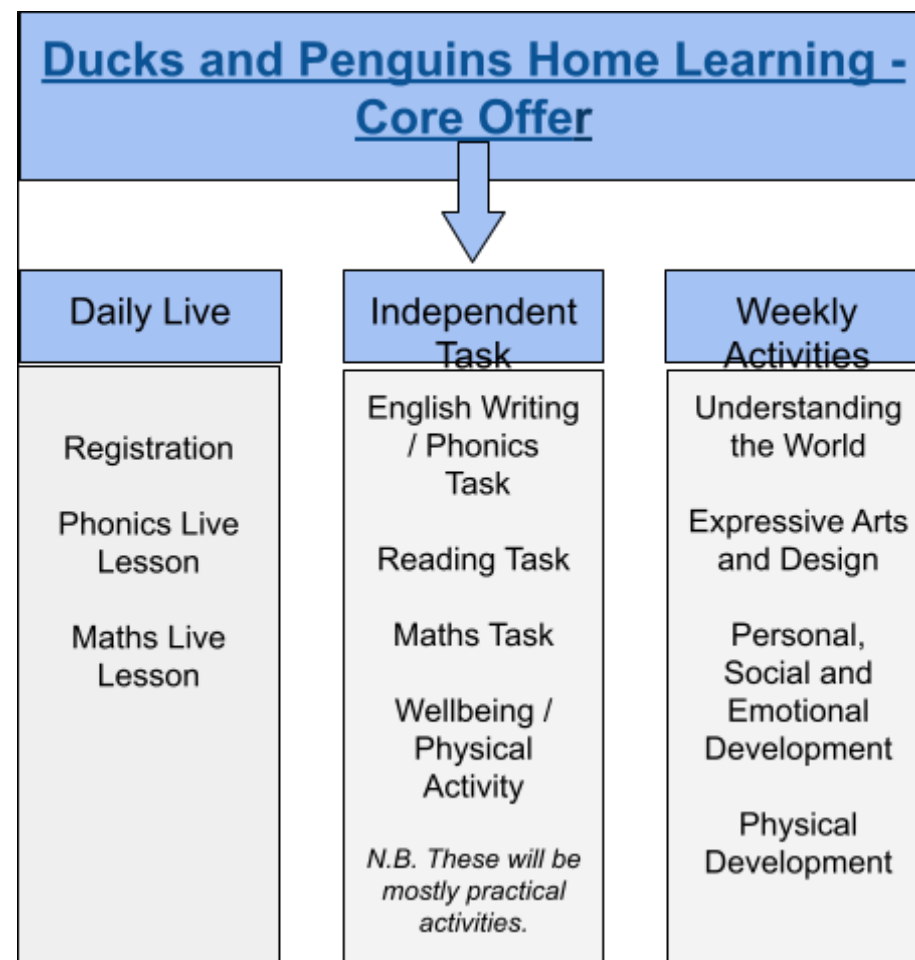
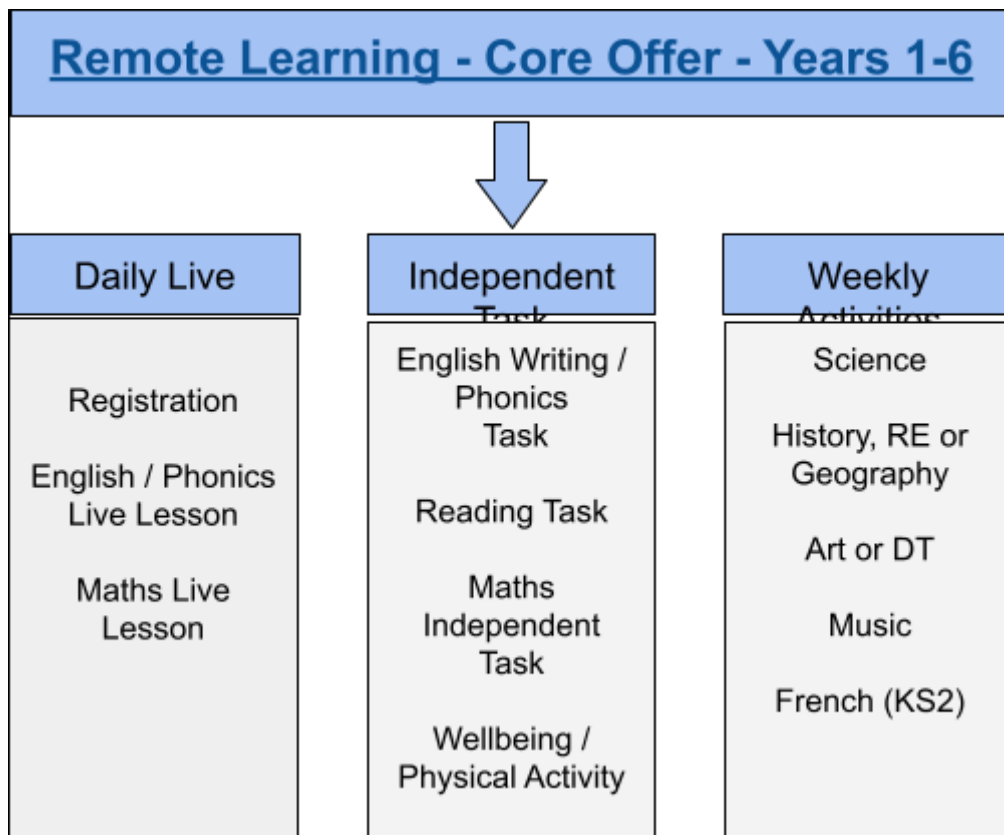




