



The Oaks Primary School
Bringing Learning to Life

Home Learning Contingency Plan



The aim of this policy is to outline a contingency plan, in the event of further school closures or pupil absences, following the Covid-19 pandemic.

At The Oaks, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or whole class bubble. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

This policy aims to:

- To address the key concerns associated with remote working such as online safety, access to educational resources, data protection, and safeguarding.
- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we have to be prepared for different scenarios.

This plan will be applied in the following instances:

- Remote Learning – School Closure
- Remote Learning – Due to an individual shielding or isolating
- Remote learning due to whole class isolating and class bubble being closed
- In class remote teaching due to teacher isolating but at home well and fit for work.

The plan complies with the expectations and principles outlined in the DfE document [Guidance for Full Opening of Schools](#).

Contingency planning

- The school will work closely with the local health protection team when entering into Tier 4 and implement the provisions set within their contingency plan.
- The school will communicate it's plan for a local lockdown/Tier 4 with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.
- If a single class or 'bubble' needs to self-isolate, the school will implement remote learning immediately for that group.

Learning materials

- Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources.
- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

- Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.
- Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

In preparation for home learning reading records will have log in and password details for the individual child.

- Purple Mash
- Spelling Shed
- TT Rockstars/Numbots
- Learning by Questions
- Phonics Play
- Oxford Owl
- Epic
- Read Theory

Remote Learning – School Closure

- In the event of school closure, school will move over to remote learning for all children. The main portal for this will be SeeSaw.
- Where children do not have access to a laptop or iPad, these will be available to loan from school.
- For children in Y1-Y6, learning will be set on a Friday for the following week. This will be uploaded to SeeSaw, the school website, as well as being emailed to parents. All children will be expected to engage in home learning.
- It is expected as per government guidelines that children will have daily contact with their teachers in the event of further school closure. There will be daily interaction between pupils and teachers through the use of SeeSaw.
- There will be daily face to face online sessions via Microsoft Teams.
- Where new content is being taught, online tutorials will be made by teachers and uploaded to SeeSaw.
- Work will be set in line with the The Oaks curriculum, continuing from the point that was left as the school closed. School will be able to access home learning website links via SeeSaw as well as via the school website.
- Children in Year 3 – 6 will be set daily tasks on LBQ (Learning by Questions).
- Children will also be directed to activities which they can access on White Rose Maths and The Oak Academy. Where children are unable to access the online learning set, for example for children with SEND, individual resource packs will be made for these children.
- Children's learning must be uploaded to SeeSaw where it will be checked on a daily basis by class teachers and feedback will be given.
- Where children do not engage in remote home learning, telephone calls will be made to parents.
- Children that are attending Key Worker Club will have access to their home learning activities whilst in school.

Remote Learning – Due to an individual shielding or isolation

Where a child cannot attend school due to isolating or shielding, they will be directed to the Oak Academy website and BBC Bitesize. Any learning that they complete at home can be uploaded to SeeSaw and this will be checked daily by their class teacher. Where LBQ tasks are set in class, this code will be sent via text for the child to complete from home.

Each class has produced a **Grab bag** for children to work through at home. If children are sent home with COVID-19 symptoms then they will take a grab bag activity pack home with them. If

parents phone to inform us they are isolating awaiting a test they can collect a grab bag from the office or we can deliver. Grab bags include paper copies of some worksheets to address basic skills and include current learning the class are covering this term.

Remote learning due to whole class isolating and class bubble being closed

Staff will support learning and teach from home if they remain well and fit for work.

Teaching and learning:

- All pupils will have access to high quality education when remote working.
- The school will use a range of teaching methods to cater for all different learning styles, this includes:
 - A pre-recorded online session each day or audio lesson.
 - Face to face Microsoft Teams sessions
 - Quizzes
 - Online materials
 - Educational Websites
 - Various reading tasks – e.g. comprehension, inference and prediction
 - Daily challenges
 - Times Table Rock Stars
 - Mental Health and Well-being activities
- Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

Remote learning due to teacher isolating but at home well

If staff are self-isolating at home but are not poorly and under normal circumstances would be well enough to work they are required to work their 'full hours' and available for work between 8.30am and 4pm each school day.

If a classteacher has to self-isolate but is at home, then they will use Microsoft Teams to remotely teach the class from home. The class will be supervised by a teaching assistant. Children will all attend school as normal.

The classteacher will deliver two lessons in the morning and two lessons in the afternoon. These lessons will be planned and assessed by the classteacher.

When teaching pupils who are working remotely, teachers will:

- Ensure that all provisions for remote learning will meet the needs of the class group's age and ability.
- Set learning so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, including daily contact with teachers.

- In exceptional circumstances, the school may reduce it's curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not make the decision lightly.
- Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

Online safety

This section of the policy will be enacted in conjunction with the school's Online Safety Policy.

All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

Key Worker Club for children of Critical Workers

In the event of school closure, school will operate a Key Stage 1 and a Key Stage 2 key worker club, for the children of parents who work as key workers, as outlined in the government key worker lists.

- Parents will be required to provide evidence as to their role as a key worker.
- Places in the key worker club will also be offered to those children who school consider to be 'vulnerable' as well as those children with an Education Health Care Plan.
- Any places in Key Worker Club must be booked a minimum of 1 week in advance via the key worker club email kwc@the-oaks.bolton.sch.uk
- Key Worker Club will run from **8.30am until 4pm.**
- There will be no charge for KWC.
- A full risk assessment will be conducted and guidelines issued to parents.
- In the event that there is not enough staff to run 'Key Worker Club' due to staff sickness and shielding, the key worker club will be withdrawn until it is safe to reinstate.

Communication

During any school closures, school will ensure that they communicate regularly with parents/carers via weekly newsletters, letters, text messages, telephone calls, Zoom information sessions and SeeSaw. All letters will be sent via email.

Returning to school

The headteacher will work with the Local Authority to ensure pupils only return to school when it is safe for them to do so.

After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will inform parents when their child will return to school.

The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.