



Remote learning/Emergency School Closure Policy (COVID-19)

Introduction

In March 2020 schools across the UK closed due to the Covid-19 pandemic. They remained open only for those children of identified key workers and those classified as vulnerable. As a result of this shift Longford Primary Academy put a remote learning plan in place. This document outlines this plan for any emergency lockdown situations that may occur in the future. The main aim of this plan is to ensure that all children in the school community have access to appropriate and effective learning and resources, that all parents feel supported in any home learning tasks and that staff are able to fulfil their responsibilities regarding the provision of learning and support for all families.

If a child develops COVID symptoms

- Child to be taken to the isolation room as soon as possible. Accompanying staff member to wear PPE (face mask, gloves, apron) and maintain 2m distance from child showing symptoms & provide reassurance to child.
- Parents will be contacted to collect children immediately and advised that the child should self-isolate for at least 7 day and whole household (including siblings) should self-isolate for 14 days, or until a test for the individual comes back negative. Any siblings of the affected child to also be sent home.
- Provide home testing kits (if available) otherwise parents of child showing symptoms must book Covid-19 test either through the NHS website or via NHS 119 www.nhs.uk/ask-for-a-coronavirus-test-or-phone-119
- LL to inform SBMAT
- Parents will be asked to share test result to school and confirm a negative result before child can return to school

In the event of a positive COVID-19 case in a bubble

- Parents will be contacted to collect children immediately and advised that the whole household should self-isolate for 14 days.
- Staff in the bubble will also be sent home to isolate for 14 days.
- School to contact both NHS Test and Trace and local Public Health England health protection team
- Office to contact any external agency who have been in working with that bubble to inform them of the positive result within that bubble
- LL to contact cleaning provider to ensure classroom and resources are thoroughly cleaned and disinfected
- MD to fog classroom and other areas children may have used eg toilets
- FSM hampers will be available for the children in this bubble and hampers will be delivered to the home addresses of the families.

In the event of an outbreak

Where two or more individuals within 14 days identified with confirmed or suspect COVID-19 infection within the setting:

- LL to inform St Bart's Trust immediately
- LL to report to local Public Health England health protection team
- Public Health England will advise the school on next steps.

Remote learning during school closure or individual/bubble isolation

Individual pupil isolation

Curriculum Provision Plan

Where a parent has received advice that their child must isolate eg household isolation, directed learning will be arranged to cover the period of isolation. Links to a schedule of planned lessons that closely mirror the learning in school will be provided enabling children to access pre-recorded videos, quizzes, worksheets and creative activities through White Rose Maths and Oak National Academy. Links to other activities may also be sent relevant to activities in the school at that time eg signing videos.

For those families without access to an electronic device or internet, learning packs will be made available in the first instance until electronic devices can be sourced, set up and delivered.

Individual learning needs will be taken into account and provision adapted accordingly.

School-parent communication

Class teachers will continue to monitor Class Dojo and respond to communications from pupils and parents, however full teacher engagement and guidance will not be possible due to their ongoing teaching commitments. Staff members will also make safe and well phone calls, offering further guidance and support where necessary. Any safeguarding concerns will be passed onto the DSL in the usual way.

Meals

Where a child is eligible for Free School Meals (Not UifSM) a lunch hamper can be provided for the period they are not in school.

Individual class/bubble isolation

In the event of an individual case of Covid-19, all adults and children within that class/bubble will need to remain at home for the isolation period. This also includes anyone who has had extended contact with the class/bubble as identified by the class contact record.

Curriculum Provision Plan

In the case of a class/bubble shutdown the class teacher will continue to be responsible for the learning of the all children. Lessons will be planned and delivered daily by class teachers as follows:

How delivered?	Nursery	Reception	KS1	KS2
Live teaching input eg MS teams/zoom	2 x per day	Phonics Writing Maths	Phonics/spelling Writing Maths	GPS Writing Maths
Directed learning and activities through links/Sway	Wider curriculum activities	Wider curriculum activities	Reading Topic/wider curriculum	Reading Topic/wider curriculum

For those families without access to an electronic device or internet, learning packs will be made available in the first instance until electronic devices can be sourced, set up and delivered.

Individual learning needs will be taken into account and provision adapted accordingly.

If the class teacher is unwell/tested positive a member of school staff within the same phase will set work for that bubble (see individual pupil isolation), however full teacher engagement and guidance will be reduced due to the full teaching commitment of that staff member.

School-parent communication

The class teacher will monitor Class Dojo, respond to queries and uploaded work accordingly. At this point, anyone not engaging with online live learning or via class dojo will be referred to a member of the safeguarding team who will make a safe and well phone call.

The school office will be a key point of contact for the families and important information will be uploaded to the school website for reference.

Meals

During a class/bubble isolation situation lunch hampers will be available for those children eligible for Free School Meals (Not UIFSM) to ensure that children who require it can be provided with a lunch for the period they are not in school.

