

Action Plan for Learning Provision, including remote learning during periods of isolation or partial closure

Date: January 2022

Steps completed in preparation for the delivery of remote education for any child having to isolate, a partial or full closure: Class emails set up to ensure clear communication, safeguarding processes clearly outlined and roles allocated, pastoral support in place for those identified with clear lines of communication to make adjustments where necessary, roles and responsibilities agreed for all staff, key worker list compiled, ICT training provided for all staff, list of all pupils who could potentially be without access to a device collated, IT support prepped devices to allow all those available to be used.

ALL GUIDANCE FROM DfE AND PHE REGARDING COVID-19 TO BE FULLY IMPLEMENTED.

Scenario	ACTION REQUIRED	BARRIERS	WHO? WHEN?	WHAT WILL SUCCESS LOOK LIKE?
If any children are having to isolate at home.	- By the end of the first day of absence, of any child having to isolate, the class teacher will make contact with the home to establish if the child is well enough to access remote learning and to check on the family's wellbeing and circumstances. - Within 24 hours digital learning timetabling will commence (if child is well enough to access). Digital learning is directly related to curriculum planning for class and individuals. - Online Learning platforms: White Rose, Purple Mash may be used (where appropriate). - Google Meet – used for provision of online learning and face-to-face input. - Class teacher will lead the learning from the classroom, remote learning will ensure pupils are able to access the teaching and learning from within the classroom. - We will try to be flexible with our arrangements to maximise engagement in learning whilst considering family circumstances. - Remote learning will not be provided for those pupils whose parents choose not to	Lack of communication from parents. Collection or delivery of packs. Lack of tests available increases time children are out of school. Decreased staffing levels will impact on our ability to deliver all provision as cover may not be available. Impact on staff wellbeing. Lack of accessibility to devices.	Office staff to ensure reason for absence is clear and this information is communicated quickly to class teachers. Immediate effect. Class teachers and support staff to follow timing of plan. All actions require staff to work to the agreed timescales outlined within the actions.	Safety of everyone is prioritised. Everything possible will have been done to minimise risk of transmission by everyone consistently following guidance. There will be minimal disruption to pupils learning as 'tailored' packs will be issued swiftly and will ensure curriculum focus is consistent with what is being delivered in school. Pupils will have timely access to digital learning and will receive feedback on their work, consistent with our marking and feedback policy. There will be a maintained 'face-to-face' relationship with the school staff, delivering online learning which will help to maintain high levels of engagement and motivation.

	send them in to school, for reasons which are contrary to guidance.			Attendance levels in school will remain high.
If positive case of Covid and whole class bubble or bubbles need to be dispersed.	- We will follow all advice from PHE, including enhanced cleaning. - Risk assessment reviewed and any necessary amendments made. - Digital learning will begin within 24 hours. - Planning overview will be shared with parents. - If class teacher is not well, HLTA/Support staff will provide cover for Class Teacher. - We will endeavour to provide those pupils without access to a laptop or tablet, a digital device (with an agreement from school).	Lack of availability of testing increases risk of wider transmission. Delay in communication with PHE. Staff absence – reduced staffing limits provision we are able to offer. Impact on staff wellbeing. Lack of accessibility to devices.	All staff HT/Govs/Staff Information shared with parents via website when any amendments made to risk assessment. All actions require staff to work to the agreed timescales outlined within the actions. DH/HT to oversee cover. IT Support – to ensure all available devices are ready for allocation.	Safety of everyone is prioritised. Everything possible will have been done to minimise risk of transmission by everyone consistently following guidance. Pupils will have access to digital learning to aid smooth transition between school and home learning. They will receive clear teaching, guidance and feedback on their work, consistent with our marking and feedback policy. Contingency plan will ensure all pupils continue to receive high quality input and for any disruptions to learning to be minimised. Accurate, swift identification of pupils not having access to devices will enable us to make sure provision is in place so that no child is disadvantaged.
If there is a whole school lockdown (see detailed guidance outlined on Remote Learning Plan)	- All guidance from DfE and HSE to be followed. - Risk assessment to be completed and will be reviewed following changes in guidance or circumstances. - Digital learning will commence within 24 hours i.e. morning virtual face-to-face, virtual English and maths input each day, end of day virtual face-to-face catch up and	Lack of clarity in communications i.e. guidance from Gov & DfE. Reduced staffing will impact on the provision offered.	All staff HT/Govs/Staff Information shared with parents via website when any amendments made to risk assessment. All staff – HT/DHT to collate.	Safety of everyone is prioritised. Everything possible will have been done to minimise risk of transmission by everyone consistently following guidance. Children will continue their learning, receiving high quality input and feedback.

	issuing of 2 foundation subject activities (reflective of what you would have been teaching in class). • Highly vulnerable staff and pupils identified and necessary steps taken to minimise risk. • Safeguarding and Pastoral checks & processes within lockdown situation to commence immediately. • Contact logs to be maintained by all staff. • Site staff to set up classrooms for Pods, following guidance re social distancing and safety measures. • Swift communication with Key Workers and parents of Vulnerable Pupils so that registers for pods set up. • Rota for home/school provision to be circulated to staff which will enable both digital and face-to-face learning to continue for children at home or in school. • Kitchen staff to be responsible for the provision of 'food parcels' for those children entitled to FSM until such time as a voucher scheme is resumed. • Office staff resume agreed 'lockdown' roles. One member of office team to be responsible for printing hard copies of learning resources for identified families. • Reading books to be made available to all children with clear process for 'quarantining' any returned books.	Impact on staff wellbeing, juggling demands and own anxieties. Increased costs – time taken to set up site to make classrooms Covid safe, in line with ever changing guidance. Lack of engagement by some families, despite all avenues exhausted. Ever changing circumstances of some families not necessarily communicated to school staff.	Inclusion Manager, Pastoral Lead, HT, DHT and staff. All staff – immediate effect. Site Manager, Assistant Site Manager and Cleaning team – Cleaning supervisor to ensure all guidance is being adhered to. HT/SLT HT Kitchen Manager to oversee with immediate effect. Administration of meal voucher scheme to be completed by S Jay & J Enever, depending on Government guidance. Identified support staff – dependent on staffing circumstances at time.	Robust systems in place will ensure there is regular communication with pupils, parents and vulnerable families. All safeguarding checks and procedures will be followed. Pastoral support will continue for those pupils who need it and additional support and signposting will be in place for families experiencing bereavement or who are finding themselves in challenging circumstances. As a school we will have an accurate, 'live' overview which will enable us to do everything possible to ensure everyone is well supported, safe and to maintain high levels of engagement in learning. Key workers have provision for their children. Staff are aware of their roles and provision runs smoothly. Families with children who are entitled to FSM receive food parcels or vouchers in a timely manner and are not without access to provisions. Pupils have resources provided which will enable them to continue learning and for disruption to be minimised. High levels of engagement.
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Action Plan to be reviewed according to latest Government guidance – SLT to regularly revisit and implement any necessary changes.