

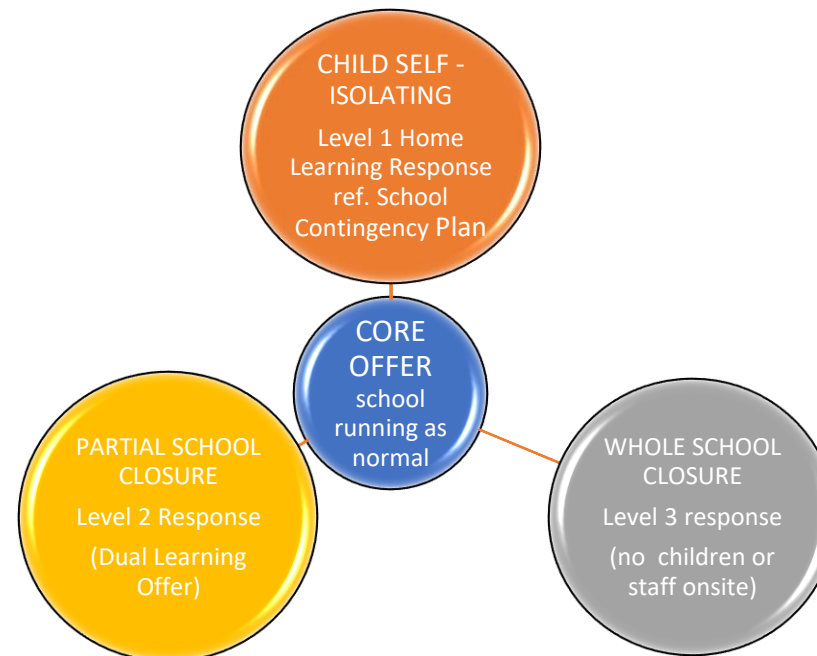
Summary of Responses – as outlined in Contingency Framework August 2021

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. The overarching objective is to maximise the number of children and young people in face-to face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk.

The Woodlands COVID risk assessment will be regularly reviewed, and any additional measures such as testing, face coverings, shielding, educational visits, visitors will be addressed in line with the most up to date government guidance in order to reduce the risk of transmission.

Level 2, & 3 Responses would only be triggered by PHE directives. The levels of restriction will ensure that extensive limitations on education are a last resort. It is unlikely that the government will direct Woodlands, as a specialist provision, to follow a whole school closure, but staffing difficulties and outbreaks, could mean this is a possibility, so it has been included in this contingency plan.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf



INTRODUCTION

At Woodlands, we know that continuing learning at home during periods of self-isolation or partial school closures for our pupils can help to ensure continued progress, as well as provide important structure throughout the day. We also know that isolation and closures can be very distressing for both the pupils and their families, and the expectations of formal learning can put an additional strain on some families. Our approach to remote learning ensures that we offer a continuing, challenging curriculum, which can be accessed by all pupils, but which offers support and understanding for the families who need it most. Our contingency plan will provide a blended approach of practical daily activities, online activities and some live class 'Teams' sessions as appropriate for the group. The amount of live teaching sessions will depend on the response level.

To enable teaching and learning to continue as effectively as possible during the need for remote learning

Level 1 Response – Individual Children Self-Isolating

- Letter/email to parents/carers will be sent out providing information about a 3 week 'get going' curriculum plan, which each class will make available online. This plan will follow the activities being carried out in class, building on previous learning but will work as a 'stand-alone' pack, which can be carried out at any time. This can be used in conjunction with the videos available on the school website, with recordings of teachers reading aloud using AAC where needed.
- Parents are provided with the class teacher's email and will be contacted regularly to provide feedback and find out how learning is progressing.
- School will continue to communicate regularly with families through the school website, newsletter and weekly phone calls. The parent support advisor will continue to call parents who are highlighted as having a high level of need.
- Students that are isolating will be invited to the school assembly via *Microsoft Teams*.

Level 2/3 Response – 'Partial Closure (Dual Offer), Whole School Closure (in addition to our Level 1 Response)

- All pupils will be asked to access 'Teams' via their school login. Work will be uploaded to their class 'Team' each day and the class will be able to interact using this platform.
- If parents are struggling to access 'Teams', Class teachers will send out the learning activities for the day to each pupil via email. Associated resources will be added to the class 'Team', including videos and links to web resources as appropriate.
- Physical learning packs will be provided for both primary and secondary pupils taking into account individual children's need and levels of learning. These will be updated with resources as needed.
- Pre-recorded videos are available on the school website to show how to use some of the resources in the home packs. Teachers will signpost to these as needed.

