



Remote Learning – Contingency Plan

This agreement outlines what remote learning the teachers of St Cuthbert's will provide for the children of St Cuthbert's in the event of absences due to COVID-19. This includes when children are self-isolating or quarantined or where there has been a class (partial) or full school closure due to an outbreak of COVID-19 in the school. This agreement also relates to school closures due to increased restrictions during a local lockdown or a full national lockdown.

Teaching will be planned for and delivered using a 2 Tier approach:

Tier 1: For those self-isolating or in quarantine

This includes if individuals in the household are waiting for test results or are required to shield.

Tier 2: For class closure or school closure

This is when we are required to close a class or the school due to a positive case/outbreak.

Tier 1: For those self-isolating or in quarantine

This includes if you are waiting for test results or required to shield.

Where will I find it?	On the school website in your child's key stage and then year group section (E.G: https://www.stcuthbertsk.newcastle.sch.uk/website/home/173495 KS1, Year 1 Learning at Home.
When will it be published?	At the end of each day ready for the following day
What will be provided?	<p>On the first day of absence, parents/carers will be sent an email link to the relevant section on the website</p> <p>Early Years First day of absence and ongoing activities: All of the resources included on each year groups' Learning at Home section including - Phonics Play, Oxford Owl, Reading Eggs, You Tube story links, Class specific Learning at Home section of the website. These are already provided for all pupils as part of good home learning routines. Second day onwards: daily activities which reflect normal teaching and learning in school as much as possible.</p> <p>KS1 and KS2 First day of absence and ongoing activities: All of the resources included on each year groups' Learning at Home section including - Spelling Shed, Times-tables (TTR) and Reading practice (KS1 use Reading Eggs and/or school books, KS2 use Reading Plus and/or school books). These are provided for all pupils as part of good home learning routines. Second day onwards: daily timetable which reflect normal teaching and learning in school as much as possible.</p>
How will it be checked? EYFS / KS1 / KS2 Children's work can be submitted by emailing word documents or photographs of completed work to your child's class email. This means it will also be available in class when they return if it is needed for ongoing work. If this isn't possible, your child can bring it into school when they return. Teachers will acknowledge (mark) and feedback on work submitted wherever possible/appropriate. There is no expectation that this is written feedback. Teachers are expected to look at children's work and pick up on any strengths areas for development in the next session.	Need help? Email your child's teacher: NursStcuthbertsk@outlook.com Miss Graham RecStcuthbertsk@outlook.com Mrs Marley Y1Stcuthbertsk@outlook.com Mrs Houghton Y2Stcuthbertsk@outlook.com Mrs Clarke Y3Stcuthbertsk@outlook.com Mr Bright Y4Stcuthbertsk@outlook.com Miss Dorning Y5Stcuthbertsk@outlook.com Mrs Ferguson Y6Stcuthbertsk@outlook.com Mr Dodds Sendstcuthbertsk1@outlook.com Mrs Hacking Sciencestcuthbertsk@outlook.com Mrs Hacking

Tier 1 Notes

Second day of absence will be the teaching the child missed on the first day of absence. This will be shared at the end of the school day ready for the child/children to complete the next day. The child/children who are absent will be one day behind the children in school.

Tier 2: For bubble closure or school closure

This is when we are required to close a class or the school due to a positive case/outbreak.

