

Westfield Primary School

Remote Education Provision Contingency Plan & Information for parents

Written: July 2020

Reviewed: 19th July 2021

Further review : As necessary



School's Vision and Mission Statements.



Our Vision:

We want all Westfield children to foster a 'Love of Learning and a Love of Life', enabling them to excel, be the best they can and achieve the necessary life skills for their future.

Our Mission:

We believe in the importance of children engaging, enriching and excelling at school. This allows them to make the very best progress they can in their learning, both academic learning and in learning about themselves, their relationships, making a positive difference in their community and the world in which they live. The school will build on the qualities and skills which parents have fostered in the child at home. From the beginning, staff and governors will aim to create a caring, respectful and disciplined environment in which each child's well-being is valued and they are viewed as an individual.

We aim to provide the highest quality of education for all our children, in an environment that is challenging, motivating, caring and moral, where children can acquire the skills and knowledge appropriate to their individual needs through the delivery of a creative curriculum. Through our pledge we strive to provide a range of exciting learning and life experiences.

We help all children to grow emotionally and to learn that courtesy, excellent manners, first class behaviour, kindness, consideration and respect for others are very important qualities. We hope all our children will become happy, responsible, kind and independent young people.

Remote Education Contingency Plan.

To be read in conjunction with COVID-19 Contingency Framework: Education and childcare settings DfE June 2021 update

Aim

Our aim is the safety and well-being of our staff and children. In addition to this, we recognise the need for continuity, routine and predictability for parents/carers and young people. With this in mind we take all steps possible to keep our school open, but recognise it may be necessary to restrict attendance of some of the school community (directed at ministerial DfE level) depending on local and national circumstances. If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted

further, vulnerable children and children of critical workers should still be allowed to attend.

We have robust contingency plans should all or part of school ever need to close. Reasons to close may include the following:

- A national or local lockdown, as advised by the government.
- If PHE directs a school to close a class/ send home a group of children
- If a child or groups of children need to self-isolate (for example due to COVID 19 symptoms and awaiting a PCR test. Anyone who tests positive following the PCR test will still be legally required to self-isolate, irrespective of their vaccination status. Or if a child needs to quarantine following return from travelling abroad to an identified country on the government's quarantine list.
- If classes need to be sent home due to high levels of staff illness/self-isolation making it impossible to staff all classes.

Objectives

- To ensure teaching and learning continues effectively when children are not able to come to school, due to needing to self-isolate due to having symptoms and then testing positive with a PCR or quarantine; and we have immediate, high-quality remote education for those that cannot attend school due to COVID 19.
- To use a curriculum sequence that allows access to online (e.g. teaching videos, learning games, e-books) and offline resources (e.g. resource packs, reading books), and that is linked to our curriculum expectations.
- To provide easy access to these remote education resources.
- To ensure staff interact, assess and provide feedback where appropriate.
- To provide printed resources, such as workbooks, learning packs and worksheets, for pupils who don't have suitable online access.
- To recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, therefore further support and adapted resource packs will be given to these families to deliver our curriculum.

Remote Education Provision & Information for Parents

The remote curriculum: what is taught to pupils at home

What should my child expect from remote education?

- Access to remote learning will be available via Seesaw.
- An email or Marvellous Me will be sent home by the class teacher to remind you of your child's login for Seesaw, Abacus and Bug Club (On line reading platform)
- A timetable will be provided for each week, and run in conjunction with the "normal" school timetable.
- Class teachers may email home instructions for accessing work and a staff member will contact your child to "check in" and arrange regular zoom meetings for reading and catching up.
- The remote education provided will be equivalent in length to the core teaching pupils would receive in school. It will include recorded direct teaching of new concepts or revising key concepts, modelling examples. Online video lessons will not necessarily be recorded by teaching staff at the school, Oak National Academy lessons or RWI phonics clips, for example, will be provided in lieu of school-led video content.
- This means that staff will provide frequent explanations of new content, through curriculum resources and/or videos clips and personalised teaching PowerPoints, Notebooks or documents. Ensuring pupils receive clear explanations and feedback, ensuring progress and understanding.
- As well as initial input, there will be time for pupils to complete tasks and assignments independently. As a minimum your child should expect to work:
 - Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
 - Key Stage 2: 4 hours a day
- Although staff will teach and provide the same curriculum remotely as we do in school, wherever possible and appropriate. Some adaptations may need to be made in some subjects, for example, PE.
- Learning will be meaningful and ambitious and cover the curriculum being taught in school, including PowerPoints or links used in class. The work will be well-sequenced with frequent, clear explanations of new content within the Notebooks/Presentations provided.

- Staff teach a planned and sequenced curriculum so that knowledge and skills are built incrementally, with clarity about what is intended to be taught and practised in each subject. Supporting children's growth in confidence with new material through scaffolded practice.
- Staff will respond to parental feedback regarding the work set and adjust the pace or difficulty of what's being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure children's understanding.

