



Puttenham CofE Infant School Contingency Plan for Remote Learning

Please note, the examples are provided to illustrate the type of information that may be shared, but will be different in every school

Our vision at Puttenham CofE Infant School is to ensure that the children, parents and staff 'live out our Christian values of love, hope, resilience, respect and wisdom to flourish as individuals and be the very best we can be'. This contingency plan aims to ensure that children access high quality remote learning both online and off-line. This plan complies with the expectations and principles outlined in the DFE document

[Guidance for full opening of schools](#)

INTRODUCTION AND AIMS OF THE CONTINGENCY PLAN

In order to ensure that learning is continued during periods of self-isolation or lockdowns, Puttenham CofE Infant School has developed the following contingency plan. Home learning will be in alignment with the school's planning resulting in a reduction of gaps in learning. It will also provide links to the school and their peers. We have taken into account the comments from our latest parent survey, the age of the children and the Education Endowment Fund's (EEF) research into home learning. With parental support, we feel this plan will enable children to continue learning remotely. We acknowledge that some households have limited access to devices and have taken into account the need for online and off-line activities. We also understand that printed copies of work and resources may be required.

This plan will be applied in the following instances:

1. an individual is self-isolating for more than seven days;
2. a closure or partial closure;
3. a local/national lockdown is in force.

Our aims are:

- to ensure set work is consistent across the school and in line with age related expectations;
- to help parents understand age related expectations if being home-schooled due to isolation;
- select on-line tools that will be used consistently across the year groups in order to allow interaction, set learning, assessment and feedback;
- to aid parents in supporting their children at home;
- to offer SEN or well-being ELSA support whenever necessary.



Puttenham CofE Infant School
Contingency Plan for Remote Learning

To enable teaching and learning to continue as effectively as possible during the need for remote learning:	<p>Teachers will plan appropriate learning in line with the current national curriculum year group expectations. This will be supplemented with a range of resources from phonics play, white rose maths, oak national academy and BBC bitesize videos. The children and parents will remain in frequent contact with their teacher using email or ClassDojo.</p> <p>The fundamental principles which underpin our contingency plan for home learning policy include:</p> <ul style="list-style-type: none">• a firm understanding that learning continues beyond the school;• access to high quality planned provision. The school will support with planning learning or providing hard copies of worksheets. In special circumstances, the school will provide parents with IT provision;• consistency in the school's approach to remote learning;• giving opportunities to repeat, explain and analyse knowledge to show understanding;• prioritise reading skills and continue to foster a love of reading;• basic maths skills, such as multiplication tables and number facts, should be regularly practiced;• spelling patterns and key words should be regularly practiced, preferably in the context of sentence (when they are ready to do this at Year 1 & 2);• an increase in challenge with age and consistency of practice across the school;• opportunities for over learning, consolidation and application of skills and knowledge in line with the mastery curriculum. <p>Key expectations of the school</p> <ul style="list-style-type: none">• In the event of a period of self-isolation of more than seven days, bubble closure or local/national lockdown the school will provide weekly planning.• School staff will make daily contact with parents via email or ClassDojo. This could be in the form of a typed message or a short, pre-recorded video. A pre-recorded daily video will be sent by the class teachers in the event of a bubble closure or local/national lockdown.• Provide weekly zoom meetings.• Provide frequent and clear explanations using high quality resources and pre-recorded videos.• We will monitor the emails daily to ensure families are contacted regularly and any issues are followed up.• We will monitor the engagement of pupils learning via ClassDojo or emails.• We will communicate whenever necessary with families through emails, newsletters and phone calls.
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Puttenham CofE Infant School
Contingency Plan for Remote Learning

Headteacher, SLT and subject leaders	<p>The Headteacher, Designated Safeguarding Lead, senior teacher and subject leaders will:</p> <ul style="list-style-type: none">• co-ordinate the remote learning approach;• monitor the effectiveness of the remote learning – reviewing work set by the teachers, monitoring ClassDojo correspondence to ensure engagement each week;• monitor the security of remote learning systems including data protection and safeguarding considerations;• ensure the policies are updated and followed in line with the remote learning measures i.e. safeguarding, online safety, use of online platforms agreement etc;• support families by ensuring safeguarding and well-being measures are in place. Offering advice and guidance whenever needed;• monitor curriculum coverage, suggest resources, give updates and offer support to teachers.• Provide a weekly assembly online for classes self-isolating
Teaching staff Teachers and teaching assistants and ELSA	<p>Staff will be working their usual allocated days and times. If there are times, they are unavailable due to sickness or caring for a dependent this will be reported using the normal school procedures.</p> <p>Our teaching staff will:</p> <ul style="list-style-type: none">• provide a weekly timetable for pupils for their year group in liaison with their year group colleagues;• provide suggested home learning for children isolating and waiting for test results (appendix 1)• provide daily learning activities and tasks that will be shared on the website in the year group area on the class pages section or through email or ClassDojo.• provide recorded story times during class/bubble or local and national lockdowns;• ensure that learning and activities are accessible to all i.e. resources or IT needed and offer alternative resources if necessary;• ensure online safety advice and curriculum is followed;• provide feedback to the learning sent via email or ClassDojo;• contact and talk to each pupil at least once a week via zoom or a phone call;• provide support and encouragement to parents via email or phone call to ensure the wellbeing of our families. We understand that these are very different times and that families are doing their very best in these circumstances.• liaise with the Headteacher on the engagement and evaluation of home learning;• provide ELSA (Emotional Literacy Support Assistant) support whenever necessary.



