

St Austin's R.C. Primary School

School Closure Contingency Plan

Our primary aim is the safety and wellbeing of our staff and pupils. In addition to this we recognise the need for continuity, routine and predictability for parents / carers and young people. With this in mind we will take all steps possible to keep school open, whilst having robust contingency plans in place should school ever need to close.

This document operates in conjunction with the remote learning policy and the associated policies contained within it. We ask all parents and carers to take the time to familiarise themselves with the remote learning policy, which can be found here along with the information below, so that the whole school community can support our pupils and ensure minimal disruption to their learning, should we be forced to close for any reason.

To enable teaching and learning to continue as effectively as possible during the school closure:

- We will expect pupils to complete all work set to the best of their ability.
- We will keep expectations clear that all work set must be completed and will not set any additional homework during closure.
- Pupils will need to have access to the internet (please contact us on staustinrc@sthelens.org.uk as soon as possible if you require support with this, so that we can arrange hard copy resources for collection).
- Pupils will follow their normal school timetable, so that pupils can plan their day accordingly.
- We will allocate a member of our Learning Support Team as a link, to provide support enabling pupils with additional needs to access the work and liaise with teachers.

Our teachers will:

- Set work that is released to pupils on a daily basis according to the usual timetable.
- Set work on See Saw/Microsoft Teams, which will become available at 9.00am each morning.
- Be available at designated times to respond to student questions about the work and to provide feedback.
- Contact parents via email/ text/ phone if their child is not completing their schoolwork.
- Monitor the academic progress of pupils with and without access to the online learning resources and arrange strategies for support accordingly.
- Comment on work that is submitted and give verbal feedback when required. This could be individually or as a class.

Teaching Assistants will:

- Support the learning of pupils they usually work with at St Austin's R.C. Primary School
- Support the class teacher they usually work with
- Record story time sessions
- Make phone calls to pupils to check on their learning and well-being
- Ensure any safeguarding concerns are logged with the safeguarding lead

Our pupils will be expected to:

- Check their class See- Saw (EYFS) TEAMS (Y1-Y6) at 9.00am every day to view their allocated work.
- Complete the work to the best of their ability.
- Submit their completed work according to the deadline set by the relevant member of staff, by uploading it onto See-Saw /Microsoft TEAMS.
- Pupils can complete work in their learning journals, workbooks or on the learning platform

Parents are responsible for:

- Adhering to the remote learning policy during periods of remote learning.
- Ensuring that their child is available to learn remotely according to their normal timetable and that schoolwork is completed on time, to the best of their child's ability.
- Ensuring that their child is familiar with the expectations for remote learning.

Information regarding our learning platform

The following links are to Microsoft TEAMS, which will be used to set work during a contingency closure of school, along with tutorials on how to use MS TEAMS.

Parents and carers are asked to support pupils in familiarising themselves with these systems and let the school know if they cannot access them.

Microsoft TEAMS <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams>

Microsoft TEAMS is an online website/application that enables your child to access work and communicate with their teachers. Your child is already a member of a TEAM, however if they are having any difficulties in accessing MS TEAMS, or if they have not received an invitation to join TEAMS, they should contact school.

To learn how to upload work on to a TEAM please follow this tutorial:

<https://www.loom.com/share/319c0250dedb4526a69bd5db528c6527>

Parents of pupils in EYFS will be sent instructions and codes to access the Seesaw platform.

Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency, as stated in the Remote Learning Policy.

Here you will find information about how to join the class 'Hub' via the 'Microsoft Office Teams' app.

Each pupil has been allocated a pupil Office 365 account. The pupil's user name will be passed home via your child's class teacher. For ease of use, your child's password is the same as that used for their Mathletics.

How to access Teams for the first time:

<https://www.microsoft.com/en-us/videoplayer/embed/RE4rrKE?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us>

Class Hubs

Each pupil will be part of their class Team. There will be certain expectations of teachers, pupils and parents when using this facility. (SEE APPENDIX 1)

What you can expect:

Context

My child is isolating as part of a household quarantine for two weeks.

Provision

Your child will be provided with a paper-based home-learning kit from school that can be collected at an arranged time from the school office - this will consist of Learning Journal, Maths No Problem Workbook, Catch-up English and Mathematics exercises (CGP), Mental maths booklets - Learn Its, Reading Book, Reading Record Book, Spelling list.