CONTINGENCY PLANS FOR REMOTE LEARNING

As a school we are incredibly proud of how the whole school community has adapted to the changing circumstances that we find ourselves in. This contingency plan aims to support all of our school community with remote learning. It takes into account the latest guidance and is applicable for individual cases of isolation, bubble closures, local and national lockdowns. It may be changed without prior warning to reflect changes in government guidance.

In addition to this contingency plan, please see the IPAT Policy for Remote Education and the IPAT Virtual Live Lesson Protocols.



EXAMPLE DAILY TIMETABLE FOR CLASS BUBBLE or WHOLE SCHOOL LOCKDOWN

- Timings aim to avoid siblings having live lessons which overlap.
- We recognise that every family's circumstances will have different commitments. The live lessons are at set times, but all other activities can be done in the way it works best for the adult at home. Time is built in for families to incorporate breaks, physical activity and lunch. A more detailed timetable will be provided at the time.
- Registration will be taken at the start of live lessons. We fully appreciate that, on rare occasions, children may not be able to join a live session - when this is the case, please encourage your child to complete the assigned task. Please also email the relevant contact so that we can code the session register accordingly.

Phase	(register) Live English lesson and guided practise	Independent learning/practise English	Live Maths and guided practice (max 40 mins)	Maths independent practise	Afternoon Activities /Intervention organised by Class Leads. Include physical activity.	Live Class Story/ news/show and tell (20 mins)
FS/Y1 Penguins Ducks	8:40-9 morning meet and live phonics	Choosing your own learning/Creative Set via Tapestry	10.40-11	Set via Tapestry	Set via Tapestry. May include intervention invites through virtual meeting	Live 2:20 pm
Y1/2 Woodpeckers Honeybees	9-9:20 morning meet and live phonics	Choosing your own learning/Creative Set via Tapestry	11-11:20 English/Maths Alternating each day	Set via Tapestry	Set via Tapestry. May include intervention invites through virtual meeting	Live 2:40pm
Y3/4 Badgers Hummingbirds Jaguars	9:20-10 morning meet and Live English session	English independent task Set via Google Classroom	11:20-12 Live Maths	Set through Google Classrooms	Set through Google Classroom May include intervention invites through virtual meeting	Live 3pm
Y5/6 Chameleons Geckos Tigers	10 am-10:40 morning meet and Live English session	English independent task Set via Google Classroom	12 - 12:40 Live Maths	Set through Google Classrooms	Set through Google Classroom May include intervention invites through virtual meeting	Live 3:15 pm