Where will I find it?	On the school website in your child's key stage and then year group section (E.G: https://www.stcuthbertsk.newcastle.sch.uk/website/home/173495 KS1, Year 1 Learning at Home.
When will it be published?	At the end of each day ready for the following day
What will be provided?	<p>On the first day of absence, parents/carers will be sent an email link to the relevant section on the website</p> <p>Early Years First day of absence and ongoing activities: All of the resources included on each year groups' Learning at Home section including - Phonics Play, Oxford Owl, Reading Eggs, You Tube story links, Class specific Learning at Home section of the website. These are already provided for all pupils as part of good home learning routines. Second day onwards: a daily pre-recorded meet and greet from the class teacher who will give an overview of the learning for the day and then daily activities which reflect teaching and learning in school as much as possible. A daily pre-recorded phonics session.</p> <p>KS1 and KS2 First day of absence and ongoing activities: All of the resources included on each year groups' Learning at Home section including - Spelling Shed, Times-tables (TTR) and Reading practice (KS1 use Reading Eggs and/or school books, KS2 use Reading Plus and/or school books). These are provided for all pupils as part of good home learning routines. Second day onwards: a daily pre-recorded meet and greet from the class teacher who will give an overview of the learning for the day and then daily timetable which reflect teaching and learning in school as much as possible. In KS1, a daily pre-recorded phonics session.</p>
How will it be checked? EYFS / KS1 / KS2 <p>Children's work can be submitted by emailing word documents or photographs of completed work to your child's class email. This means it will also be available in class when they return if it is needed for ongoing work. If this isn't possible, your child can bring it into school when they return.</p> <p>Teachers will acknowledge (mark) and feedback on work submitted wherever possible/appropriate. There is no expectation that this is written feedback. Teachers are expected to look at children's work and pick up on any strengths areas for development in the next session.</p>	Need help? <p>Email your child's teacher:</p> <p>NursStcuthbertsk@outlook.com Miss Graham RecStcuthbertsk@outlook.com Mrs Marley Y1Stcuthbertsk@outlook.com Mrs Houghton Y2Stcuthbertsk@outlook.com Mrs Clarke Y3Stcuthbertsk@outlook.com Mr Bright Y4Stcuthbertsk@outlook.com Miss Dorning Y5Stcuthbertsk@outlook.com Mrs Ferguson Y6Stcuthbertsk@outlook.com Mr Dodds Sendstcuthbertsk1@outlook.com Mrs Hacking Sciencestcuthbertsk@outlook.com Mrs Hacking</p>

Tier 2 Notes

- There is no expectation that teachers deliver live teaching sessions or pre-recorded teaching sessions but all staff must do a pre-recorded Daily Greet where they provide the children in their class with an overview of the learning for the day. This is the bare minimum. If staff wish to record lessons or excerpts to share then this is down to personal choice.
- Teaching and the content of the curriculum taught through remote learning must reflect current learning.
- All teaching and learning strategies normally used by teachers to be utilised and adapted for remote learning, including the use of BBC Bitesize and Oak National Academy.
- SENCo will lead on the provision for SEND children.
- Science Lead will lead on the provision in Science in Y2, Y3, Y5 and Y6
- Teaching and learning time should cover between: 1 – 2 hours in Early Years; 3 – 4 hours per day in KS1 and 4-5 hours per day in KS2.
- Children will be able to submit completed work to the class teachers for feedback via email or bring any work into school on return.
- If it is safe to do so, staff can use facilities within school to plan and/or deliver remote learning.
- PPA is Friday afternoon for all FT staff. Direct children to FUNS activities or 'games' for Golden Time.

Pre-recorded Sessions

Sessions can be recorded in school or at home using any of the office spaces or a neutral space at home. Each teacher who will be providing recorded sessions can use a school laptop, a school iPad or a school webcam. These must be signed for before they are taken home and returned in a good, working condition.

Staff have set up a YouTube account (using school email). This is where videos are saved and then shared (it allows us to share larger videos on the website).

E-safety Notes

When recording teaching sessions to support remote learning, dress and appearance of staff should adhere to the school's code of conduct and policy. Videos should not be recorded in bedrooms and should have a neutral background if possible. Once recorded, videos must be played back to check for content before sharing for teaching purposes.

Staff must not use any electronic device to access any school data at all unless they are using their own or school's networks. This includes emails and CPOMS (GDPR)

Next Steps

Action	
Set up all classes on e-schools (KS1 and KS2). Ensure children's login and passwords work. Survey sent home to ask about available devices at home for children. Devise Home Loan Agreement. Establish need for devices at home for staff. Devise Staff Agreement.	IT Team CF/SD
Ensure all children in school have an o365 login and password. Share with parents so everyone has access to PowerPoint, Word etc	
Investigate e-schools platform from a child's perspective and decide which feature is best to set work and collect work in.	CF/SD
Staff training on using the e-schools platform.	CF/SD
Train staff on creating videos / embedding video into PowerPoint / doing voiceover on a PowerPoint.	CF/SD
Revise agreement and Remote Learning Policy once e-schools platform is up and running.	SLT
Set up staff YouTube accounts and show staff how to upload and share videos.	CF/SD/LC
Create guides for parents on how to access remote learning material for parents / carers. Explain where to find work set each day and how to submit any work requested.	CF / SD
KS2 Staff to work together (with children) to produce an e-schools guide for children and parents / carers.	CF/SD
Send letters / emails (with accompanying guides) to all parents/carers (KS1 and KS2).	CF/SD/LS
Set up weekly Zoom meetings for each class (Friday morning – times will have to vary for siblings) Create parental / child agreement for Zoom meetings. Child friendly rules for Zoom meetings. Send survey to parents to ask them to agree to Zoom meeting terms.	CF / LC /LS

Completed Actions