Access to subscription web-based resources – Mathletics, Accelerated Reading portal

Your child will receive guidance and will be able to communicate with their class teacher via Teams to facilitate their home learning through community posts.

Your child will be invited to attend an online discussion group with other pupils in the same situation via a live Teams meeting with the school's play therapist.

Context

My child's school bubble has been sent home to isolate for 2 weeks.

Provision

Your child will be provided with a paper-based home-learning kit from school that can be collected at an arranged time from the school office - this will consist of Learning Journal, Maths No Problem Workbook, Catch-up English and Mathematics exercises (CGP), Mental maths booklets - Learn Its, Reading Book and Reading Record Book, Spelling list.

Access to subscription web-based resources – Mathletics, Accelerated Reading portal.

Your child will be provided with guidance and will communicate with their class teacher via Teams to facilitate their home learning. This will include recorded lessons ,access to resources and activities to be completed daily.

You child will be invited to attend a live online guided learning group twice per week with their class teacher and other pupils from their class (1 x English, 1 x Maths). Parents will be asked to give consent at the beginning of these sessions by raising their hand in the background before the sessions begin.

Context

Whole school lockdown.

Provision

Your child will be provided with a paper-based home-learning kit from school that can be collected at an arranged time from the school office - this will consist of Learning Journal, Maths No Problem Workbook, Catch-up English and Mathematics exercises (CGP), Mental maths booklets - Learn Its, Reading Book and Reading Record Book, Spelling list.

Access to subscription web-based resources – Mathletics, Accelerated Reading portal.

Your child will be provided with guidance and will communicate with their class teacher via Teams to facilitate their home learning. This will include recorded lessons and resources with activities to be completed daily.

You child will be invited to attend a live online guided learning group twice a week with their class teacher and other pupils from their class (1 x English, 1 x Maths). Parents will be asked

to give consent at the beginning of these sessions by raising their hand in the background before the sessions begin.

Parents are asked to be aware that these sessions are **not** for parents to discuss any issues with the class teacher. If parents do require to speak to the class teacher, please contact the school office to book a phone appointment.

Safeguarding:

A member of staff will:

Call identified families regularly to offer support and check on children's well-being

Liaise with outside agencies, as appropriate to need

Take part in remote meetings as appropriate to need

Organise home visits to families we are unable to contact or who are causing concern

Monitor *O track* on a daily basis and follow up any concerns promptly

Key Worker & Vulnerable Children:

If it is appropriate for St Austin's to be open to Key Worker and vulnerable pupils, they will be placed into Bubbles with 2 members of staff.

They will complete all remote learning set by their class teachers on iPads whilst in school.

St Austin's RC Primary School

Remote Learning Home School Agreement

St Austin's RC Primary School will:

- Provide a TEAMs learning platform where all children have the opportunity to engage in learning.
- Ensure lessons follow the schools long and medium term plans.
- Promote an ethos of inclusion, respect, fairness and equality.
- Ensure cyber resilience and internet safety is central to all digital technology use as set out in the Computing and e-safety policy.
- Only respond to emails sent through the school's main email or TEAMs technical support email address.

Pupils, I will:

- Participate in online learning and activities that are provided by my teacher.
- Ensure that everyone feels valued, respected and included, children, staff and parents.
- Show respect to any teacher who conferences to me on TEAMs and understand that videos are recorded and kept and stored safely.
- Understand that when I post chat, it is visible to my whole class.
- Post chat that is only relevant to the lessons.
- Not contact my teacher directly through their email.
- Keep my username and password safe.
- Understand that I am not to email my teacher directly and all my emails are monitored and can be read by staff at school.

- Not use inappropriate behaviour and understand this may result in my account being blocked.

Parents, I/We will:

- Encourage my child(ren) to access learning through TEAMS and associated activities.
- Support the school values as set out on the e safety and anti-bullying policies on the website.
- Foster an open pathway of communication between school and home where appropriate.
- Encourage my child(ren) to participate in lessons/learning via TEAMS and show respect through their comments and behaviours remotely.
- Be aware that all video lessons are recorded by the teacher and stored safely on an internal storage device.
- Understand and ensure that siblings and family members are not to appear on video lessons.
- Not email teachers directly and use the support school email or staustinrc@sthelens.org.uk should I need to contact them or require technical support.
- Understand that all conversations, posts on the wall and emails are monitored and logged.