

# *St. Michael's Catholic Primary School*



## *Contingency Plan for Home Learning during Covid-19*

School contact details:

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## **Contingency Plan for Home Learning during Covid-19**

Please see below our whole-school contingency plan for the education of all pupils at St. Michael's during Covid-19, outlining the different scenarios and the relevant action to be taken.

## Pupil Absence Scenarios:

### Scenario One

#### **Child is off for 14 days due to self-isolation/isolation in the household or whole-bubble/ whole-school lockdown:**

- Office/member of Covid team will ask parent/carer if they have access to the internet at home.
- If **yes**, email address to be obtained from parent/carer and year group contact email shared.

#### **Individual child:**

- Work/zoom timetable will be emailed daily via year group contact email for child to complete - all bubbles have a designated contact email address which will be used for teacher-parent correspondence including setting/ submission of work.
- Work will be set by the class teacher by 8.30 each day and should be completed and submitted by 3.30pm the same day.
- All work submitted via the year group contact email will be acknowledged via email and looked at by the class teacher, with brief feedback given where appropriate and misconceptions use to inform subsequent lessons/teaching.
- Work can be completed by hand or electronically. If work is completed by hand the parents or child can take a photo and send this to the designated class email address.
- Early years teachers will plan and set tasks using a range of age appropriate resources and learning platforms.
- In addition to this, children should read every day and, where possible, should access the relevant online learning platform for their year group – TTRS, Reading Plus or Reading Eggs.
- If **no**, paper work packs will be provided. These will be dropped off by a member of staff/posted. These can be returned when the child returns to school.

#### **Whole bubble isolation:**

In addition to the above steps:

- Daily work will include: Maths, English, reading and a foundation subject, including Come and See 1 x per week. Work will be in line with the originally planned learning as much as possible, and will be a combination of:
  - Zoom lessons – 3x per day - with year group staff who are isolating and well
  - Worksheets/tasks which were planned to be used in school

- Online learning activities

## **Scenario Two**

### **Child is off school for a few days due to waiting on test results:**

- Paper work to be provided by the class teacher, in line with the content the rest of the class will cover where possible. In the event where this is not possible due to the nature of the lesson originally planned, teachers will have a 'grab and go' pack ready of approx. 3-4 days' worth of work, including Maths, English, Reading and Wider Curriculum work.
- Once work is completed, parent or child can take a photo and send this to the designated year group contact email. Alternatively, they can return to their class teacher upon their return to school if absence only lasts for a few days.
- All work submitted via the year group contact email will be acknowledged via email and looked at by the class teacher, with brief feedback given where appropriate and misconceptions use to inform subsequent lessons/teaching.
- Teachers will also ensure the child has a reading book and a list of their relevant passwords for online learning.

## **Scenario Three**

### **Child is off for the odd day due to parent isolating and struggling to get child in:**

- Paper work to be provided by the class teacher, in line with the content the rest of the class will cover where possible. In the event where this is not possible due to the nature of the lesson originally planned, teachers will have a 'grab and go' pack ready of approx. 3-4 days' worth of work, including Maths, English, Reading and Wider Curriculum work.
- Once work is completed, parent or child can take a photo and send this to the designated year group contact email. Alternatively, they can return to their class teacher upon their return to school if absence only lasts for a few days.
- All work submitted via the year group contact email will be acknowledged via email and looked at by the class teacher, with brief feedback given where appropriate and misconceptions use to inform subsequent lessons/teaching.
- Teachers will also ensure the child has a reading book and a list of their relevant passwords for online learning.

### **Return to school:**

When an individual child returns to following a period of isolation, the class teacher will meet with them during their first day back to discuss home learning and to assess any catch-up needs. Catch-up sessions will be delivered via 1-1/small group precision teaching during the afternoon, focusing on plugging gaps in maths, English and reading as a priority.

Similarly, when a year-group bubble returns to school following a period of isolation, the teacher will determine any catch-up needs through informal assessment and address accordingly, including 1-1/small group precision teaching if required.

### **Expectation of staff:**

When a child is isolating and the teacher is in school, work will be set by 8.30am. Once submitted at 3.30pm by the child, work will be acknowledged via email and looked at by the class teacher, with brief feedback given where appropriate and misconceptions used to inform subsequent lessons/teaching. In the event of a whole-school lockdown or whole-bubble isolation, teachers will check their year group contact email throughout the day (during school hours) should parents/carers need any assistance with their home learning. Alongside the work set, staff will make contact with the child at least once per week to check in and address any queries around home learning. Staff will keep a daily register of children's engagement in home learning.