EXAMPLE PROVISION FOR INDIVIDUAL CHILD / SMALL GROUP OF CHILDREN WHO ARE ISOLATING

Option 1:

- The Oak Academy, White Rose and the BBC websites all contain lessons for every year group across a range of subjects. The class teacher will plan and provide the children with a timetable that is linked to their year group curriculum and advise on how to access the relevant lessons.
- The class teacher will provide learning tasks linked to the school's curriculum and any recommended video clips.
- Children submit their learning tasks through Google Classroom/Tapestry.
- Staff will provide feedback on submitted work at the end of the school day or as soon as possible thereafter.

Option 2:

- Paper based learning packs will be provided if no digital device or internet is available.

RESPONSIBILITIES

Class Leader responsibilities

- The Class Leader will lead the class during a day's learning. In most circumstances, this will be the class teacher. If the Class Leader is not available, they should report this using usual absence procedures.
- The Class Leader will contact the Headteacher if access to IT equipment is required.
- The Class Leader must be available to deliver their morning registration and assigned Live Lessons. Session 1 in the morning will greet children, take the register, gauge wellbeing and discuss activities for the school day ahead. Live lessons will be English and maths and will be delivered through Zoom. To avoid overwhelming families with a range of apps, Foundation Stage and KS1 children will be provided with remote learning opportunities through Tapestry, which is already used in school. Session registers must be completed on the google drive which will be monitored by SLT.
- Between Live Lessons, children will be able to access the independent Tasks related to the teaching. These activities should be tailored to meet the range of needs of the children.
- A range of wider curriculum activities will be set in the Google Classroom or on Tapestry, by the Class Leader, to ensure the curriculum is rich, ambitious and coherent.
- Additional sessions, in the afternoon, may be offered to children identified as requiring intervention / further assistance and invites will be issued accordingly.
- The Class Leader will contact the parents of children who are working significantly below year group expectations to direct them to follow up tasks tailored to their needs.
- The Weekly Activities for the afternoon sessions will be available on Google Classroom or Tapestry by 8:45 am on the Monday morning.
- The Class Leader will ensure each child is given a wipeable whiteboard and pen to use during Live Lessons. Additionally, children will be supplied with exercise books if needed (available on collection).
- In line with our feedback policy, the Class Leader will provide children with as much 'in the moment' feedback as possible during Live Lessons. Feedback will also be provided through Google Classroom comments and targeted group interventions (taking place in the afternoon).
- Any designated member of staff will be able to access children's work through Google Classroom, Tapestry or through the return of paper packs.

Learning Support Staff responsibilities

- When assisting with remote learning, Learning Support Staff will be available during their usual working hours.
- Learning Support Staff will be present during morning meetings, Live Lessons and, where possible, provide learning interventions. There will always be two members of staff in Live Lessons.
- During live teacher input, Learning Support Staff will monitor behaviour, engagement and assist with formative assessment.

- Staff absence should be reported using usual procedures.
- In the event of Class Leader absence, a class may be invited to join another class in the phase or HLTAs and Cover Supervisors may be required to facilitate Live Lessons and guided practise sessions.

Pupils and Parents

The school expects children learning remotely to:

- Attend registration and live lessons.
- Be contactable during the school day (via attendance in live lessons, answering online messages or by phone).
- Complete the range of work set by the Class Leader.
- Sit at a table, where possible, and try to work in an area free from distractions e.g. switch off the television.
- Keep healthy habits and take breaks away from devices between lessons.
- Complete their work themselves - parents and helpers can help but not do the work for them.
- Seek help if they need it, from the Class Leader or Learning Support Staff, by using the designated school messaging system.

The school asks Parents and Carers to:

- Make school aware if their child is unwell or cannot attend Live Lessons or complete set work, by calling or emailing the school via school office or the class email address.
- Seek help from school when required - using the class email links. Please note, staff will not be expected to answer emails outside of usual working hours.
- Support the positivity and wellbeing of their children, and alert staff if they think that wellbeing is being adversely affected.
- Speak to the Class Leader if requiring SENDCo and ELSA contact or intervention.
- Provide an environment that supports learning.
- Engage in conversations with their child/ren about posted materials and set assignments.
- Ensure children are engaged and follow expectations.

