



Balmoral Learning Trust

COVID-19 Contingency Plan for Remote learning

Hetton Lyons Primary School

This plan has been created in line with the advice regarding contingency planning in the DfE's '[Full opening guidance: schools](#)'. National guidance has been issued by the DfE for how schools should operate during a local lockdown, and a tier system has been established by the Department of Health and Social Care as part of its '[Contain framework](#)'. This operates on the basis of four tiers .

It is important, however, that we remain aware that every local or national lockdown may be different depending on the circumstances in our area. If a lockdown is implemented in our area, we will follow the specific guidance for our area. The Trust will ensure this plan is updated in line with national government guidelines regarding the operation of schools during local lockdowns.

The aim of this plan

If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area, and different tiers of restrictions.

This information is intended to provide clarity and transparency to pupils, parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

This document outlines how schools in Balmoral Learning Trust will operate if a lockdown or restrictions are implemented. If a lockdown is implemented in our area, our schools will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the CEO and Head of School in conjunction with other key stakeholders as and when the situation develops.

Tiers of restriction

The government has advised that it anticipates schools will usually remain fully open to all pupils in local areas where restrictions have been implemented.

There may be exceptional circumstances in which some level of restriction to schools is required in a local area. In these cases, restrictions will be implemented in a phased manner, known as the 'tiers of restriction'. Under the Coronavirus Act 2020, the decision to order the closure of schools rests with the central government.

This plan sets out how the school would operate at each tier in the event that the restrictions become necessary in our local area. At each tier, the school will maintain communication with pupils and parents to ensure they understand who needs to be in school at any given time. The arrangements for secondary schools are different to primary schools.

Tier 1

The school will remain open to all pupils

Tier 2

The school will remain open to all pupils

Tier 3

The school will remain open to all pupils

Tier 4

The school will allow full-time on-site provision to vulnerable pupils and the children of critical workers and selected year groups (which have not yet been identified by the DfE). All other pupils will not attend on-site provision – remote education will be provided to these pupils.

Infection prevention and control

The school's risk assessment will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls.

Since January 2021, all school staff have the opportunity to test twice weekly using Lateral Flow Tests (LFT). The result of each test is reported to the DfE and to school. Any positive test will result in that member of staff self-isolating for 10 days along with any other individual they may have come into contact with.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.

If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the local HPT. The individual's close contacts at school will be sent home to self-isolate for 10 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Schools will share with parent's information they receive from the DfE, PHE and the HPT about local arrangements for testing, when to go for a test and self-isolation and quarantine.

Remote Learning

If a lockdown is implemented, the school will offer immediate access to remote education for pupils who are required to remain at home. If there is not a local or national lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote learning for that group.

All remote learning will be delivered in line with the Trust's Remote Learning Policy.

Teaching and learning

All pupils will have access to high-quality education when remote working. In order to ensure that learning is continued either due to isolation or lockdown, remote learning opportunities will be offered to all pupils. For some households we recognise that it would be more appropriate for children to have hard copies of work and resources.

Remote Learning will be applied when:

- An individual is self-isolating because of a positive test in the family
- A group of pupils is isolating due to a case of coronavirus in their support bubble
- A whole school bubble or more is self-isolating due to a positive case of Coronavirus
- In the case of a local or national lockdown

Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Provide a blend of online learning and printed resources for those children who do not have suitable online access
- Set assignments so that pupils have meaningful and ambitious work each day and access to a broad curriculum
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Head of School will monitor this, keeping pupils' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year using a combination of ongoing daily assessment, tests, quizzes etc

Accessing Remote Education

Your child will access any online remote education we are providing through Google Classroom. Teachers will also use the following online tools or digital platforms to support remote education-

- Purple Mash
- Times Table Rockstar

- White Rose Maths Hub
- Numbots
- My Maths
- Oxford Reading Tree
- Oak Academy

Children will keep in touch with staff through Class Dojo.

We will continue to use School Spider and Class Dojo to keep in contact with parents as this has already proven to be invaluable to share information and offer support.

Class pages on the school web site will be used to celebrate pupils work and maintain the school community.

In the event of any form of isolation it is a requirement that all pupils engage with home learning. The only exception to this is if pupils are too unwell having tested positive.