Staff

Any members of staff who are required to isolate as part of their class/bubble will be expected to work from home on tasks deemed appropriate by a member of the senior leadership team. They will need to attend any school meetings virtually and respond to calls and emails during this time.

Whole school closure

In a lockdown situation children will remain at home and work will be made available to them. For most children this will take the form of online learning as follows:

How delivered?	Nursery	Reception	KS1	KS2
Live teaching input eg MS teams/zoom	2 x day	Phonics Writing Maths	Phonics/spelling Writing Maths	GPS Writing Maths
Directed learning and activities through links/Sway	Wider curriculum activities	Wider curriculum activities	Reading Topic/wider curriculum	Reading Topic/wider curriculum

For those families without access to an electronic device or internet, learning packs will be made available in the first instance until electronic devices can be sourced, set up and delivered. Learning packs will be made available for collection with strict social distancing in place. These should not be returned to school, however photographs may be taken and uploaded to class dojo/sent in via email if parents and children that wish to do so.

Individual learning needs will be taken into account and provision adapted accordingly. Class teachers will support parents and their children through class dojo and provide feedback through comments & dojo points

Learning for children in school during lockdown

School will remain open to children of key workers and to any vulnerable children (those with EHCP or allocated a social worker). Children will access lessons and activities provided by their class teachers using technology available to them in school. Staff in school will support and guide learning in order for the children to complete the activities set.

There will also be further activities for these children whilst in school in order to enhance their school day and support their mental health and wellbeing.

Staffing

Given the low number of children within school, staff will be placed on a rota system to support and care for children within the key worker/vulnerable bubble. There will always be a minimum of 2 members of staff in school, with at least one qualified teacher. The rota will ensure that at least one member of the senior leadership team and a trained first aider is on site. A member of the safeguarding team will be available for contact throughout the school day.

Weekly staff meetings will take place remotely using MS Teams or zoom and weekly emails will be sent to all staff with updates.

School-parent communication

The school admin email accounts will be monitored throughout the day and remains a key communication tool for the school. Class Dojo also includes a direct communication tool and children and parents can also use this to contact teachers.

The school website, Facebook and Twitter page will also be key lines of communication for parents. Staff are encouraged to post on Class Dojo with remote learning updates and also to celebrate any work/activities the children have completed at home. The school website is used for information, policies, updates and important messages for parents.

Where children have not engaged with online learning, class teachers will ensure that they make contact with those families and children via a safe and well call.

In the case that a child or family member cannot be contacted, details will be passed onto the family support officer who will attempt to make contact herself. If she cannot make telephone contact a home visit will be made. We will attempt to visit twice and if we are still unable to contact the family we will refer into First Response.

The Principal will send out regular updates from the school and the trust, and share any documents and links to services that can offer support if required.

No parent will be allowed on site unless they are dropping off/collecting their child or without prior arrangement with a member of the SLT team.

Safeguarding and SEND

Those children with social workers are expected to attend school during a lockdown situation. This will support the child's wellbeing as well as ensuring that they are receiving the care they need. School will communicate with the child's social worker to ascertain what would be better for them in this situation. We will continue to communicate with them throughout lockdown to ensure that there is a clear picture of the family situation.

The safeguarding team will continue to work closely with agencies that are supporting families with vulnerable children through phone calls and Zoom/Teams meetings. Staff will also continue to work closely with social care, referring any concerns on where necessary and taking advice regarding safeguarding issues. Any EHA/EHPs will continue remotely where possible.

All children with an EHCP are entitled to a place in school should a lockdown situation occur. Parents will decide whether they feel they can effectively meet the child's needs at home. Any children with an EHCP will have a risk assessment and reasonable endeavours form completed which is shared and agreed with the parents/carers. Communication with health and support teams will continue.

Any vulnerable children and those with an EHCP who do not attend school, weekly welfare calls will take place and a member of the safeguarding/SEND team will ensure that the child is spoken to. As above, for any family that cannot be contacted, a home visit will take place.

The school safeguarding teams will have remote weekly meetings to discuss any cases and identify key actions going forward to support our children and families.

All correspondence will be logged on CPOMs.

Meals

Parents of children attending school during lockdown will be encouraged to provide their own lunches in a disposable bag. For those children who are entitled to a Universal Free School Meal or who are eligible for a Free School meal, these will be provided by the kitchen staff.

Children at home who are eligible to a Free School Meal (not UiFSM) will receive a weekly hamper in order for them to provide lunches for their children at home. This is available for all those who are eligible and whom request it from the office. Staggered collection times will be provided to ensure social distancing can be maintained. If for any reason a family cannot collect their hamper eg the family are self-isolating arrangements for delivery to the doorstep can be made.

Linked policies

- SBMAT Home Learning/Covid-19 Closure Policy
- Safeguarding Policy & Covid-19 addendum
- Behaviour Policy & Covid-19 addendum
- Attendance Policy & Covid-19 addendum