Due to Covid-19 restrictions, our 'parent open night' for the foreseeable future will be held via phone call. More information will be sent out nearer to the time.

### **Expectation of parent/carers:**

We expect parents/carers to support their child's education at home. All activities set can be accessed at any time of the day, suitable for the individual family. On the school website/twitter page we offer regular updates and support for families should they need it.

The mental well-being of both the parent/carer and their child is of huge importance to the school. We know that we are working in challenging times, and families may be facing difficulties, therefore we just ask that everyone does their best in supporting the children in their learning and ensuring our St. Michael's family stay safe and well.

*If you require any support, please contact Mrs Birch: 0151 263 8460*

## **Staff absence scenarios**

### **Scenario 1: Staff member and whole bubble is in isolation for 14 days with no symptoms/is well:**

Expectations: Staff will work their normal working hours each day.

- Staff are available within the working day to answer emails from their year group contact email address and their own school email address.
- Staff are asked to host 3 daily zoom lessons: maths, English and a foundation subject.
- Staff will email out a daily suggested timetable and work for the day using their year group contact email by 8.30am. Work set will be in line with teaching originally planned. It will be acknowledged and looked at each day after submission, with new learning set by 8.30am the following day.
- A daily register will be completed by bubble staff, recording children who have:
  - participated in daily zoom sessions
  - submitted daily work

- not engaged with either of the above
- Teachers will make daily welfare calls to children not engaging in home learning.
- All children will receive a welfare call once per week, and any SEND pupils will be contacted by the SENCO.
- Staff to use time during the day between zoom lessons/pupil communication to plan collaboratively for future sessions.
- Teachers to engage in weekly staff meetings via zoom.
- LT to check in with staff during isolation period – staff to contact LT if additional support is required.

**Scenario 2: Staff member is in isolation for 14 days with no symptoms/ is well but bubble remains in school:**

Expectations: Staff will work their normal working hours each day.

- Staff are available within the working day to answer emails from their year group contact email address and their own school email address.
- Staff are asked to host 3 daily zoom lessons to supplement class cover – back up plan in place in the event of technology issues.
- Staff member will plan lessons as normal and liaise with class cover/ bubble lead to ensure these are resourced etc.
- Staff member will liaise daily with class cover/ bubble lead via email/ zoom or phone in order to plan for next sessions/ next week.
- Staff member to use time during the day between zoom lessons/pupil communication to plan for future sessions and complete any subject lead work or cpd.
- Teachers to engage in weekly staff meetings via zoom.
- LT to check in with staff member during isolation period – staff member to contact LT if additional support is required.

**Scenario 3: Staff member is awaiting test results and is unwell or in isolation for 10 days with symptoms/ is not well/ positive case but bubble remains in school:**

Expectations: Staff member will organise and take a COVID test – if this is proving difficult school will help as much as possible to organise. Staff member will inform school if and when they are well enough to resume normal duties.

- Class cover will be organised.
- Bubble lead/ partner teacher to support class cover in planning etc.

**Scenario 4: Staff member is awaiting test results and is well but bubble remain in school:**

Expectations: Staff will work their normal working hours each day.

- Staff are available within the working day to answer emails from their year group contact email address and their own school email address.
- Staff are asked to host 3 daily zoom lessons to supplement class cover – back up plan in place in the event of technology issues.
- Staff member will plan lessons as normal and liaise with class cover/ bubble lead to ensure these are resourced etc.
- Staff member will liaise daily with class cover/ bubble lead via email/ zoom or phone in order to plan for next sessions/ next week.

- Staff member to use time during the day between zoom lessons/pupil communication to plan for future sessions and complete any subject lead work or cpd.
- Teachers to engage in weekly staff meetings via zoom.
- LT to check in with staff member during isolation period – staff member to contact LT if additional support is required.

### **Scenario 5: Whole bubble in isolation and teachers are unwell.**

Where 1 teacher is unwell:

- Partner teacher to deliver zoom lessons as planned with support from LSAs within bubble.

Where both teachers are unwell:

- Covid team to arrange Oak Academy online learning each day, English, maths and a foundation subject, and communicate with parents/carers via the year group contact email.
- LSAs to monitor contact email with Covid team support.
- LSAs to assist Covid team with welfare calls, preparations for home learning etc.
- CPD for LSAs to complete over the isolation period

### ***Appendix 1: Home learning expectations for parents/carers document***

## **Home Learning Expectations**

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer access to education at home resources. We will monitor engagement with this activity to ensure learning is being accessed appropriately.

