

MARSH GREEN PRIMARY SCHOOL
Achieve, Believe and Celebrate



**WHOLE SCHOOL CONTINGENCY PLAN FOR REMOTE LEARNING
COVID 19**

The COVID–19 pandemic impacts on all aspects of our lives and it is currently unclear what will happen in the future. To ensure we are fully prepared for all eventualities, the aim of this plan is to give everyone clear understanding of their roles, in the event of any partial or full closure of Marsh Green, to ensure children continue to learn. This document supports the Remote Learning Policy.

Full Closure of Marsh Green

In the event of a full closure, children will be sent home with:

- Workbooks to record their learning in
- One (or two) reading books
- Login to the Office 365 which will then enable access to appropriate online learning platforms e.g. Microsoft Teams, DoJo, MyMaths, SPAG.com, TTRockstars Nessi, Reading Plus

(Key Worker and Vulnerable Children remaining at Marsh Green would have their equipment and information sent to their new Bubble).

The Headteacher will:

Ensure those families entitled to Free School Meals will be provided with food or vouchers

- 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 children learning
- Monitor CPOMS and record contact vulnerable families regularly
- Communicate regularly with families through social media, class 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/carers queries and concerns
- Ensure the day to day running of 'remote' education and the learning and safety of those on the Marsh Green's site (Key Worker and Vulnerable Children)

Class Teachers will:

- Follow their usual planning for all subjects.
- Follow their usual timetable of learning each day.
- Keep in regular direct contact with children either through the remote platform or by telephone to check on well-being and ensure children can access learning
- Provide paper based work for those children who cannot access work on line
- Feedback to children on their uploaded learning via, either, the voice recording device or messages/comments on DoJo/Microsoft Teams.
- Provide additional support for children/parents/carers through phone calls, email or explanations via video messages when appropriate.

- Speak with all children on at least a weekly basis, either through remote live teaching or phone calls and communicate with parents/carers with professionalism always.
- Monitor the engagement of children and contact the families of those not engaging to offer support
- Report non-engagement of learning to SLT
- Log any safeguarding concerns on CPOMs and liaise with a member of the Safeguarding Team.

Teaching Assistants will:

- Support the learning of children they usually work with at Marsh Green on DoJo/Microsoft Teams.
- Support the class teacher they usually work with.
- Record story time sessions if necessary.
- Make weekly phone calls to children to check on their learning and well-being.
- Log any safeguarding concerns on CPOMs.

Safeguarding and Pastoral Team will:

- Call identified families regularly to offer support and check on children's well-being
- Liaise with outside agencies, including the Police and Operation Encompass as appropriate to need
- Take part in remote meetings as appropriate to need
- Conduct home visits to families Marsh Green is unable to contact or who are causing concern
- Monitor CPOMs on a daily basis and follow up any concerns promptly

Children will:

- Log on to the Office 365 and follow the work set out on Twitter by the class teacher.
- Watch the learning videos 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 on DoJo or sent to the class Twitter account
- Use on line resources such as DoJo, MyMaths, SPAG.com, TTRockstars and any other resources provided by Marsh Green.
- Speak with their class staff either remotely or via phone when calls are made
- Adhere to the behaviour expectations within our Diamond Rules at all times.

Parents/Carers will:

- Set a clear routine with each child using the timetable and the daily learning set
- Read all communications that come out from Marsh Green 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 or DoJo.
- Provide access to the learning offered for their children.
- Support their children by uploading the teacher pictures of completed work or documents for assessment and feedback on DoJo and Twitter