Puttenham CofE Infant School
Contingency Plan for Remote Learning

Pupils	<p>Our pupils are expected to:</p> <ul style="list-style-type: none">• log on to the appropriate planning platform i.e. the school website or ClassDojo with adult supervision;• watch all of the learning videos/join zoom sessions, taking a full and active part in them;• complete the learning set by their teacher each day and upload their learning as requested by the teacher – photograph/video;• Use online resources such as oxford owl, discovery learning or Purple Mash and any other resources provided by the school;• Ask the teaching staff for help whenever needed;• Follow the online safety advice given by the school and parents.
Parents are responsible for:	<p>Parents will:</p> <ul style="list-style-type: none">• ensure their child follows the online safety advice given by the school and other agencies such as NSPCC and https://www.thinkuknow.co.uk/; Ensure there are appropriate child filters on the devices used at home;• read all communications that are sent by the school to ensure they are fully aware and up to date with learning set, feedback given or updates;• set a clear routine and timetable of the day. Provide a suitable working area for the children to complete their learning.• support their child to complete all of the learning set;• liaise with school staff and seek support on behalf of their child when needed, with the class teacher via email;• ensure courtesy and politeness to any member of staff within any communication;• Provide access to the learning offered for their children;• Support their children by emailing the teacher pictures of completed work for assessment and feedback;• inform the school if their child is unwell and unable to complete work;• Seek help from the school whenever needed by phone, email or remote learning platforms.• Contact the Headteacher (DSL) with any safeguarding or well-being concerns.
How to access work	Work can be accessed via the learning platforms. ClassDojo will be used for the children in reception and KS1 (years 1 and 2.



Puttenham CofE Infant School
Contingency Plan for Remote Learning

Vulnerable and Key Workers	In light of a whole school closure the school will be open for children of critical workers and vulnerable children where children cannot be cared for safely at home. This will be agreed by the Headteacher using the criteria set by the government. They will be placed into bubbles with consistent members of staff. They will complete work using the remote learning set by their class teachers. The parents will be expected to carry out their usual home learning such as one to one reading.
Communication	<p>We will communicate all learning via the learning platforms or the school's website.</p> <p>We will ensure there is regular contact by the school staff i.e. class teacher or teaching assistant.</p> <p>The Headteacher will contact all families that have not engaged with learning, emails or phone calls.</p> <p>Who to contact:</p> <p>General school queries: info@puttenham.surrey.sch.uk</p> <p>Queries regarding your child/ren's learning: your child's class teacher via email or the learning platform</p> <p>Queries regarding IT/resources needed to complete tasks: your child's class teacher via email or the learning platform</p> <p>Queries regarding SEND: Mrs Dynan – SENco via email info@puttenham.surrey.sch.uk</p> <p>Queries about wellbeing: ELSA, class teacher or Headteacher</p> <p>Queries about safeguarding: Headteacher (Designated Safeguarding Lead - DSL), Mrs Dynan or Mrs Hazzard (Deputy DSLs). dsl@puttenham.surrey.sch.uk</p>
Links with other policies	<p>Home/school agreement</p> <p>Child protection and safeguarding</p> <p>E- safety</p> <p>Behaviour</p> <p>Health and safety amendment</p> <p>Curriculum and learning</p>



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Appendix 1 : Home learning available for children who are isolating for short periods of time i.e up to 3 days and are feeling well.

If isolating for 1-2 days, a home learning guide will be made available for parents on the school's website with a focus on:

- Reading daily either being heard read or reading independently.
- Maths (mental or written activities depending on year group).
- Phonics sound activities
- Weekly spelling/phonic patterns with related words alongside some key words for children to practice using in sentences. (Years 1 & 2).

Each year group have developed age related learning and activities to complete whilst being away for shorter periods. We understand that children isolating with symptoms may not be well enough to undertake the learning activities.

If a child or a bubble has to isolate then the teachers of that year group will provide the children's parents with a timetable of planning and links to resources to use.

Each year group's home learning can be located on the year group pages on the school website:

<https://www.puttenhamschool.co.uk/year-group-pages/>