

# Remote Learning Contingency Plan at St Paul's Primary School



This document aims to:

- Set out expectations for all members of the school community with regards to remote learning
- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Provide appropriate guidelines for data protection
- Explain what happens when:
  1. A year group has to be closed (Stage 1 AMBER)
  2. The school has to be closed because of a school, local or national lockdown (Stage 2 RED)

Remote learning presents many challenges but we are committed to providing a robust home learning offer for all of our children.

Zoom online video conferencing will be used to support remote learning at stage 1 and 2. Any user alarmed or concerned by any online session (either for content, breach of this policy, or other worry) should immediately contact [parents@st-pauls-addlestone.surrey.sch.uk](mailto:parents@st-pauls-addlestone.surrey.sch.uk).

## **Stage 1 AMBER**

### **A year group has to be closed**

This will mainly consolidate prior learning. New content will be taught gradually. We will not teach any live lessons but will hold a short live zoom each weekday morning to explain the learning for the day to children. Work will be set via Teams on a daily basis. Tasks will be completed offline and a photo or copy of the work can then be uploaded to Teams ready to be marked. All work must be uploaded by 3pm on the day that it is set. This will be responded to the following day by a member of staff.

To enable the school to effectively communicate with parents any procedures and arrangements, on the first day of the closure, the school will set learning for that day via Teams. Please note this will not include the morning and afternoon zoom calls.

### **What the day/week will look like:**

Every morning there will be a whole class zoom with all class to set out learning and expectations for the day:

Year 6: 8:30am

Year 5: 8:40am

Year 4: 8:50am

Year 3: 9:00am

Z & G: 9:10am

Year 2: 9:20am

Year 1: 9:30am

Reception: 9:40am

During this session all children will be muted.

Each day teachers will hold an interactive Zoom meeting with a group of approx. 6 children at 2.30pm. During this meeting the teacher may read a story, sing a song with the children etc. This will also be an opportunity for the children to share their work and their news. You will be informed as to which day your child's interactive Zoom meeting will be held.

## **Stage 2 RED**

**The majority of school is closed eg in the event of a full lockdown for an extended period.**

**If the school is closed, the same procedures should be followed as for **AMBER** for remote learning.**

Should the school close, it is highly likely that there will continue to be on-site learning for critical worker children and those children who reach the Governments criteria, as was the case during the previous lockdown. Children who are in school will complete the same work set via Teams as their peers who are learning at home. This will be uploaded to Teams and marked by their own teacher but supervised by the member of staff on duty.

The decision for who should, and should not, attend school is the responsibility of the Headteacher, who will follow the priority list as outlined by the Government.

The Headteacher or a member of the Senior Leadership Team will deliver a weekly act of Collective Worship via zoom at a time that will be communicated should lockdown ensue.

When using zoom:-

All users will:

- Wear appropriate and suitable clothing, as should anyone else in the household
- Use computers or mobile devices in appropriate areas, for example, the video sessions should be set against a neutral background, there should be limited background noise
- Use professional and appropriate language, as it would be within a classroom environment, including for any family members in the background.

School will:

- Consolidate existing knowledge and cover new content
- Ensure learning is age appropriate
- Only host group video conferences (no one-to-one sessions are permitted)
- Be mindful of the needs of their learners
- Manage the overall permissions and settings, and so will disable certain features for the adequate safeguarding of students
- Make a courtesy telephone call later in the day if a child has suddenly left the zoom call
- Fix issues with systems used to set and collect work as promptly as possible.

Children will:

- Ensure they join the video conference using their own first name (rather than a parent)
- Complete work to the deadline set by teachers
- Seek help if they need it, by asking on Teams
- Alert teachers if they are not able to complete work
- Adhere to the school rules when engaged in video sessions. Any child who is disruptive or displaying inappropriate behaviour will be removed from the session
- Switch off microphones when entering the room and only turn them on as requested by the member of staff.

Parents will:

- Ensure children are able to join the video conference at the correct time
- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Not share zoom login and password information with anyone
- Not publicise the video conference on social media to ensure safeguarding
- Ensure children do not take a screenshot of the meeting as this will contain the meeting ID and sharing the screenshot on social media would be in breach of data protection
- All members of the household are to respect the fact that this is dedicated learning time for school children and will ensure the home environment is quiet and calm.