Whilst learning from home, there is an expectation that work will be set by the class teacher **by 8.30 each day** and should be completed and submitted to school **by 3.30pm the same day** via the year group contact email:

*Nursery and Reception* – [EYFS@stmichaelscatholicprimary.co.uk](mailto:EYFS@stmichaelscatholicprimary.co.uk)

*Year 1* – [Year\\_1@stmichaelscatholicprimary.co.uk](mailto:Year_1@stmichaelscatholicprimary.co.uk)

*Year 2* – [Year\\_2@stmichaelscatholicprimary.co.uk](mailto:Year_2@stmichaelscatholicprimary.co.uk)

*Year 3* – [Year\\_3@stmichaelscatholicprimary.co.uk](mailto:Year_3@stmichaelscatholicprimary.co.uk)

*Year 4* – [Year\\_4@stmichaelscatholicprimary.co.uk](mailto:Year_4@stmichaelscatholicprimary.co.uk)

*Year 5* – [Year\\_5@stmichaelscatholicprimary.co.uk](mailto:Year_5@stmichaelscatholicprimary.co.uk)

*Year 6* – [Year\\_6@stmichaelscatholicprimary.co.uk](mailto:Year_6@stmichaelscatholicprimary.co.uk)

It is important that we have an up-to-date email address that we can use to contact you. This will be the primary form of contact during the isolation period should you need to speak to your child's teacher/they to you. Please let school know if you do not have access to the internet at home and alternative provisions will be put in place. Work can be completed by hand or electronically. If work is completed by hand you can take a photo and send this to the designated class email address.

Each child will be sent home with a stationery pack, a reading book, English and Maths workbooks and an exercise book. Teachers will also ensure that children know their passwords for online learning platforms in order to access these at home.

Daily work will include: Maths, English, reading and a foundation subject, including Come and See 1 x per week. Work will be in line with the originally planned learning as much as possible, and will be a combination of:

- CGP books for basic skills
- Zoom lessons with year group staff
- Worksheets/tasks which were planned to be used in school
- Online learning activities

*Early Years teachers will plan and set tasks using a range of age appropriate resources and learning platforms.*

In addition to this, children should read every day and, where possible, should access the relevant online learning platform for their year group – TTRS, Reading Plus or Reading Eggs. Alongside the set work, staff will make contact with your child at least once per week to check in and address any queries or concerns.

## ***Appendix 2: Teacher checklist in the event of whole bubble isolation***

### Teacher checklist for whole bubble isolation

#### Preparing the children

Please send all children home with:

- A stationery pack and exercise book

- A copy of home learning expectations sheet
- CGP books for Y1-Y6 (reading, writing and maths)
- Work packs for Nursery and Reception
- A Reading book
- Login details for online learning platforms

If a bubble is being sent home to isolate, spend some time talking to the children about what is happening and why they are having to isolate in order to alleviate any worries they may have. You may want to use *The Boy, The Mole, The Fox and The Horse*, or another suitable text, to support your discussion, particularly with the younger children. Talk through the home learning expectations, explaining how their 'school day' setup will look at home, and how they will receive/submit their work. In preparation for the possibility that a bubble may go into isolation, teachers are advised to have a practice session where they model what home learning will look like to their class.

### **Preparing yourself**

Once the children have left school, staff who are isolating must prepare themselves to work at home for the next 14 days. Staff members will not be allowed into the building during their period of isolation.

Please ensure that you take home/have access to the following:

- Laptop
- Any books needed for lesson planning/delivery
- Teacher toolkit & Rosenshine book
- Whiteboard & pens
- A copy of the children's logins for online learning platforms
- Year group contact email login
- Email contacts and phone numbers for your class – admin to email across
- A copy of the home learning expectations
- A copy of the CGP books (reading, grammar and maths) for your year group

Home learning will consist of:

- Work originally planned to be taught in school where possible
- 3 x daily zoom lessons for each class – maths, English and foundation subject/Come and See
- CGP workbooks – reading, GPS and maths
- Online learning tasks

Work will be emailed to the children by 8.30am daily, with the expectation that it is returned by 3.30pm that day. All work will be acknowledged and looked at by the class teacher, with brief feedback given where appropriate. Staff must retain a daily register of engagement in zoom, completion of work and children whom have made no contact with their teacher. For pupils not engaging, follow up with a welfare call the next day to discuss.