St Charles Contingency Plan September 2020
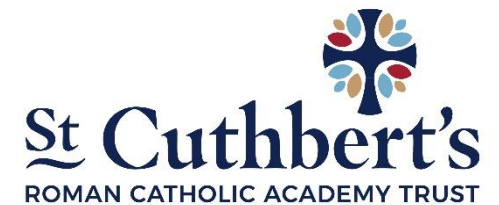
At St Charles' VC Academy, our Mission Statement and Core Values underpin all the work we do both academically and holistically with the children. It is therefore paramount that these continue to be embed any work we do in the event of any period of self-isolation, bubble closures or local lockdowns.
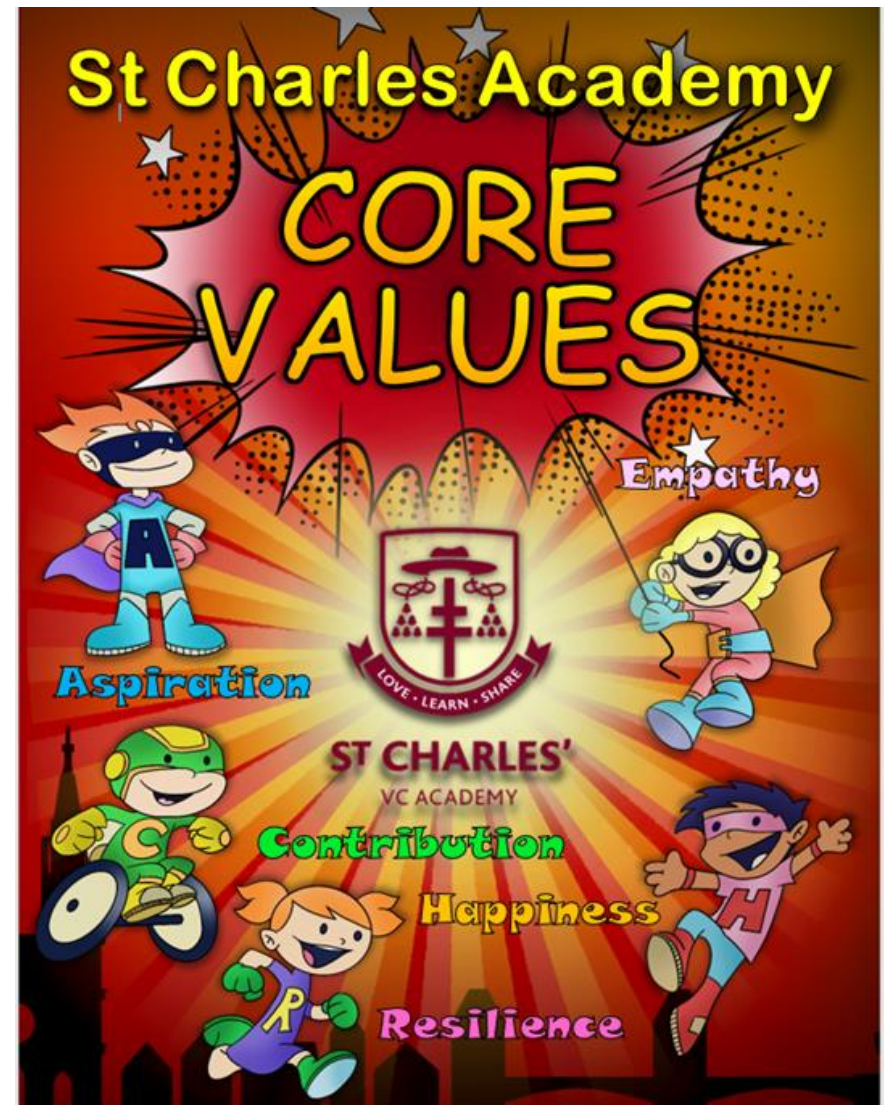
Our Mission Statement:

We accept the mission of Jesus...

To share, learn and love; nurturing the God-given gifts that make us unique.

Share • Love • Learn

Remote Education expectations from Dfe September 2020:

DfE latest guidelines on remote learning :

'Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September.'

