



# St Peter's Remote Learning Plan

## September 2021

The COVID – 19 pandemic continues to impact on all aspects of our lives and it is not possible to say what may happen in the future. To ensure we are fully prepared for all eventualities, the aim of this plan is to give all members of our school community a clear understanding of their roles, to ensure pupils continue to learn.

### Stage 1

#### Individual/ Family groups isolating

##### If a child has COVID-19 symptoms:

- If a child has any of the main COVID-19 symptoms (a high temperature, a new continuous cough, or a loss or change to sense of smell or taste), they should not attend school and should stay at home.
- Parents should arrange for them to get a PCR test and let school know the test results. **The child should not attend school while you are waiting for test results, even if they are feeling better.**

##### If a child lives in a household or has been in very close contact with someone who has tested positive for COVID-19:

- If a child has been identified as a close contact, parents may be advised by NHS Test & Trace that their child takes a PCR test.
- Under current Government guidance, children who are contacts of positive cases do not have to isolate, unless they return a positive PCR test result. **However, for the safety of our whole community, we welcome parents taking a practical view and politely request that children remain at home while awaiting the results of any PCR test.**

##### The Headteacher & Senior Leadership Team will:

- Ensure that there is appropriate work available on the [school website](#) for all year groups that can be used from day 1 of self-isolation and that paper copies are available from school
- Monitor who is self-isolating and make contact with any vulnerable families

##### Pupils will (if they are well enough):

- Complete the [activities from the website](#) to the best of their ability
- Use Numbots/ TT Rockstars to practice number skills each day
- Read using a book from home or school reading book each day.

##### Parents will:

- Email the school [office@stpeters-leatherhead.surrey.sch.uk](mailto:office@stpeters-leatherhead.surrey.sch.uk) to let them know that they are self-isolating and when a test is booked for/ taken
- Support their children to complete the learning from the website
- Liaise with school staff and seek support on behalf of their child when needed, with class teacher via email or phone
- Ensure courtesy and politeness to any member of staff within any communication



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## September 2021

### Stage 2 - Individuals isolating due to positive test or instructed to isolate by NHS Test and Trace

#### The Headteacher & Senior Leadership Team will:

- Monitor who is self-isolating and make contact with any vulnerable families
- Seek support for families in need through Foodbank referrals/ voucher schemes

#### Class Teachers will:

- Ensure that there is appropriate work available on the school website that can be used from day 1 of self-isolation
- Make contact with individual families **within 2 working days from the child's first day of absence** to discuss home learning for the week. This will be bespoke to the child and could involve:
  - Talking to parents about the support that they can offer.
  - Finding out if books, paper etc. are needed and if they could be dropped round by another parent
  - Talking parents through the work for the following week, emailing them activities and explaining how to return work via Google Classroom / Tapestry
  - Providing recordings to explain concepts and ensure pupils understand their learning tasks
  - Making arrangements for children to have 1:1 sessions with a member of support staff via hangouts or zoom, with an adult present at home.
- Make arrangements for the child to have daily contact with someone from school e.g.
  - Video catch up with a small group of friends at lunchtime - teacher present in room
  - Feedback/ catch up video call with child - teacher with TA in room, adult present at home
  - Child dials in for end of day story time via video connection
  - Phone call
- Acknowledge and give feedback on work submitted

#### Pupils will (if they are well enough):

- Complete the activities set by their teacher to the best of their ability
- Use Numbots/ TT Rockstars to practice number skills each day
- Read using a book from home or school reading book each day.

#### Parents will:

- Email the school [office@stpeters-leatherhead.surrey.sch.uk](mailto:office@stpeters-leatherhead.surrey.sch.uk) to let them know of their child's expected return date
- Support their children to complete all of the learning set
- Liaise with school staff and seek support on behalf of their child when needed, with class teacher via email
- Support their children by uploading pictures of completed work for assessment and feedback using Tapestry in EYFS & KS1
- Ensure courtesy and politeness to any member of staff within any communication



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## September 2021

### Stage 3 - Full or Partial Closure

#### Partial Closure

If we are instructed by Public Health England to implement a partial closure of a class or year group, then we will follow the procedure described below for full closure. Key Workers and Vulnerable Pupils **might not** be able to attend school if they are part of any group affected by a closure. We will take advice and direction from PHE and Surrey in these circumstances.