In preparation for home learning parents and children will receive log in and password details for:

- Purple Mash
- Time Table Rockstar
- White Rose Maths Hub
- Numbots
- My Maths
- Oxford Reading Tree
- Oak Academy

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

EYFS and KS1 3 hours

KS2 4 hours

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

- live teaching (online) whole class, small groups or 1:1 sessions
- recorded teaching (Oak Academy, pre recorded lessons made by teachers)
- printed paper packs produced by teachers
- reading books
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- long term project work and/or internet research activities

Engagement and Feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

School:

- We expect all children to engage in the live lessons. However, we understand that working parents may need to work to a different routine and may not be able to access all of the live lessons
- All work must be completed every day and uploaded onto Google Classroom in the form of photographic evidence. All children will complete their work in workbooks supplied by school. For children in EYFS, photographic evidence should be upload onto Tapestry.
- Teachers will mark all pieces of work and give either written feedback or verbal feedback using **MOTE**

Parents:

- You, as parents and carers, should support remote learning by ensuring your child keeps to good routines similar to those on a normal school day. This will help them to be focused and ready for their learning
- If you child is struggling to access the lessons or is finding the work difficult, please contact the class teacher through Class Dojo

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

- Class teachers will take a register at the beginning of every live lesson
- Teachers will monitor the work being submitted
- Where engagement is a concern, teachers will contact parents to offer support
- Should lack of engagement continue, the SLT will be informed. They will carry out home visits to identify reasons for lack of engagement and offer support
- For persistent non-engagers, the school's Attendance Officer will also carry out home visits and monitor progress
- Support staff will contact families every one to two weeks by telephone to monitor wellbeing and to discuss how each child is managing with remote learning.

How will you assess my child's progress?

Feedback can take many forms and may not always mean the extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

- All work will be marked daily and feedback given in the form of short written or verbal feedback using Google Classroom or MOTE
- Where a pupil is struggling with an area of learning, the child will be invited to complete their tasks with the class teacher or with a learning support assistant via a Google Meet
- Teachers will address misconceptions or issues arising in subsequent lessons/tasks, by phone call or specific small group or one-to-one sessions.

Additional support for pupils with particular needs

How will you work with me to help my child, who needs additional support from adults at home, to access remote education?

We recognise that some pupils, for example pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families and we will work with parents and carers to support those pupils in the following ways:

- Children with SEND will be provided with work which is matched to their individual needs. This work will be linked to support plans and EHCPs.

- Pupils with SEND will be given the opportunity to work 1:1 with a support assistant on a daily basis for literacy and maths
- For children struggling to work online, work packs will be delivered weekly to each child
- Welfare calls will be carried out weekly to support parents
- In EYFS and Y1 remote learning will be delivered in small groups for phonics and maths

The school will utilise the support available through the DfE's '[Get help with technology during coronavirus \(COVID-19\)](#)' scheme. Under the scheme, the school has received Chromebooks and several 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

Appendix 1 outlines the different situations online or remote learning will take.

Returning to school

Prior to a return to school the Head of School will contact parents and Public Health England to ensure pupils only return to school when it is safe for them to do so. Additional risk assessments may need to be carried out.

After a period of self-isolation, the Head of School will inform parents when their child will return to school.

The Head of School will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child. In the case of a lockdown, school will take advice from the DfE on the reopening of school.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.

Our Child Protection Policy was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic and again in September 2020 to meet the requirements of Keeping Children safe in Education 2020– we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A Designated Safeguarding lead or deputy is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

Food provision

We will ensure measures are in place so that meals can be prepared and served safely for pupils who remain on site.

- The school catering team will work with our food providers to ensure we can continue offering hot meals in school. This includes eligible pupils who are not in attendance because they are self-isolating
- Pupils who are self-isolating, have symptoms or are in close contact with someone who has tested positive will be provided with meal vouchers. Please contact the central team to arrange this

Children attending childcare will receive:

- Breakfast Club - cereal and toast
- After School Club – small snack for those children booked in until 4:30pm

Communication

The school will communicate its plan for a lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers. Under the direction of the Head of School, places will be decided on a case by case basis in line with the school's risk assessments. All relevant stakeholders will be kept up-to-date with the circumstances of the lockdown and how it affects the school.

Monitoring and review

This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholders.

Appendix 1- Summary of Actions

Pupil needs to isolate because someone in their household is symptomatic or tests positive	
Ongoing Support	Safeguarding /SEND
<p>Using Google Classroom: the teacher will upload their PowerPoint or flipchart and any worksheets or provide printed resources (if no online access) the day before teaching to allow parents to see the learning materials prior to the lessons. Teachers will decide if the work needs to be adapted for individual children</p> <p>If teaching is required to further support the learning, the teacher can either direct the parent to Oak Academy, My Maths, White Rose Maths Hub, and Oxford Owl. In time, when staff become more proficient with Google Classroom, they could teach directly to the isolated child at the same time as teaching the class. Only the class teacher and the modelling will be visible on the screen.</p> <p>Once modelling is complete the classteacher or TA will briefly check the learning with the child via a google meet before the child completes the work</p>	<p>If parents have not contacted school, the office will call parents to check that a test has been taken and to make sure parents know to communicate the test result to school when they receive it.</p> <p>Office staff will complete the Covid Register in the shared drive detailing who is absent and their status.</p> <p>If the child is entitled to benefit related FSM, the office staff will contact the Central team to arrange for a voucher to be sent to parents</p> <p>If the child is vulnerable in any way, the DSL will ensure that the appropriate agencies are notified and arrange for daily welfare calls to be carried out and recorded on CPOMS</p> <p>If the child does not engage in learning the class teacher contacts the parents to discuss obstacles and support and documents on</p>