Scenerio	Action
Increase in infection rate	• If the school sees a spike in infection rates, we will work with the appropriate authorities to contain the spread of infection and follow any necessary guidance and advice to ensure the safety of all members of the St Charles family, including pupils, staff and pupils' families. • All self isolating pupils will have an immediate blended approach to a remote education offer and paper based work offer.
A local outbreak	• If St Charles' is made aware of a local outbreak, the PHE local health protection team or the local authority may advise the school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe. • We will seek to maintain an element of online instruction and setting of work. This will vary according to the age of the children. For older children, this will probably be based on assignments within Google classroom. Younger children's education would be based on practical activites, videos and online resoucres. • In the event that the whole school closes due to an outbreak locally, the school will deploy the same virtual school/ paper based/ workbook offer and keeping in touch tools (weekly telephone calls) immediately so there is no break in education. • In the event of a local lockdown, the school will immediately deploy teams for key workers and those involved virtually. • Staff will be timetabled to come into school to support key workers and those not in school will become the virtual learning team. • In the event of an extended local lockdown, staffing will be on a rota basis to ensure the school stays open for pupils of key workers

Scenerio	Action
High levels of staff illness/absence	• In the event of high levels of staff absence, there will be a blended approach and therefore lessons may not be as formal as usual. Qualified teachers would have an overview of provision, but supervision of pupils could be delegated to suitably experienced support staff on occasions. We would have to make dynamic risk assessments to ensure the health and safety of the school community. In this scenario, it could be that the school would have to partially or completely close. • If our kitchen was disproportionately affected by staff absence, then the school could remain open but children could be required to bring their own packed lunch.
Bubble Closure	• Staff members within each closed 'bubble' will immediately become part of the virtual learning team and keep in touch with this bubble remotely as detailed above. • The school will issue a 2 week topic for home learning immediately to support foundation subjects in the event of a 'bubble' closure. • **The offer in the event of a local lockdown/'bubble' closure will be exactly the same in quality and consistency.**

Aspect of school	Action
Remote education support	- St Charles' Academy needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown. Due to the positive feedback and pupil interaction during the school closure in March 2020, it has been decided to refine the support that was offered and the Trust primary schools have secured support to deliver remote learning through Google Classroom. However, please note that during September, St Charles will be seeking the views of pupils and parents in order to maximise the impact of any possible future remote learning. - Remote education will be through Google Classrooms and will be ambitious, well planned and sequenced. It will include daily Reading, Writing and Maths activities as well as topic tasks to engage children with the wider curriculum. We will also utilities the Oak National School as required. The activities will also be available on the school website and emailed to families. We will upload/ email a daily timetable **Our immediate response will be the following:** - Children are to take home their individual stationery packs, exercise book, paper resources. - Adults will share home learning activities through the website, email and Google Classroom. - St Charles initiatives such as TT rock stars will continue, as well as Core Value assembly. - Children will be able to take photos of their learning and e-mail to their teachers or upload to Google Classrooms. Weekly completed work can also be handed in on a Friday morning in bags in an outdoor sealed container for required time as per COVID guidelines and feedback given to each child. This will enable the pace and difficulty of what is being taught to be monitored to ensure pupils' understanding. - Pupils without devices or internet access, will be given paper copies of learning tasks.

Aspect of school	Action
	• Parents are encouraged to talk to school about any barriers to learning their child might be experiencing.
	• The school will create a dedicated COVID-19 section on the school website to support communication with parents.
	• Teachers will facilitate a weekly Google hangout meeting for Year 2-6 to aid social interaction.
	• The school will organise remote assemblies via Google Hangout to keep in touch. These will take place every on Monday's and Friday's. There will be a rota in place for staff to lead these.
	The principles for delivery will be as follows:
	• Children will receive learning opportunities for a range of subjects each day.
	• Pupils will be encouraged to upload work to show teachers or handed in on Friday in a drop box outside main entrance of school.
	• Learning will be sequenced as per our current curriculum model and Long-Term Plan
	• Activities may reference to Oak National Academy lessons that are tailored for every objective in the primary curriculum. In addition, they may reference BBC bitesize.
	• Activities for Yr1-6 will include a daily maths, writing, reading, and foundation task. In addition, EYFS and KS1 will include phonics tasks. Plus weekly RE task
	• Activities for EYFS will include weekly tasks for essential practical activities to support fine and gross motor skills.

