

## Springfield Junior School Contingency Plan

September 2020



At Springfield Junior School, we have created a robust plan which ensures that the high-quality of education received on a daily basis in the classroom is not compromised if any member or bubble of the school is required to self-isolate. We are mindful of what electronic devices children may have at home and we have adapted this plan accordingly to ensure that all stakeholders are supported.

This plan will be applied in the following instances:

1. An **individual** is **self-isolating** because of a positive test within the household;
2. A **group** of children are **self-isolating** because of a case of coronavirus in the bubble;
3. A **whole bubble or cohort** is **self-isolating** because of an outbreak of coronavirus.

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

### Background Information

The DfE has published clear expectations of what home learning should look like. The plan we have created at Springfield covers the objectives itemised below. In developing these contingency plans, we will show we:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum

When teaching pupils remotely, we will demonstrate that we:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects

- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to 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, ideally including daily contact with teachers

### Software and Online Platforms

Google Classrooms will be the key feature of how home learning is delivered if any individual is self-isolating. Children have all been provided with a login for Google Classrooms. The functionality of the platform allows work to be marked by the class teacher and regular feedback to be given. This method of teaching remotely will also allow teachers to monitor pupils' engagement online. Resources for lessons will be uploaded to the virtual classroom and can be accessed at any time by pupils. There will also be opportunities for pupils to access some live lessons and also watch pre-recorded teaching inputs, allowing them to replay the skills being modelled and revisit these. Work created for pupils will be scheduled and will enable them to progress through key skills and concepts for their age, embedding prior learning.

Communication with the class teacher by pupils can be made through the 'stream' area on Google Classrooms. The individual class email addresses will still be maintained as a method of communication between parents and the class teacher. The class teacher will provide any parent or carer with a reply within 24 hours. Pupils' achievements will be communicated through the Google Classroom and there will be examples of high-quality learning being shared by class teachers to promote high expectations.

To supplement the bespoke learning packages we have created for pupils, we recommend pupils using materials provided by Oak National Academy. The Oak National Academy lessons are in-line with our teaching ethos – they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice. The online lessons are free to all and offer a recorded taught session so that the children can access physical teaching from a teacher and then access work relating to that lesson within the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support. Class teachers will share examples of these within the classroom, or through information on our website to illustrate how these lessons can be accessed.

There are a number of applications which children use in school, and at home, which support the acquisition and retention of basic skills: TT Rock Stars, Accelerated Reader and Spelling Shed. The expectation is that the frequency of completing these will be maintained during any period of self-isolating at home.

Live lessons, through Google Classroom, will promote engagement with pupils and also support them with any misconceptions they may have. Class teachers will offer two weekly live lessons with their class, supplementing this with pre-recorded videos across the week. Children will have access to this through their area of Google Classroom and will be able to ask questions within the 'stream'. Pre-recorded lessons in other subjects such as History, Art or Science will be introduced by a member of staff from the child's year group. This may also be the case if a child's own teacher is ill themselves and unable to teach.

The AUP for Online Learning and Communication clearly outlines the expectations for staff, pupils and parents. A copy of this is available on our school website.

**In the event of any form of isolation caused by Coronavirus, the expectation is that all pupils engage in the learning set and Springfield Junior School will ensure that provision available and accessible to all - catering for those with limited IT access where required. We are also able to offer increased contact from members of the**

**school community should families need support in encouraging pupil participation. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.**

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching staff need to be familiar with them):

- Google Classroom
- Accelerated Reader
- Spelling Shed
- Times Tables Rock Stars

### Worksheets and Practical Resources

If a child is isolated from school i.e. the child is sent home from school to either receive a test or self-isolate as someone in the household is being tested, they have immediate access to Google Classroom where resources for all subject areas can be found and overview of what needs to be completed, both Core and Foundation subjects. The overview will provide flexibility for pupils to work at their own pace and also take into account circumstances in the family home, including when electronic devices can be accessed. The class teacher will have the opportunity to check and monitor the completion of this work. The documents available for pupils on Google Classroom created for pupils who are self-isolating focus on key areas such as arithmetic, spelling, reading and writing. These activities can be completed at any point during the year and will ensure that key skills are fully embedded.

We are aware that some families may not have the required hardware at home to access and run Google Classroom. With this in mind, we will be providing paper copies of the work to be completed during the child's period of self-isolation.

## Remote Learning

The initial response to any individual isolation will be to provide the child with a paper pack of home learning or provide details of how to access this on Google Classroom.

In the case of whole cohort isolation, initial resources can be found on Google Classroom. This measure will afford teachers a short time to prepare their remote learning resources. Future resourcing for the class by the teacher will ensure that key skills and concepts are built upon by pupils, and the delivery of learning is broad and rich.