Accessing remote education

How will my child access any online remote education being provided?

Children will:

- Login to Seesaw, our remote learning platform.
- Feedback to teachers if there are any concerns around the work or if they are particularly proud of any pieces of work.
- Engage in the feedback received on Seesaw.

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- If you do not have internet access we will provide your child with a paper pack to complete. We will make this available to you to collect from the office or post this to you if necessary. Completed work packs can be returned to school and teachers will then review the work completed and provide feedback by phone and/or email.
- We have provision to lend out Chromebooks to those who have internet access but no device. Please contact the school office info@westfield.surrey.sch.uk or email your class teacher for more information.
- We may be able to lend out devices that enable an internet connection (eg. routers and dongles) subject to their availability under the relevant government schemes. ~~an~~ Please contact the school office info@westfield.surrey.sch.uk or email your class teacher for more information.
- Extra data may be available from mobile phone data providers.

- We can provide children with necessary writing material and stationery if needed.
- We will be making phone calls to you and your child to talk about their learning and provide support regularly over the week. This will include setting up zoom reading, using Bug Club on line reading resources.

How will my child be taught remotely?

A combination of methods and resources will be used for remote learning including:

- Seesaw is used as a 'book' for children to log their daily work and receive feedback. Seesaw is used for learning activities. Completed work must be uploaded onto Seesaw for teachers to review and provide feedback. Please keep in mind that under current conditions, "bubbles" or "groups of close contacts" are no longer required to isolate, so the teacher will be in class teaching for a great deal of the day and they may not therefore be able to respond immediately. If you are encountering a difficulty, please ring the office and they will pass this message on to the class teacher, who will respond as quickly as possible.
- **Bug Club** will be used for home reading. Children will have appropriate books allocated and this will be monitored. Each child has a password to access this.

Your child's reading book should return home daily for reading and therefore they should continue to read daily for at least 10 mins.

- **Abacus** activities may also be assigned to all as part of home learning.
- **Oak National Academy** links will be referenced in some notebooks/teaching presentations. These are likely to be tutorial videos, to help children see how a particular aspect is modelled. <https://www.thenational.academy/>
- **Recorded stories:** During times of home learning, children will receive a link to a YouTube video of the class teacher reading the class story. This link will appear in the daily documents on Seesaw the next working day.
- **Zoom video conferencing** will be used for individual reading sessions with children and for other 1:1 support activities as may be determined appropriate by class teachers. It will also be used for class or group activities such as

weekly class assemblies. A link will be set up and your child should log on at this time to watch the assembly remotely and take part in any discussions.

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

As a school we expect that children will:

- Check the class page of Seesaw.
- Work through their set work
- Feedback to teachers if there are any concerns around the work or if they are particularly proud of any pieces of work.
- Engage in the feedback received.
- Complete all activities set.

As a school we expect that parents will:

- Have an understanding of the school's contingency plan and will support the school's actions to meet these aims.
- Support their child in accessing Seesaw, our online learning platform
- Provide a suitable quiet place for home-learning, set up routines and provide support and encouragement to assist their child engage with their learning.
- Support and encourage their child in engaging with the activities set.
- Support their child in ensuring their work is "handed in" for feedback via Seesaw or the class email address where applicable, or by returning the paper packs to school.
- Encourage a positive attitude towards their child's education and the school. If there are any concerns, discuss them with school staff to resolve any issues and avoid using social media as a means of sharing concerns with other parents.
- Read all information sent home as this provides information on amendments to school policies, meetings, curriculum and relevant dates.
- Subscribe to and down load the Marvellous Me App where possible, which will be used to send messages. Please contact the school office if you need assistance, info@westfield.surrey.sch.uk.
- Monitor their child's learning online, including the programs and websites they are using.

- Engage (where appropriate) with school staff to report on their child's progress via the class email address/telephone.
- Establish clear routines with regards to completing learning, giving their child rest breaks where appropriate.
- Provide opportunities for healthy eating and exercise similar to the experience they would receive in school.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

Staff will monitor the children's engagement with their learning through Seesaw and the class email. Where pupils are seemingly not engaging parents are contacted the following day, if work hasn't been uploaded, to enquire if the children need further support or are completing the work set. Parents will be asked to send a photo of any practically completed work that the child can't directly put onto Seesaw, via Seesaw or email for the teacher to feedback on.

Staff will check in with pupils daily using Seesaw, children can complete work directly onto Seesaw, upload it or upload photos for the teacher to give direct feedback on. Staff can also communicate and feedback via the class email and check in further when children return to school.