Senior Leader responsibilities

- Ensure the online, remote learning environment is an extension of the school's physical learning environment.
- Detail and coordinate the remote learning approach across the school, taking into account workload and wellbeing.
- Monitor the security of the remote learning system, including data protection and safeguarding considerations.
- Monitor the effectiveness of remote learning, through regular staff meetings and pupil and parent "keep in touch" surveys.
- Work alongside the Class Leaders, SENDCo and ELSA to ensure provision is tailored to the needs of the individual.
- Support staff with any concerns regarding engagement and / or behaviour.

Local Governing Body responsibilities

- Monitor the school's approach to providing remote learning, to ensure education remains as high quality as possible.
- Monitor the wider wellbeing of all stakeholders.

Where possible, devices will be loaned to children to enable access to Google Classroom but paper workpacks will be made available when necessary.

CONTACTS

Lee Evans (Headteacher), Mrs Hodder (Deputy Head), Mrs Horton (Assistant Head), Mrs Cross (SENDCo) and Mrs Vanessa Lea (Chair of Governors) can be contacted by emailing johnwycliffe@ipat.uk

Class Name/User	Email Address	Class Name/User	Email Address
Year 5/6		Year 3/4	
Miss Clarke's Chameleons	chameleons@jwps.uk	Miss Williams' Wallabies	wallabies@jwps.uk
Mrs Gherzum's Geckos	geckos@jwps.uk	Mr Turbervill's Tigers	tigers@jwps.uk
Mrs Walting's Wallabies	wallabies@jwps.uk	Mr Jenkins' Jaguars	jaguars@jwps.uk
Year 1/2		FS/Y1	
Mrs Horton's Honeybees	Through Tapestry	Mrs Dunphy and Mrs Davinson's Ducks	Through Tapestry
Mrs Beck's Badgers	Through Tapestry	Mrs Perkowski's Penguins	Through Tapestry
Mrs Hodder's Hummingbirds	Through Tapestry		

DATA PROTECTION

- When accessing personal data for remote learning purposes, all staff members will use Arbor (our cloud based management information system) and the school's Google Drive. No personal data should be downloaded onto laptops, PCs, tablets or other devices.
- Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

- Class leaders should keep all digital correspondence from the lockdown period that relates to their class' online learning, until notified by SLT. These should be stored in a separate Gmail folder for ease of use.
- All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:
 - Keeping the device password-protected: strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters.
 - Making sure the device locks if left inactive for a period of time, or if you are away from the device for a significant period of time.
 - Not sharing the device among family or friends or setting up a separate account on the device.
 - Installing antivirus and anti-spyware software. Keeping operating systems up to date – always install the latest updates.

RESOURCES WHICH MAY BE USED BY THE SCHOOL TO PROMOTE REMOTE LEARNING

Resource	Weblink
Times Tables Rock Stars	https://trockstars.com/
White Rose Maths	https://whiterosemaths.com/homelearning/
BBC Bitesize	https://www.bbc.co.uk/bitesize
Oak National Academy	https://www.thenational.academy/
NCETM	https://www.ncetm.org.uk/in-the-classroom/support-for-schools-addressing-ongoing-coronavirus-impact/pri-ary-video-lessons/
Literacy Trust Online Library	https://wordsforlife.org.uk/virtual-school-library/
Phonics Play	https://www.phonicsplay.co.uk/
Read Theory	https://readtheory.org/
Oxford Owls	https://www.oxfordowl.co.uk/
Stories	http://www.lancsngfl.ac.uk/curriculum/literacy/lit_site/html/fiction/picture.htm
Stories	https://www.storylineonline.net/
Borrow Box	https://www.borrowbox.com/
IT games	https://www.ictgames.com/
I See Maths	http://www.iseemaths.com/
Jane Considine	https://www.youtube.com/channel/UCuag74gHBALPcb1nbJ1EF2Q