Pupil needs to isolate because someone in their household is symptomatic or tests positive	
Ongoing Support	Safeguarding/SEND
<p>Using Google Classroom or the paper learning packs provided, children can work through the resources they have been given by the class teacher. Additional materials can be found through a relevant Oak National session. The Google Classroom document for children outlines an overview of what activities need to be completed and also when they should be uploaded.</p> <p>Completed learning using electronic devices, or by hand, can be uploaded to Google Classroom. The class teacher or teaching assistant will comment twice per week on the learning completed and provide additional resources if the level of challenge is not sufficient or the pupil requires more support.</p> <p>Pupils will be able to access pre-recorded weekly assemblies which promote key values and themes.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to <a href="mailto:admin@springfieldjuniors.net">admin@springfieldjuniors.net</a></p> <p>As before, if a child is entitled to benefit-related FSM we will be providing 'grab bags' from our school kitchen on a daily basis through our catering provider, Vertas.</p> <p>If a child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS). Any pupil isolating individually will be added to CPOMS and flagged if FSM/vulnerable. Class teachers will date contact and initial work setting. The DSLs will record contact, varying depending upon individual need.</p> <p>If a child does not engage, the Class teacher is to call the parents to discuss obstacles and support.</p>

A group of children are self-isolating because of a case of coronavirus in their class bubble	
Ongoing Support	Safeguarding/SEND
<p>Using Google Classroom, pupils can access the preloaded materials relating to core and foundation subjects. If access to the internet, or there are issues with hardware at home, the class teacher will provide pupils with a paper pack with all relevant learning materials.</p> <p>Completed learning using electronic devices, or by hand, can be uploaded to Google Classroom. The class teacher or teaching assistant will comment on the learning completed twice per week, providing additional resources if the level of challenge is not sufficient or</p>	<p>School office to contact parents know to communicate test results to <a href="mailto:admin@springfieldjuniors.net">admin@springfieldjuniors.net</a></p> <p>As before, if a child is entitled to benefit-related FSM we will be providing 'grab bags' from our school kitchen on a daily basis through our catering provider, Vertas.</p>

<p>the pupil requires more support.</p> <p>Pupils will be able to access pre-recorded weekly assemblies which promote key values and themes.</p>	<p>If a child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS). Any pupil isolating individually will be added to CPOMS and flagged if FSM/vulnerable. Class teachers will date contact and initial work setting. The DSLs will record contact, varying depending upon individual need.</p> <p>Those not engaging with home learning are to receive a phone call from a member of SLT to discuss the obstacles and support.</p>
--	--

<b>A whole year group/wider group of children is isolating because of an outbreak of coronavirus</b>	
<b>Ongoing Support</b>	<b>Safeguarding/SEND</b>
<p>Teachers will schedule a Google Classroom meeting with the children and parents for the following day (after isolation). In this meeting the teacher will discuss the remote learning arrangements and expectations. Teachers will also share an overview of learning – this will consist of Core and Foundation subject areas. The expectations and arrangements for home learning will be uploaded into the shared area within Google Classroom for all pupils, parents and staff to view.</p> <p>Using Google Classroom, the class teacher will upload worksheets before 5pm the day before to allow parents to see the learning materials prior to supporting their child/ren. Learning will be uploaded into dated folders, allowing pupils to easily navigate their way through Google Classroom and find the relevant resources.</p> <p>Children will be expected to complete one English, Maths and Foundation subject per day. Teachers will support learning with a live video and support this with short pre-recorded examples. Teachers across year groups will introduce Foundation subjects using pre-recorded videos. One class assembly can be accessed each week, on Wednesday, which links to a key value or theme. The class will also have a P.S.H.E session weekly, using Jigsaw materials, and promote wellbeing.</p> <p>The class teacher will upload and share resources via Google Classroom. The resources will include live lessons and be supplemented by pre-recorded examples during the week. Pupils can visit The Oaks Academy or White Rose to find supplementary resources also. Teachers will then be accessible through Google Classrooms using the 'stream' function. Any common misconceptions by pupils will be addressed and a video or written response provided within Google Classroom, feeding into live lessons being taught during the week. Teaching assistants will also access the Google Classroom and there will be opportunities for teaching assistants to support pupils using a range of formats.</p> <p>For Foundation subjects, several pre-recorded videos will be made available to pupils on Google Classroom.</p>	<p>Parents notified so they know to communicate test results to <a href="mailto:admin@springfieldjuniors.net">admin@springfieldjuniors.net</a></p> <p>As before, if a child is entitled to benefit-related FSM we will be providing 'grab bags' from our school kitchen on a daily basis through our catering provider, Vertas.</p> <p>If a child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS). Any pupil isolating individually will be added to CPOMS and flagged if FSM/vulnerable. Class teachers will date contact and initial work setting. The DSLs will record contact, varying depending upon individual need.</p> <p>Those not engaging with home learning are to receive a phone call from a member of SLT to discuss the obstacles and the support needed by the family. This could then be followed up by calls from Mr Rycraft if there are pastoral issues.</p> <p>Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue via alternative video platforms as long as the agencies engage.</p>

The teaching input will directly relate to resources which have already been loaded onto the platform. Class teachers will also schedule one P.S.H.E session each week which focuses on pupil wellbeing and is supported by Jigsaw materials. If pupils are struggling to engage with home learning, there may be instances where an extra pre-recorded lesson may be available or a phone call home.

Weekly pre-recorded school assemblies led by a member of staff will be available for children to access at any point, focusing on key themes taken from British Values and Jigsaw materials.

Any work completed by hand or using a computer should be photographed and uploaded to Google Classroom; alternatives to this can be decided on an individual basis. Teachers will provide pupils with feedback, including strengths and how their work can be developed. Similar to the classroom environment, teachers will adapt their lessons and resources accordingly for future lessons. Feedback and queries can take place throughout the day using comments made on Google Classrooms 'stream' - teachers will aim to respond by the end of the day.

In the event of teachers becoming ill, other members of staff within the year group will manage the Google Classroom account and upload appropriate resources.

The SENDCO will also be available on email:  
[sendco@springfieldjuniors.net](mailto:sendco@springfieldjuniors.net)