



Contingency Plan for Parents

1. Introduction

We have not forgotten how challenging the period of remote teaching and learning was for our families, and the extraordinary lengths that our community went to ensure that the children of Laxton Junior School continued to receive an excellent education. As a school, we continue to be incredibly grateful to all our staff and families for everything that they did to keep momentum going through the most challenging of periods.

With the School now reopen, we continue to hope that we will not have to return to delivering our programme online; however, it is important to be ready for all eventualities and, as such, this Contingency Plan explains how the school will ensure a continuity of education in response to one of two scenarios where children may be required to learn from home. These are:

1. In the event of multiple COVID-19 cases within the school community or a local outbreak and the school is asked to close by a local health protection team, the local authority or Government
2. In the event that a group of pupils is required to self-isolate for a period of time due to a confirmed positive case or cases of COVID-19

Having already run a successful and comprehensive remote teaching and learning programme, we are confident that - should the need to relaunch it be necessary - we could do so quickly and effectively. However, this said, there has been considerable reflection on our previous offer, which incorporated the feedback we have received from staff, children and parents; as such, the school is determined, also, that this contingency plan will present improvements on our Summer Term 2020 remote teaching and learning approach.

Whilst this Contingency Plan provides insight into how the different aspects of school life will be translated into online provision, we have provided parents with more detailed guidance about the following, which can be found on our website:

- Our Guide to Microsoft Teams
- Our Guide to Remote Safeguarding and Online Safety
- Our Guide to Remote Teaching and Learning
- Our Guide to Remote Care and Wellbeing

2. Local Outbreak and Full School Closure

The Government guidance suggests that school-wide closure, as a result of a low number of cases within a school, is unlikely assuming the school is implementing the appropriate control measures. The decision about school closure, in this case, will be made by a local health protection team and might involve the use of a mobile testing unit to determine how widespread the infection is. Alternatively, if the virus spreads through the local community, Public Health England, the local authority or Government can restrict activities in particular locations and close individual premises, including schools. Whilst this may also be considered unlikely as LJS is not found in a densely populated town or city, we must – none-the-less – be prepared for the possibility. In either case that the whole school is closed, we would resume an adapted and improved version of our remote teaching and learning programme from April 2020.

3. Small Group Self-Isolation

In this scenario, a smaller group - such as an individual year group 'bubble' - may be asked to self-isolate for a period of time due to a confirmed, positive case of Coronavirus; in this case, relevant teaching staff will deliver the curriculum remotely to these children whilst the school continued to provide 'in-house' provision for those not self-isolating. The school would determine to what extent the full programme of learning and activity could be delivered based on the number of staff available to offer remote provision.

4. Communication

Communicating Closure and the Resumption of Remote Learning

As per the guidance and how this relates specifically to Laxton Junior School (as captured in the COVID-19 Framework), should a confirmed case be identified amongst our staff- or pupil-body, we will communicate with a local health protection team, who will advise us on how to respond. This might be a requirement to close a particular year group 'bubble' or, if other members present symptoms and additional testing of the community results in further positive cases, they will advise on whether School should be closed and how to communicate this with LJS families.

Similarly, if there is a local outbreak and Public Health England, the local authority or Government feel it necessary to close schools, we will seek guidance from a local health protection team, who will support the wider communication with staff and parents. Depending on the notice period that we have, we will ensure that all community members are ready and prepared with all the necessary information to ensure a smooth transition to our remote teaching and learning programme.

Ongoing Communication

In the event of whole school closure, regular updates will be shared between the school and the parent-body, incorporating guidance from Public Health England and the local authority, and ensuring that the community is clear on the length of closure and the intended dates for reopening. Alongside this, parents will continue to be able to contact individual staff members through email and online meetings. The use of the Remote Learning Hub would be relaunched, also, as a central place for all assemblies, blogs, training videos, guidance and information.

5. Safeguarding

Safeguarding responsibilities will continue in line with our Safeguarding Policy, Northamptonshire Children's Safeguarding Partnership and Government guidance.

Our Guide to Remote Safeguarding and Online Safety

Our Guide to Remote Safeguarding and Online Safety, available on our website, offers details of how we will ensure our safeguarding responsibilities continue should any of our community be required to learn from home. This has been reviewed and updated following the Summer Term and contains a number of revisions from its previous iteration.

Online Safety including Cyberbullying

Online Safety remains a top priority and especially so if we are required to deliver a remote education once again. Our Online Safety Policy, Countering Bullying and Cyberbullying Policy, and Expectations for Staff, Parents and Pupils will continue to stand during any local outbreak scenario. Mr Fraser Harper, our Online Safety Lead, will share an online safety video with the community, should we be faced with partial or full school closure, and Form Teachers will keep online safety at the forefront of whole class or small group conversations, as appropriate. Parents are encouraged to consider their filtering and monitoring arrangements at home and further information will be shared with them on how to do this.

Remote Meetings and Live Lessons

These will be conducted through Teams. Expectations for remote meetings and live lessons will be recapped during the first lessons as a reminder to all; staff, parent and pupil expectations have been reviewed and updated following reflection and feedback on the Summer Term's provision.

Sharing Concerns and Supporting Families

Our safeguarding, online safety and pastoral teams will recap how to share concerns during any period of remote education and children will be encouraged to 'Speak Out, Stay Safe' to trusted adults as part of this process. We will continue to support all families remotely with staff continuing to be readily available to offer help and guidance, and regular contact made as needed.

6. Operations

Critical Worker Provision

The Government indicates that, should the school be required to close, it 'may involve the return to remaining open only for vulnerable children and the children of critical workers.' We expect further guidance to be released about this, in due course, and will ensure that, when it is, we are set up to accommodate and communicate the necessary provision. The systems and organisation that was successfully operated last term, will enable us to set this up quickly.