**Full closure** - In the event of a National Lockdown or full closure pupils will be sent home with:

- Exercise books to record their learning in
- Power Maths workbook
- Extra reading books
- An equipment pack including items appropriate to their age and stage, e.g. pencil, ruler, rubber, sharpener, dry-wipe board & pen, scissors, glue stick number lines, number squares etc.
- A list of their logins to appropriate online learning platforms eg Discovery, Google classroom, TTRockstars.
- A timetable of learning to help to organise the day
- Children in Years 3,4,5&6 will bring home their personal Chromebook from school. Devices will be loaned to other families that need them.

Key Worker and Vulnerable Pupils remaining at school will have their equipment sent to their new Bubble.

#### The Headteacher & Senior Leadership Team will:

- Ensure those families entitled to Free School Meals will be provided with food or vouchers
- Ensure that families with limited access to technology are able to borrow school devices
- Ensure the home learning tasks set are to a high standard in line with year group expectations
- Monitor the phone logs to ensure families are called regularly and any issues are followed up
- Monitor the engagement of pupils learning
- Monitor CPOMS regularly
- Communicate regularly with families through social media, Weekly Newsletters and phone calls
- Meet regularly with staff to address any positives and next steps (this could be in person or through virtual media)
- Respond to parents queries and concerns
- Ensure the day to day running of 'remote' education and the learning and safety of those on the St Peter's site (Key Worker and Vulnerable Pupils)

#### Class Teachers will:

- Follow their usual planning for all subjects
- Plan a normal timetable of learning each day, through a virtual platform including:
  - Morning registration or class catch up time



# St Peter's Remote Learning Plan

## September 2021

- A daily story
- Assemblies
- 'Show and tell' style sessions once a week
- Provide at least one 'live' event each day (Google hangout/ zoom) to make contact with children. This could be any of the above activities
- Provide either live remote lessons or recorded remote lessons to explain concepts and ensure pupils understand their learning tasks
- Feedback to pupils on their uploaded learning
- Provide additional support for children/parents through phone calls, email or explanations via video messages
- Speak with all pupils on at least a daily basis, either through remote live teaching, google hangouts or phone calls
- Monitor the daily engagement of pupils and contact the families of those not engaging to offer support
- Log any safeguarding concerns on CPOMS and liaise with a member of the Safeguarding Team

If the class teacher is ill and unable to work, their year group partner or another member of staff will ensure that remote learning continues, although it may not be possible to provide all live aspects described above.

### Teaching Assistants will:

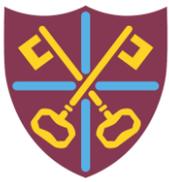
- Support the class teacher they usually work with
- Support the learning of pupils they usually work with at
- Teaching assistants may also be asked to do any of the following to support learners at home:
  - Record story time sessions
  - Take part in class video calls or make small group/ 1:1 video calls to support learning (another adult will always be present in the room during these calls)
  - Make weekly phone calls to pupils to check on their learning and well-being
- Log any safeguarding concerns on CPOMS

### Safeguarding (DSL) Team 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
- Monitor CPOMS on a daily basis and follow up any concerns promptly

### Pupils will:

- Log on to the appropriate remote live or recorded video sessions each morning
- Watch all of the learning videos/join remote live learning 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
- Watch their story time each day



# St Peter's Remote Learning Plan

## September 2021

- Use on line resources such as Numbots, TT Rockstars and any other resources provided

### **Parents will:**

- Set a clear routine with each child using the timetable and the daily learning set
- Read all communications to ensure they are fully aware and up to date with news.
- Support their children to complete all of the learning set
- Liaise with school staff and seek support on behalf of their child when needed, with 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 uploading pictures of completed work for assessment and feedback using Tapestry in EYFS & KS1.