	CPOMS. If there is still no engagement, it is passed to the SLT. All contact to be documented on CPOMS
--	--

A group of pupils to isolate because of a case of Coronavirus in their class bubble	
Ongoing Support	Safeguarding /SEND
<p>Using Google Classroom, the teacher will upload PowerPoint, flipchart, worksheets or provide packs if no technology available the day before teaching to allow parents to see the learning materials prior to the lessons. Teachers will decide if the work needs to be adapted for individual children</p> <p>If teaching is required to further support the learning, the teacher can either direct the parent to Oak Academy, My Maths, White Rose Maths Hub, and Oxford Owl. In time, when staff become more proficient with Google Classroom, they could teach directly to the isolated children at the same time as teaching the class. Only the class teacher and the modelling will be visible on the screen.</p> <p>Once modelling is complete the class teacher or learning support will briefly check the learning with the children via a Google Meet before the children complete the work</p>	<p>If parents have not contact school, the office will call parents to check that a test has been taken and to make sure parents know to communicate the test result to school when they receive it.</p> <p>Office staff will complete the Covid Register in the shared drive detailing who is absent and their status.</p> <p>If the child is entitled to benefit related FSM, the office staff will contact the Central team to arrange for a voucher to be sent to parents</p> <p>If the child is vulnerable in any way, the DSL will ensure that the appropriate agencies are notified and arrange for daily welfare calls to be carried out and recorded on CPOMS</p> <p>If the child does not engage in learning the class teacher contacts the parents to discuss obstacles and support and documents on CPOMS. If there is still no engagement, it is passed to the SLT. All contact to be documented on CPOMS</p>

A larger bubble, cohort or whole school is isolating because of an outbreak of Coronavirus or a national lockdown	
Ongoing Support	Safeguarding /SEND
<p>Teachers will arrange a Google Meets with children and parents following the day they went into isolation or lockdown. Live lessons will be taught each day in spelling, phonics, literacy, maths and foundation subjects.</p>	<p>If parents have not contacted school, the office will call parents to check that a test has been taken and to make sure parents know to communicate the test result to school when they receive it.</p>

Children will be able to stay on for the whole of the live lesson and complete their work with the class teacher.

Class teachers will keep their link open all day to support struggling children or parents.

Children who are struggling to access the whole class session will be able to have small group meets or 1:1 sessions with the class teacher or a learning support assistant.

Learning overviews will be shared daily and all links posted on class Dojo.

The class teacher will share a timetable for learning and upload this to Dojo

Using Google Classroom, the teacher will upload flipcharts the day before teaching to allow parents to see the learning materials prior to the lessons. Teachers will decide if the work needs to be adapted for individual children.

The class teacher will share links to appropriate lessons from WRMH or Oak National through Google Classroom. Teachers will be available through Google Classroom so that issues can be responded to. Children can be allocated to work in intervention groups or with teaching assistants. It is also possible for staff to co teach a group of pupils.

There will be an additional Google Meets at the end of the day for the teacher and support staff to complete a reading for pleasure session.

Completed work should be turned in on Google Classroom. This should be reviewed in the usual way and before the next lesson.

Children who require additional support should be directed to a Google Meet where attendance will be expected.

In the event of a teacher becoming unwell other teachers in the year group or phase or HLTA will take over the class Dojo Account and provide the online learning.

Office staff will complete the Covid Register in the shared drive detailing who is absent and their status.

If the child is entitled to benefit related FSM, the office staff will contact the Central Team to arrange for a voucher to be sent to parents

If the child is vulnerable in any way, the DSL will ensure that the appropriate agencies are notified and arrange for daily welfare calls to be carried out and recorded on CPOMS

If the child does not engage in learning the class teacher contacts the parents to discuss obstacles and support and documents on CPOMS. If there is still no engagement, it is passed to the SLT. All contact to be documented on CPOMS

If pupils would usually receive small group support, one to one support this should continue via Google Meets.

The SENDCo will provide staff with appropriate lessons from Oak National SEND to support individual learners and those with SEND

