning for the previous week and the coming week with PowerPoints and work that the children in class would have been undertaking. Where possible the teachers will record voice or video recordings to introduce the learning and will feedback to pupils on their work. Teachers will identify where they feel feedback would best support the pupil in moving forward with their understanding and so not all work uploaded to Tapestry or Google Classroom will get in-depth feedback. Weekly story time via Zoom will happen for all classes and a weekly celebration zoom assembly from Ms. Mole will take place for the whole school.</p>
<p><b>To enable teaching and learning to continue as effectively as possible during the need for remote learning:</b>  <i>Identify here the key expectations and overarching principles</i></p>	<p>In Stage 2 and 3</p> <ul style="list-style-type: none"> <li>• We will make daily contact with parents via Google Classroom or Tapestry. This could be in the form of a typed message or a short, pre-recorded video.</li> <li>• We will not use live lessons but provide frequent and clear explanations of new content using high quality resources and pre-recorded videos.</li> <li>• Monitor the phone logs to ensure families are called regularly and any issues are followed up</li> <li>• Monitor the engagement of pupils learning</li> </ul>

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	<ul style="list-style-type: none"> <li>• Communicate regularly with families through Weekly Newsletters and phone calls</li> <li>• Pupils with SEND and vulnerable pupils will be contacted at least once a week by either the class teacher, SENCo or the Headteacher. For these pupils personalised work may be set.</li> </ul>
<p><b>Our staff will:</b> <i>Explain what pupils and parents can expect from staff here.</i></p>	<p>In Stage 2 and 3</p> <ul style="list-style-type: none"> <li>• We will provide a weekly timetable for pupils</li> <li>• Weekly learning activities and tasks will be shared on Google Classroom or Tapestry</li> <li>• Provide feedback to pupils twice a week whilst they are working at home (stage 3 only)</li> <li>• Contact and talk to each pupil at least once a week (this will be via a phone call usually from a member of the support staff)</li> </ul>
<p><b>Our pupils/students will be expected to:</b> <i>Outline here the expectations from the pupils/students</i></p>	<ul style="list-style-type: none"> <li>• Log on to the appropriate recorded video sessions/or typed activity each morning and complete the registration task</li> <li>• Watch all of the learning videos/join remote live learning sessions, taking a full and active part in them</li> <li>• Complete the learning set by their teacher each day and upload their learning as requested by the teacher – photograph/video</li> <li>• Watch their story time each week</li> <li>• Use online resources provided by the school</li> </ul>
<p><b>Parents are responsible for:</b> <i>Outline here expectations for parents and carers</i></p>	<ul style="list-style-type: none"> <li>• Set a clear routine with each child using the timetable and the daily learning set</li> <li>• Read all communications that come out from the school to ensure they are fully aware and up to date with news</li> <li>• Support their children to complete all of the learning set</li> <li>• Liaise with school staff and seek support on behalf of their child when needed, with class teacher via email</li> <li>• Ensure courtesy and politeness to any member of staff within any communication</li> <li>• Provide access to the learning offered for their children</li> <li>• Support their children by uploading pictures of or the completed work for assessment and feedback</li> </ul>
<p><b>How to access work</b> <i>Use this section to briefly outline how pupils and parents can access work for example weblinks, learning platforms and physical resources</i></p>	<p>Reception parents will use Tapestry which is already being used and parents in Year 1 and Year 2 will use Google Classroom. Details of how to access this will be sent via email.</p>
<p><b>Vulnerable and Key Workers</b> <i>Outline here the school's policy for those vulnerable and key worker children that may be in school during a partial or full lock down</i></p>	<p>In light of a bubble or whole school closure the school will be open for Key Worker children and vulnerable children. They will be placed into Bubbles with a rota of members of staff. They will complete remote learning set by their class teachers as well as additional activities.</p>

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<p><b>Communication</b> <i>Outline here how the school will communicate with pupils and parents</i></p>	<p>The school will continue to communicate with the parents via email, the website, Google Classroom, Tapestry and personal phone calls.</p>
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