



This contingency plan is in place to ensure the school is able to provide high-quality learning experiences for children 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

Learning should match as closely as possible with the planned 'in school' learning, should continue to develop knowledge and skill across the unit of work and cover the range of subjects that would normally be on offer in school.

1. Preparing for Remote Learning:		
Action	By Who	By When
All teaching staff issued with a laptop, audit of current laptops and replace as required	JS/TIO	End of September 2020
All KS1/KS2 children issued with an @castlefield.bucks.sch.uk email address and password	TIO	End of September 2020
Home survey to ascertain which children may be eligible for the extended laptop hiring government scheme	AR	End of September 2020
Agreement and T&Cs for leasing scheme in place (for eligible pupils)	JS	End of October 2020
All staff to be trained in Google Meets/Google Classroom functions, how to set up and deliver live lessons through Meets including the use of recording function	KJ	Session 1 – Wednesday 2 nd September 2020 Session 2 – Wednesday 14 th October 2020
All classes set up on Google Meets	Class Teachers	End of September 2020
KS2 Homework set through Google classrooms (at earliest)	Class Teachers	From October 2020
KS1 staff trained on use of Google Classroom	KJ	From Nov 2020
KS1 Homework begin to set through Google Classroom	Class Teachers	From Jan 2021
Parents 'user guide' to Google Classroom/Google Meets produced and distributed	KJ	When required
Continue to use additional online platforms/service e.g. Times Tables Rockstars, Maths Frame	Class Teachers	Beginning of September 2020
Produce stationary packs for distribution to vulnerable children	WB	End of September 2020
Isolation monitoring sheet set up on Google Sheets and data added daily	JW CFM	End of September 2020

2. Provision for children who are unable to attend school due to isolating because a household member has COVID-19 symptoms & when individual children are unable to attend school due to shielding:		
Action	By Who	By When
All teachers to check daily on isolating monitoring sheet and provide work for them as outlined below	Class teachers	24/9/20
<p>KS2: Class teacher to provide office with links to videos lessons which are in line with what children in class are learning in school, covering the following: Writing: Oak Academy Reading: Read Theory (to be rolled out through Y3/4) Maths: White Rose Maths home learning Foundation subjects: Oak Academy Follow up 'worksheet' activity to be provided on Google Classroom or on email be teacher (as appropriate to level of online readiness of year group)</p> <p>Office to email parents with work home learning info</p>	<p>Class teacher/Year leaders</p> <p>SL</p>	When needed
<p>KS1: Class teacher to provide office with links to videos lessons which are in line with what children in class are learning in school, covering the following: Writing: Oak Academy Phonics: Ruth Miskin RWI Maths: White Rose Maths home learning Foundation subjects: Oak Academy Follow up 'worksheet' activity to be included on email to parents.</p> <p>Office to email parents with work home learning info</p>	<p>Class teacher/Year leaders</p> <p>SL</p>	When needed
<p>Rec: Class teacher to provide office with links to videos lessons which are in line with what children in class are learning in school, covering the following: Phonics: Ruth Miskin RWI Maths: White Rose Maths Online video of story being read Follow up 'worksheet' activity to be included on email to parents.</p> <p>Office to email parents with work home learning info</p>	<p>Class teacher/Year leaders</p> <p>SL</p>	When needed
<p>N3: Class teacher to provide office with links to videos lessons which are in line with what children in class are learning in Nursery, covering the following: Maths: Maths rhyme/number blocks Story: Read by KW/link from CBBC/National Literacy Trust PD - National Literacy Trust/Cosmic Kids Yoga</p> <p>Office to email parents with work home learning info</p>	<p>KW/Nursery leader</p> <p>SL</p>	When needed

3. In the event of bubble isolation (aim: all children to receive online learning by the following morning)		
Action	By Who	By When
Communicate final remote learning plan with parents	HT	Last day/week of school
Username/passwords/URLs reissued to all affected children. Blank exercise book sent home.	Class Teacher	Last day/week of school
For the first day of remote learning <u>only</u> : Children will be issued work in line with Section 2	Class Teacher	On first day of bubble/whole school closure only
All lessons pre-recorded and issued via Google Meets and work uploaded to Google Classroom/issued by email/uploaded to website by 7am the following day.	Class Teacher	From when needed
KS2: Class teacher to make and upload a short teaching input (GM) and activity (GC) for all lessons on the normal school timetable (approx. 10-20 mins each)	Class Teacher	Daily
KS1: Class teacher to make and upload a short teaching input (GM) and activity for all lessons on the normal school timetable (approx. 10-15 mins each) Phonics to cover: speed sounds, speedy green & red words.	Class Teacher	Daily
Rec: Teachers to make and upload a short teaching input for areas below (GM) (approx. 5-10 mins each) Maths, CLL, UW (to include an oral instruction of a follow up activity), Phonics (letter sounds) & story time .	Class Teacher	Daily
Nur: Key workers to make and upload a short teaching input (GM) for areas below (approx. 10 mins each). Storytime, Song/Rhyme time and one other.	Nursery Leader Room Leader	Daily
Home learning tasks handed in and feedback issued through GC KS2 Email to class email address (KS1/R) or upload to GC when ready	Class Teacher	Weekly
All children in year groups N2-Y6 are to receive a welfare call (minimum once per week)	Year leaders	Weekly
Weekly live 10 mins whole class time via GM. This could be story time or a short well-being session. Different day per year group	Year Leader Teacher	Weekly (Teacher to decide)

4. In the event of Whole School closure or Tier 4 National Framework:		
All measures identified above in section 3 plus:		
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. N.B children on site would complete the pre-recorded lessons.	JW	Last week of school