

## Witley Church of England Infant school Contingency Plan for Remote Learning – Updated Jan 2021

<p><b>Introduction</b></p>	<p>At Witley Church of England Infant school, our aim is the safety and wellbeing of our pupils, staff, parents and carers. We recognise the need for continuity of education, routine and certainty for our pupils and parents. We will take all steps possible to keep our school open, whilst having robust contingency plans to enable education to continue for individuals, groups of pupils, year groups or for a temporary school closure in the case of a local outbreak.</p> <ul style="list-style-type: none"> <li>• In the circumstances outlined above learning will continue on-line through Google Classroom. For some families physical resources and personalised support will be provided to use them.</li> <li>• In the unfortunate circumstances of the member of staff being unable to prepare and deliver the lessons as outlined in this plan the children should use the year group appropriate Oak Academy daily offering of 3 lessons. Whilst they will not necessarily follow the teacher’s intended sequence of lessons they will provide opportunities for children to continue with age appropriate learning whilst not at school.</li> </ul> <p>Reception <a href="https://classroom.thenational.academy/schedule-by-year/reception">https://classroom.thenational.academy/schedule-by-year/reception</a>  Year One <a href="https://classroom.thenational.academy/schedule-by-year/year-1">https://classroom.thenational.academy/schedule-by-year/year-1</a>  Year 2 <a href="https://classroom.thenational.academy/schedule-by-year/year-2">https://classroom.thenational.academy/schedule-by-year/year-2</a></p> <ul style="list-style-type: none"> <li>• At Witley Infant school, we will endeavour to provide daily lessons in English, spelling/phonics and maths with weekly RE, as well as assemblies, science, story times and additional foundation subjects.</li> </ul>
<p><b>To enable teaching and learning to continue as effectively as possible during the need for remote learning:</b></p>	<ul style="list-style-type: none"> <li>• We will make daily contact with parents via Google Classroom and Google Meet.</li> <li>• We will sometimes use live lessons where appropriate but we will provide frequent and clear explanations of new content using high quality resources and pre-recorded videos.</li> <li>• We will monitor the Google classroom messages to ensure families receive regular feedback and any issues are followed up.</li> <li>• We will monitor the engagement and achievement of pupils learning.</li> <li>• We will communicate regularly with families through Google Classroom and weekly school newsletters.</li> </ul>
<p><b>Our staff will:</b></p>	<ul style="list-style-type: none"> <li>• Our staff will aim for the provision to be available within 24 hours of the school or bubble closure.</li> <li>• Provide daily learning activities and tasks shared on Google Classroom.</li> <li>• We will provide feedback to pupils in line with our feedback and marking policy.</li> <li>• Contact any families who have not engaged with online learning to establish any further support we can offer.</li> </ul>

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<p><b>Our pupils/students will be expected to:</b></p>	<ul style="list-style-type: none"> <li>• Log on and engage daily with remote learning.</li> <li>• Watch all of the learning videos/join any remote live learning sessions, taking a full and active part in them.</li> <li>• Children will be expected to follow instructions as directed by the class teacher.</li> <li>• Complete the learning set by their teacher each day and upload their learning as requested by the teacher – photograph/video.</li> <li>• Use online resources such as, Phonics Play, Oxford Owl reading, Mathletics and any other resources provided by the school.</li> <li>• Mute themselves upon arrival during Google Meet, wear appropriate clothing and follow the same code of conduct as if they were in class.</li> </ul>
<p><b>Parents are responsible for:</b></p>	<ul style="list-style-type: none"> <li>• Provision of a conducive learning space and set a clear routine using the daily learning set.</li> <li>• Read all communications sent from the school to ensure they are fully aware and up to date with news.</li> <li>• Support their children to complete learning and return work for assessment and feedback.</li> <li>• Liaise with school staff and seek support on behalf of their child when needed, with their class teacher via the private comment feature on Google Classroom.</li> <li>• Ensure courtesy and politeness to any member of staff within any communication.</li> </ul>
<p><b>How to access work</b></p>	<ul style="list-style-type: none"> <li>• With parental support children will log onto Google Classroom.</li> <li>• Children will have resources, instructions web links etc. on their class area.</li> <li>• Children will use the hand in tool when asked to submit tasks.</li> <li>• Teachers will contact children where physical resources or technology is required.</li> </ul>
<p><b>Vulnerable and children of Critical Workers</b></p>	<ul style="list-style-type: none"> <li>• Vulnerable pupils will be brought into school based bubbles where necessary.</li> <li>• Critical worker children to be brought into school bubbles.</li> <li>• The size of bubbles to be determined by the numbers of pupils needing this provision and supervised by a teacher and additional adult.</li> <li>• Pupils in school will follow the learning on Google Classroom.</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• School will send a parent mail to all parents informing them of the necessity of a partial or full closure dependent on bubble closures, local or national directives.</li> <li>• Our weekly school newsletter will continue.</li> <li>• Class teachers will contact children through the Google classroom portal.</li> <li>• Class teachers will contact individual parents where necessary via Google Classroom, phone or email.</li> </ul>