

COVID-19 Contingency Planning for Remote Learning

at St Charles RC Primary School

As part of our Covid-19 contingency plans we have made arrangements for learning to continue to take place should pupils need to self-isolate or if the school has to either partially, or completely close down.

At St Charles, we shall be utilising **Google Classroom** as our Virtual Learning Environment (VLE) for remote learning.

- Parents have been informed of the school's use of Google Classroom for remote learning during the COVID-19 period. A video guide on how to access and log in Google Classroom has been provided on our school website.
- Parents have been provided with their child's log in details and password and reminded of the need to keep this secure.
- There is an expectation that pupils log in to Google Classroom daily and complete their work; should children need additional support they can communicate with their class teachers using Google Classroom or class email.
- Parents have been issued with direct email addresses for their child's class teacher should they need support or wish to communicate with staff.
- Staff have complete access to all children's accounts and will monitor all Classroom activity in line with our safeguarding procedures.
- For those who do not have access to access Google Classroom and other online resources, we shall provide paper copies and these will be available for collection as and when required. Parents must inform their class teacher of their need for alternative resources, and a list kept by class teachers of who needs these paper resources.
- Pupils in KS1 and KS2 have been introduced to Google Classroom during their computing sessions at school. If pupils require a reminder of their username or password, they can request this from their class teacher.

Teaching & Learning

- If a whole class is isolating or closed down, a daily Google Meet will take place at the start of the day. This will serve as both an introduction to the learning for the day, and an opportunity for social interaction with peers and teachers. A staggered timetable for this will be established in order to meet the needs of families with siblings in different classes.
- Teachers will provide a weekly timetable of learning. This is a guideline only and we are mindful of different family situations that may necessitate a variation from this timetable.

- Teachers will provide carefully sequenced curriculum learning which is linked to our curriculum expectations.
- Daily lessons will be prepared by teachers and uploaded to Google Classroom to go live at 9am, ready for the day's learning. This will include a recorded video explaining the learning as well as other resources such as Oak Academy, to enable children to complete learning tasks. All resources will mirror the modelling and instruction delivery that would happen in class for mainstream lessons.
- The tasks will be added to each Google Classroom page by the class teacher.
- Each day work will consist of an English and Maths lesson with at least one other subject, to be spread over the week. This will include: RE, Science, Topic, Music, Spanish, PE and Art.
- Individual feedback will be given after work is submitted using the private comments section. Teachers will complete this within 48 hours of the work submission deadline. General feedback may also be given in class Google Meets or via email.
- We recognise that where younger pupils and some pupils with SEND may not be able to access remote education without adult support, extra attention will be given to meeting the individual needs of children and their families. This may take a range of different forms and will be decided in discussion with class teachers and SLT.
- All pupils will also be encouraged to spend time reading each day.
- Teachers and SLT will continue to review which children are not accessing the online learning and 'digital registers' will be updated regularly.
- Devices for PPG pupils will be allocated in order for them to access remote learning from home and not be disadvantaged in their learning.
- For pupils who need to self-isolate for a period of time whilst their peers remain at school, targeted home learning packs will also be available.
- If the class teacher is sick and, their partner teacher will take the lead on planning for their class. A decision on who would deliver the lessons to be made once the circumstances are known.