



Contingency Plan for Remote Learning – September 2021

In the event of any future local school closures or individual child having to self-isolate we will put the following into place to ensure our children are provided with an accessible education package.

Our School Staff will:

- Plan a programme that is equivalent in length to core teaching that pupils would receive in school including some form of daily contact with their teacher.
- Set lessons using a range of platforms including Microsoft TEAMS that will be accessible via the school website. These lessons will ensure the pupils have meaningful and ambitious work each day in a number of subjects.
- Continue to remotely teach a planned and well-sequenced curriculum building on knowledge and skills incrementally.
- Provide frequent, clear explanations of new content and the tasks being set. This will be provided through Microsoft TEAMS, videos and telephone contact as appropriate.
- Regularly gauge how well children are progressing through the curriculum, using questions and other suitable tasks and provide feedback to children, and/or parents depending on the age of the child.
- Adjust pace or difficulty of the task in response to pupil feedback and a range of assessments.
- Set work appropriate for children with EHCPs or levels of SEN where needed to ensure their individual needs are met.

Further Information:

If an individual child is self-isolating

An initial one-day pack will be sent home. Thereafter, all learning will be remote which corresponds to work currently being undertaken by their peers. Opportunities for work to be marked, and teacher contact will be arranged on an individual basis and to match need.

If a class/year is sent home to isolate for 10 days

All children will be sent home with an initial one-day pack, or accessible on our school website if not in school. Staff will then put in place our Remote Learning Package. We will teach the same curriculum remotely as we do in school. However, we may have to make adjustments/adaptations for some subjects. For example, in place of our whole class PE session children may be set individual active challenges or follow the a named programme.

For whole classes at home their class teacher will be available online via Microsoft TEAMS and email from 10am-12pm and 1pm-2pm (please note if the class teacher is ill, this will be provided by another member of staff). Any email sent outside of the school day will be replied to during the next working day.

If your child's teacher has not been able to contact your child, they will telephone to check their understanding of tasks and to offer support.

Parental support will be required for our younger children. Practical activities will form the basis of the Home Learning for Nursery, Reception, Year 1 and 2.

Children in Year 3 upwards have been taught at school how to access Microsoft TEAMS and will have a mix of work based around this, our website, other named providers and practical tasks.

Local or National restriction resulting in full/partial lockdown of school

All children will be sent home with an initial one-day pack, or accessible on our school website if not in school. Thereafter, all learning will be remote.

A weekly timetable will be shared with parents and children, based on topics and activities already planned for within our Queen Vic Curriculum. The focus will be on reading, phonics, writing, Maths and Learning Journey. Where subjects are more practically based like music and science, video demonstrations and links to these will be provided. Daily and weekly lessons will be uploaded for the children onto TEAMS. The school website will contain guidance to access TEAMS and the timetable of lessons.

Our remote learning provision is in line with the latest Government Guidance, giving a mix of live teaching, online and offline independent tasks.

Children will be able to send work into school via their TEAMS group, email or via our website.

Each year group will be contactable via their own email address:

Year1@queen-vic.dudley.sch.uk

Year2@queen-vic.dudley.sch.uk

Year3@queen-vic.dudley.sch.uk

Year4@queen-vic.dudley.sch.uk

Year5@queen-vic.dudley.sch.uk

Year6@queen-vic.dudley.sch.uk

Reception@queen-vic.dudley.sch.uk

Nursery@queen-vic.dudley.sch.uk

This will be staffed throughout each school day with the majority immediately responded to.

Engagement

Each class teacher will monitor daily attendance online, where there is a concern this will be discussed with parents. To support children (and parents) staff will contact weekly for EYFS and Y1 and fortnightly for Y2-6 to check on all aspects of home learning.

We ask that families support us with this Remote Learning by doing the following at home:

- Using our school overview of work from the website and daily lessons saved in TEAMS.
- Include reading every day.
- Provide a space for their child to work in for the specified hours per day depending on the age - remember this does not need to be in a whole block but can be divided up during the day.
- Follow the school online safety expectations.
- Use TT Rockstars, My Maths and Accelerated Reader.
- All written work to be in your child's Homework Book.
- Encourage your child to take part in feedback with their teacher via TEAMS, or school emails or by phone. Parents of our younger children are actively encouraged to provide feedback. We really enjoyed seeing videos, pictures and posts during the previous lockdown.
- Ensure their child makes daily contact with Microsoft TEAMS.

Progress:

Feedback for children at Queen Vic takes many forms, this will continue through Remote Learning. Our approach will include:

- verbal whole class feedback,
- individual/small group conversations
- replies to work submitted - these may be via email, during phone calls or again during conversations
- online assessments/reports for example TT Rockstars and My Maths

Where children are having difficulties this will be dealt with initially by their teacher, further advice can be sought from our SEN Team. An individual post tutoring session may be added if required.

Safe Use of Microsoft TEAMS

Please follow the guidance below

- Download the TEAMS app - it is easier to use than the web version and you can, if you want, blur your backgrounds.
- Ensure your equipment/device can support TEAMS. Does your laptop/Chromebook/tablet have access to a microphone and/or camera. Check this before starting - ask school for help.
- When setting up school staff will need a parent nearby to help. When your child is confident accessing the lessons you will find as a parent you become surplus to requirements.
- Spend some time before the first sessions explaining to your child that this is a positive experience, they can not only learn but see their friends and teacher.
- Remind your child to be polite and respectful. They will be excited or may be shy - don't worry they will settle into a working routine.
- Follow our pupil expectations for working online.

- Do not take photos or record the session - our staff will be following this also.
- Contact school via your year group email if you have an issue or need further support.

Children/families without access to devices will be offered one via DFE Get Help with Technology programme. These can be loaned for the duration of the closure. However, please note that there is a limited number of devices. School will endeavor to meet your need.

Need advice: contact school 01384 812545 or via email:
info@queen-vic.dudley.sch.uk