Communication

- Children can communicate daily via Seesaw.
- Marvellous Me is a key communication tool for class teachers to use in the event of self-isolation.
- Marvellous Me will be used to send messages reinforcing expectations of home learning and sending you "stickers" linked to work uploaded into seesaw.
- Class emails will continue to be used for communication between teachers and parents/carers.

bumblebeesclass@westfield.surrey.sch.uk

butterfliesclass@westfield.surrey.sch.uk

beetlesclass@westfield.surrey.sch.uk

ladybirdsclass@westfield.surrey.sch.uk

dragonfliesclass@westfield.surrey.sch.uk

caterpillarsclass@westfield.surrey.sch.uk

owlsclass@westfield.surrey.sch.uk

robinsclass@westfield.surrey.sch.uk

kingfishersclass@westfield.surrey.sch.uk

woodpeckersclass@westfield.surrey.sch.uk

pelicansclass@westfield.surrey.sch.uk

puffinsclass@westfield.surrey.sch.uk

penguinsclass@westfield.surrey.sch.uk

hawksclass@westfield.surrey.sch.uk

falconsclass@westfield.surrey.sch.uk

eaglesclass@westfield.surrey.sch.uk

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, verbal feedback or written comments on seesaw or quizzes set may be marked automatically via digital platforms are also valid and effective methods, amongst many others.

- Teachers will assess your child's learning from the work they complete and return to school.
- Teachers will reward children in line with our Behaviour Policy, using the Marvellous Me App and Head Teacher Awards.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example younger pupils and some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers

to address these issues. Adapted resources will be given to these families to support the delivery of our curriculum.

Children on the SEND register

For children on the SEND register, appropriate work will be sent home that supports individual provision plans. Work will be set that the children can access. Where children cannot access work online without significant support from adults at home we will provide paper packs of work for the children.

Special Needs

For pupils with additional needs, we comply with the requirements set out in the SEN Code of Practice. The Inclusion Leader, Mrs Findlay, our SENCo, Mrs Sadler and the child's class teacher will decide on the action needed to help the child to progress in the light of any observations and assessments they have made. This may include;

- different learning materials or special equipment.
- some group or individual support.
- extra adult time to devise the nature of the planned intervention and to monitor its effectiveness.
- staff development and training to introduce more effective strategies.
- access to LA support services for one-off or occasional advice on strategies or equipment.

Remote education for individual self-isolating pupils

This will be much more common now that isolation has ended.

How will remote education differ from previous bubble closures or during lockdown?

- On receiving information that an individual child is in isolation/ quarantine, the office will inform the class teacher, or the year group team member (in the class teacher's absence) who will provide work on the school's learning platform, Seesaw. This will be put on at the earliest possible time; *however, it may not be immediately as the teacher will be teaching a class in school.*
- Children will receive feedback on their work through Seesaw, although this may be at the end of the day due to teaching commitments in school.

- Children, with support from parents, can also have contact with their class teacher via email, although emails may not be responded to immediately as teachers will still be teaching in the day.
- While isolating children will receive invitations to attend Zoom reading sessions and class story times.

Support from the Inclusion Team

Children's well-being continues to be of great importance. On the website there is a link to a video of members of our inclusion team reminding children how they can contact them for support, even if the children are at home. (The video link can be found on the school website under 'School Info' and then in the Coronavirus Covid 19 Updates and Information section).

In addition to this the school's Inclusion Team can be contacted via the email support@westfield.surrey.sch.uk. Alternatively, our Inclusion Leader, Ms Julia Findlay can be contacted on her email, inclusionleader@westfield.surrey.sch.uk

Online Safety

As we are increasingly relying on technology to keep us all connected in the present climate, it is important that parents are aware of the apps and programs that their children are using. Our E-safety section of the website and the E-safety page on the newsletter provides parents with tips on how to keep their children safe online. Furthermore, our computing curriculum includes teaching of online safety and this would continue for any children learning from home.

Well-being and positive mental health.

Children who are accessing home learning can still receive support for their well-being, should they need it. The well-being page on the school website and the well-being page in the newsletter have many tips, hints, advice and links to support for parents and their children to access and use.

They can contact their class teacher via the class email (like using their school well-being 'bubble', but virtually) and their class teacher or a member of the Inclusion Team will reply either by email or phone, whichever is more appropriate. Parents can also phone the school and request to speak to a member of the Inclusion Team, who will then contact them.

Equal Opportunities

The curriculum in our school is designed to provide access and opportunity for all children who attend the school. If we think it necessary to adapt the curriculum to meet the needs of individual children, then we do so in consultation with their parents. This may include children who have special educational needs, children with English as an additional language or children who are gifted or talented.

Safeguarding

- The school has clear safeguarding protocols in place.
- There are clear procedures in place for children, parents and staff to raise concerns.
- All school staff understand how to keep children safe online during remote learning. There are clear rules for behaviour during remote lessons which pupils and school staff know and school staff monitor and enforce them.
- The school issues Guidance Notes to staff for online remote learning.

Data Protection

The school has appropriate data protection and management systems in place for the remote education provision.

Assessment

Assessment of the curriculum is completed according to the Assessment policy.

Resources

A wide range of resources will be used to provide home-learning. Many of these will be the same resources used in class however, on occasion, the teacher will adapt resources to reflect what is being done in class, these will then be used at home.