Technical Details

Should we be asked to close, we will return to running our teaching and learning programme through the Microsoft Teams platform (which has benefitted from a number of upgrades over the summer). Each year group will have an allocated Team, through which their content is delivered, interacted with, marked and fed back. All children and staff continue to have the

necessary login and access arrangements, and - to support this approach - we have been using the platform to deliver our homework programme, this year. Our Guide to Microsoft Teams can be found on our website.

7. Academic

Our Guide to Remote Teaching and Learning

An reviewed and updated version of Our Guide to Remote Teaching and Learning can be found on our website; this offers greater detail, than the below, about our approach to delivering our academic programme online.

Live Learning

Following feedback from the Summer Term, we have increased our live sessions to include an 8.30am meeting point for all children with their Form Teacher. This session will involve a daily touch point for each Form, providing pastoral and wellbeing support, registration, a chance to answer questions and queries that the children may have about prior learning, and an introduction to the learning activities that will be taking place during the day.

In addition, every child will receive two extended small group sessions, each week, that will enable the Form Teacher and the children to engage in bespoke live learning on English and Maths activities, specific reflection and feedback on previous tasks, modelled engagement with work that the group had found challenging, opportunities for stretch and challenges tasks, or a chance for the group to work through PSHE or wellbeing activities as they might be needed.

We will also operate a daily live afternoon session, at 3.30pm, where teaching staff will bring a year group together for a reflection about the day, to answer questions and queries about the work covered, for mindfulness and wellbeing activities, or to read a story together.

Assignments

All lesson content will be delivered through Teams' Assignments; these will consist of a pre-recorded teaching video and associated resources to support engagement with the set task. The length of time that an assignment should take will be in keeping with the time the equivalent lesson might take in class. Assignments will be adjusted for groups and individuals to ensure that they contain the necessary support and challenge.

Core Subjects

Over the course of the week, Form Teachers will deliver daily English and Maths lessons and a weekly PSHE lesson. Grammar, reading, writing, spelling and phonics will be covered as appropriate and incorporated into English. Children will be expected to continue with their reading to further develop comprehension and language skills, and this will be directed and supported by their Form Teacher.

EYFS

Weekly skills overviews highlighting Literacy, Numeracy, PSED, Understanding the World, and Expressive Art and Design intentions will be provided, alongside daily Literacy and Numeracy lessons, and a once weekly video for each of the other areas. This content will provoke and invite learning, interest and creativity but families will also be given a variety of ideas that will incorporate skills into their daily routines, following the direction led by their child and using the resources available to them.

Specialist Teaching

Weekly lessons will be delivered by specialist teachers in the following subjects: Computing, RE, PE, Science, Music and MFL.

Educational Support

One-to-one or small group educational support sessions will be delivered through live online meetings.

Marking and Feedback

Each piece of work that is handed in by the due date (a week after it has been set) will be acknowledged as received, and targeted feedback will be given according to agreed guidelines between Form Teachers and the Assistant Head Academic.

Supervision and Support

We have not forgotten how challenging the delivery and support of remote teaching and learning was for some families; indeed, we appreciate that the dynamics in each family varies from day to day and that the level of support that is available at home will also vary; as such, alongside the live sessions, staff will provide regular support through the subject Channels, on Teams, in which they will respond to queries and provide ongoing support to children and parents as necessary. Parents can contact staff through the usual means to seek guidance and support, or organise individual Teams meetings to discuss specific issues.

Provision of Resources

Form teachers will send home relevant resources and equipment as appropriate to ensure that the children are able to access the learning provided. Details about the types of resources and devices families might need to support the remote teaching and learning process will be published in September.

8. Co-Curricular

Music

VMTs will provide live, individual instrument lessons remotely using the Teams platform.

Sport

During extended times away from school, we appreciate the importance of the children remaining active; as such, each week, two PE lessons for each year group will be delivered via Teams: one will be fitness based and the second, a skills session.

Clubs

Clubs will continue to be offered via our Microsoft Teams Clubs channel. Daily clubs will be delivered by LJS staff and additional remote activities may be delivered by external club providers. Children will be able to access any clubs that they have signed up for this term and a member of staff will be available for contact during this time.

Trips and Visits

Should there be partial or full school closure, any planned trips and visits would not be able to happen. Instead, we would look to organise a virtual trip through a live meeting or a pre-recorded video to allow the children to connect with the experience.

House Activities

On Teams, there is a section for Houses, allowing teachers and children to maintain their connection and their House spirit; any House events will be posted on this Team allowing all children to participate.

9. Pastoral

Our Guide to Remote Care and Wellbeing

A reviewed and updated version of Our Guide to Remote Care and Wellbeing can be found on our website.

Pupil Wellbeing

In the event of full or partial school closure, there will immediate online support for pupil wellbeing. This will include, as mentioned above, daily, live sessions with Form Teachers, giving an opportunity to look at the day ahead, address any concerns and ensure that there is a regular and important point of contact between staff and children. There will also be a daily end-of-day session with teachers to connect about the day and have time for a mindful activity or class story.

In addition, Form Teachers and other members of the LJS staff will continue to communicate with parents via email, telephone or video call, should there be any concerns regarding pupil wellbeing, and will ensure that the correct support is offered.

Assemblies

In the event of closure, Monday and Friday assemblies with the Head or Deputy Head will continue remotely and will be pre-recorded or delivered live on Teams.

PSHE Programme

The weekly PSHE programme will be delivered to a year group by one of the Form Teachers, via Teams, and additional PSHE opportunities will be available during daily, morning and afternoon live sessions.

Mr Sam Robertson

Head

sjr@laxtonjunior.org.uk

Updated: September, 2020