CONTINGENCY PLAN FOR REMOTE LEARNING - Including Whole School Overview and Supporting Documents



	<ul style="list-style-type: none"> We will provide whole class or small group sessions on Microsoft Teams on a daily basis. This may be a phonics session, a group circle time type activity, or lesson starter. A weekly phone call will be made to parent and pupil to provide feedback on learning and support with any issues. Weekly phone call from HSLW to identified vulnerable pupils and their families.
<p>Our staff will:</p>	<p>Level 1 Response</p> <ul style="list-style-type: none"> Provide updates to the learning pack, guidance letter with info about how to access the 'get going' pack on the school website. Ring and talk to each parent at least once a week. <p>Level 2/3 Response – 'Partial Closure (Dual Offer) and Whole School Closure (in addition to our Level 1 Response)</p> <ul style="list-style-type: none"> Provide daily lesson activities for each pupil via 'Teams' or email if 'Teams' cannot be accessed. Have daily contact with every child via 'Teams' as described above. Make a weekly phone call to parent to offer support and advice regarding home learning. Be available at designated times to respond to parent emails and questions about the work and to provide feedback. Monitor the progress of pupils with and without access to the online learning resources and arrange strategies for support accordingly.
<p>Our pupils/students will be expected to:</p>	<p>Level 1 Response (if well)</p> <ul style="list-style-type: none"> Complete daily learning activities provided by the class teacher with support from parents. <p>Level 2/3 Response – 'Partial Closure (Dual Offer) and Whole School Closure (in addition to our Level 1 Response)</p> <ul style="list-style-type: none"> Log onto 'Teams' at an agreed time as set out by the class teacher, to take part in class sessions. Complete learning activities to the best of their ability. Share their learning with their class team.
<p>Parents/ carers are responsible for: <i>Outline here expectations for parents and carers</i></p>	<p>Level 1 Response</p> <ul style="list-style-type: none"> Communicating with the school when contacted including the weekly teacher phone call. Supporting their children to complete the learning activities set by the class teacher. Liaising with school staff and seek support when needed, with class teacher via email, 'Teams' or by phone. Supporting the learning offered for their children. Letting the school know if there are experiencing any particular difficulties in which the school may be able to support

CONTINGENCY PLAN FOR REMOTE LEARNING - Including Whole School Overview and Supporting Documents



	<p>Level 2/3 Response – ‘Partial Closure (Dual Offer) and Whole School Closure (in addition to our Level 1 Response)</p> <ul style="list-style-type: none"> • Setting a clear routine with each child using the daily activities set by the class teacher. • Reading all communications that come out from the school to ensure they are fully aware and up to date with news. • Supporting their children to complete as many activities as they can. • Providing access to the learning offered for their children. • Liaising with school staff and seek support on behalf of their child when needed, with class teacher via email or phone.
How to access work	Outlined in Parent Guidance Letter ‘Home Learning Offer’ and information on website Information will be sent out as/when required
Other support we will offer	<p>All levels</p> <ul style="list-style-type: none"> • The school nursing team are available at all times during school hours to support medical needs to enable access to learning. Parents are able to access this service at any level of response. • The school therapy team are available during their usual working hours to support with access to learning and to support remotely with following programmes where needed.
Vulnerable and Key Workers	School will follow any Government guidance regarding the provision for vulnerable and keyworkers. Individual risks assessment may need to be conducted for each child to gauge the level of vulnerability.
<p>Communication <i>Outline here how the school will communicate with pupils and parents</i></p>	We will continue to communicate regularly with families through the school website, emails, newsletter, via ‘Teams’ and weekly phone call.

Woodlands School Contingency Plan - GUIDE FOR TEACHERS

As part of our ‘home learning offer’ we have created a contingency plan in case of self -isolation, partial school closure or whole school closure. This is to be used as a guide according to level of response required in each situation ref- School Contingency Plan

Level 1 – To be followed when one or more child from a class is at home self-isolating.

If a child in your class is isolating or shielding at home.

CONTINGENCY PLAN FOR REMOTE LEARNING - Including Whole School Overview and Supporting Documents

- If they do not have one already, send home a **home learning resource pack** at the *beginning* of their isolation period.
- **Once per week** - phone home and catch up with the family. To be recorded on CPOMS *if* a safeguarding concern is presented to you. You must complete a pupil contact grid with a brief summary of your conversation. S:\WHOLE SCHOOL INFORMATION\CORONAVIRUS\Pupil contact
- **Once per week** – Prompt parents to access the Covid 19 area on the school website for ‘Get Going’ activities that will last them up to 3 weeks.

Level 2/3 – *To be followed if there is a partial school closure (Dual Offer) or Full Closure.*

- If they do not have one already, send home a **home learning resource pack** at the *beginning* of their isolation period.
- **Once per week** - phone home and catch up with the family. To be recorded on CPOMS *if* a safeguarding concern is presented to you. You must complete a pupil contact grid with a brief summary of your conversation. S:\WHOLE SCHOOL INFORMATION\CORONAVIRUS\Pupil contact
- **Daily** – The daily activities should be posted to the class ‘Team’ each day (by 9.15am) with the daily activities to be completed (or if the parent has said they cannot access this, then an email should be sent). These activities should follow your current SofW and are not the ‘Get Going’ activities.
- **Daily** – Make contact with your staff team and assign work. Inform SLT should you have any concerns
- **Once per week** – parents to post to the ‘Team’ or send back an example of the activities they have done with their child at home via email.

Woodlands School Contingency Plan - GUIDE FOR SUPPORT STAFF

CONTINGENCY PLAN FOR REMOTE LEARNING - Including Whole School Overview and Supporting Documents

- **Daily** – Make contact with your line manager. Inform them should you have any difficulty accessing or completing the work set
- **Daily** – Access and follow the recommended CPD
- **Daily** – Join/lead sessions as directed by your line manager
- **Weekly** – send a summary of the CPD/activities completed to Nicola Sutehall and Lorna Banfield