Aspect of school	Action
	• High quality explanations will be made by the teacher using video links, teacher written explanations or through curriculum resources such as Oak National, White Rose Maths or BBC Bitesize. • Teachers will be available to give further clarity about learning tasks • Teachers will respond to any questions that pupils/parents have about learning by 1pm by e-mail each day or through Google Classrooms. • Lessons will be of the equivalent length of a normal school day • Oak National content that specialises in SEND will be offered accordingly, alongside packages made available through the learning support team • Records will be kept to track pupil engagement in remote learning.

St Charles' VC Academy
Part of St Cuthbert's Roman Catholic Acadmey Trust

Aspect of school	Action		
	Duration	**Subject/Activity**	
	20 minutes	Independent Reading. Read your reading book for 15 minutes. Then complete the daily activity using the sheet provided.	
	1 hour	Please complete the first five lessons on "Reasoning with large whole numbers" from Oak National Academy. Aim to complete one lesson each day and work through them in correct order	
An example of a daily timetable	Break		
	15 minutes	Spelling Practice Please log into Spellzone and practise this week's spelling list	
	1 hour	English Please complete the first five lessons from the following writing unit from Oak Academy. Aim to complete one lesson each day and work through them in the correct order.	
	Lunch break		
	30 minutes	Reading	
		Please complete the reading unit from Oak National Academy	
	1 hour	Foundation Subject Geography – follow link	
	20 minutes	Times Table	
		Practise your times table on TT Rockstars	

The Oak National Academy

The 'teaching content" will be provided to children through age appropriate video cotent on the Dfe published list of educational resources site; Oak National Academy website. This provides equivalent of 3 hours of lessons per day for primary school children. In their "classroom" each lesson is an hour long. They are delivered by a teacher, with a pre-recorded video as well as quizzes, worksheets and creative activities. It's all easy to use, there is no login or password and you can access the lessons on any device, pupils only need materials they can find at home.

Providing feedback

Pupils can send any completed work to teachers via Google classroom or via the admin email address. Alternatively work that children complete on paper should be kept safe and returned to school on a Friday in the outside main entrance work box.

Contact with pupils/parents

Parents and pupils will be updated throughout the closure via weekly newsletters, regular email, daily posts on twitter and the school website. They will be able to contact school through Google Classrooms, email, through the website and through their weekly check in call.

Parents are able to contact the school via telephone or the school admin email address. Teachers will email back if required, copying the Head of School into any correspondence. Any response will be made within 48 hours.

Where a pupil is self isolating on medical ground for a signifancnt period of time, contact will be made via telephone on a weekly basis to monitor learning and provide support if needed. Where a pupil is self isolating due to quarantine rules contact will be made via telephone on a weekly basis to monitor learning and provide support if needed.

Pupils identified as vulnerable will be contacted by the DSL on a weekly basis and support offered as necessary.

Safeguarding

Please refer to Child Protection and Safeguarding Policy

Keeping devices secure

All staff will take appropriate steps to ensure their devices remain secure. Computers should be locked if left inactive for a period of time.
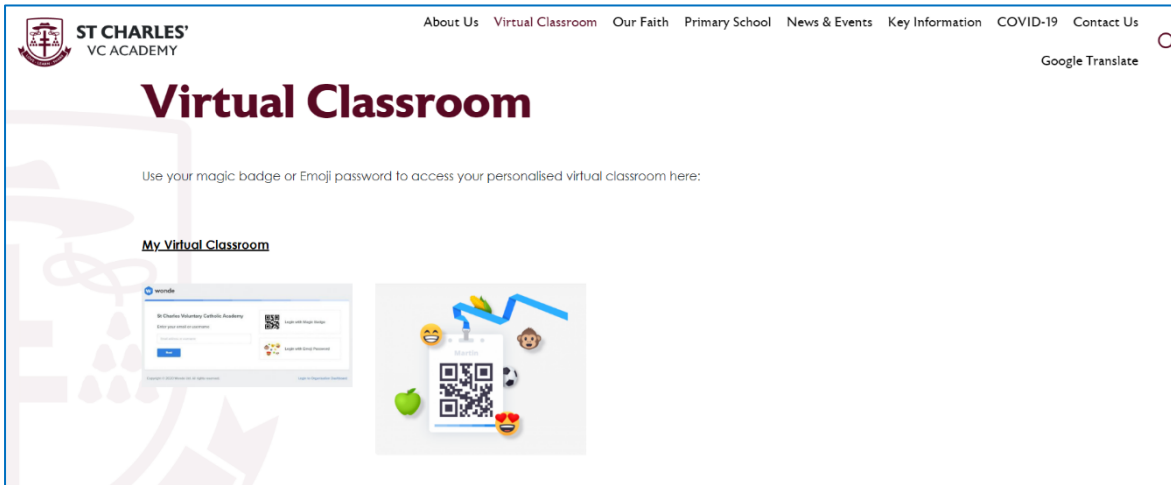
Monitoring arrangements

This plan will be reviewed by SLT and when updates to home learning are provided by the government. At present the only live sessions will be used via the Oak Academy.
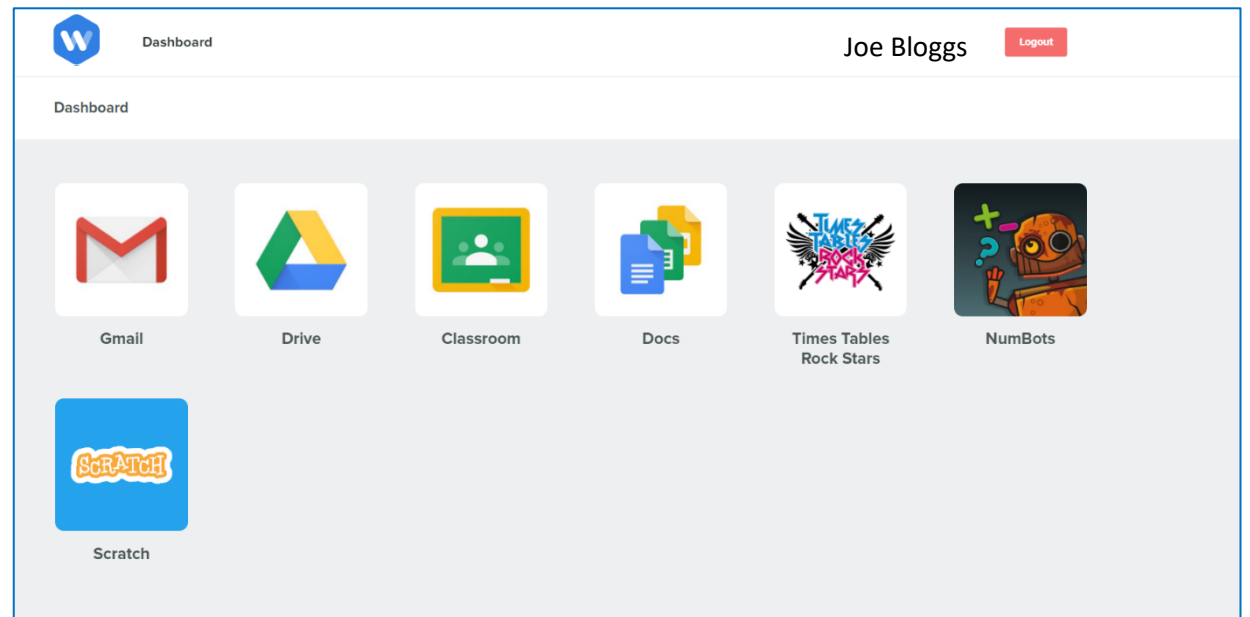
This plan is linked to our:
Behaviour Policy, Child Protection and Safeguarding Policy, GDPR policy, IT and safety policy, Staff Code of Conduct

St Cuthbert's
ROMAN CATHOLIC ACADEMY TRUST

ST CHARLES'
VC ACADEMY

Online learning can be accessed directly from the school website where they will be directed to their 'Vitual Classroom' to access Google Classroom as well as other preterminded apps and websites.