

Bures CEVC Contingency Plan (including Remote Learning Plan)

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), UK Health Security Agency (UKHSA) health protection team or the national government.

The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.

For most education and childcare settings, these include:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. The Headteacher (or Deputy Headteacher) will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or emailing CYPC19@suffolk.gov.uk

3. Testing

If recommended, we will reintroduce the use of home testing by staff and families.

4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

If recommended, we will (re)introduce:

- Bubbles, to reduce mixing between groups

- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

5.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined below.

The school will continue to provide meals or vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

5.3 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained designated safeguarding lead (DSL) or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely by emailing headteacher@bures.suffolk.sch.uk

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Do all we can to make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

Remote Learning Plan

This plan offers remote learning opportunities acknowledging that some households have limited access to devices / Wi-Fi and may require hard copies of work and resources.

This plan will be applied in the following instances:

1. An individual is self-isolating following a positive test;
2. A group of children are self-isolating because of a local outbreak or staff shortages;
4. Full school closures are applied to the school

The plan follows the expectations and principles outlined in the DFE document [School COVID-19 Operational Guidance](#).

Online Resources

There are many online resources that support remote learning as well as being used in directed school time. It will really help if all families take time to make sure that they can log onto, and are familiar, with:

- Microsoft Teams
- Tapestry (Reception)
- Seesaw (Y1 – 6)
- White Rose Maths Hub
- Oak National Academy
- TT Rocks Stars
- Spelling Frame
- Read Theory / Deepening Understanding – Year 5 and 6

Subjects

We will ensure that the remote learning offer covers all the areas of the curriculum we would be covering in school. We will use a variety of online supporting materials that we will help children and parents become more familiar with but we will also provide activities that children can do away from electronic devices.

Engagement

The children have missed a significant portion of learning during the pandemic, and we need to do all we can to prevent this from occurring again. As a result, we will be **asking all families to engage in the remote learning offer**. We understand that there are many competing demands at home and we will do all we can to support you. We have listened to your feedback and have taken it into account. In return, we ask for your full backing to help support the children's learning whilst they are not in school.

If we cannot see any evidence of your child engaging with learning activities for two or three days, we will be in contact to find out how we can support you to overcome any barriers. (We will not do this if you have informed us that your child is ill and unable to complete tasks).

Parental Support

Communication between home and school are key to a successful home learning experience. Working together gets the best results. However, if there are any concerns, do send a message to your child's class teacher via Teams, Seesaw or Ms Slater using the headteacher@bures.suffolk.sch.uk address and we will do all we can to help.

You may find the DfE guidance for [supporting your child with remote learning](#) useful.

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Remote Learning Offer

We will be using Microsoft Teams and Seesaw as our main methods to share learning activities and provide support for you and your child if they need to stay at home. Our support will differ depending on whether individual children are staying at home, or we have to ask a larger group to stay at home as outlined below:

Where an individual is self-isolating whilst either waiting for a test or following a positive test (provided they are well enough to engage with learning);

- Once we have been alerted to the situation, teachers will provide work to be completed at home. This will be shared on the class page of 'Microsoft Teams' for Y1 -6 and Tapestry for Reception. Seesaw (Y1-6) will continue to be used as another form of communication to support parents if they are struggling to access any of the activities. Children will be expected to share completed work with the class teacher via Microsoft Teams or Seesaw (again Tapestry for Reception) to ensure we are able to offer feedback and plan next steps in learning.

Where a group of children within a class have been asked to self-isolate;

- A timetable for the week's work will be shared with parents on the class page of 'Microsoft Teams' for Y1 – 6 and Tapestry for Reception as soon as possible following the decision to keep children at home and each Friday thereafter by 3.30 pm
- By 6.00 pm each day the class teacher will ensure that all the resources necessary for the following day are uploaded to Teams (via posts on Tapestry for Reception). Children in Y 1-6 should complete activities and save their work in Teams where possible for teachers to provide feedback and plan next steps. Reception can share their learning on tapestry in the normal way.
- A Teams video meeting for all Year Groups including Reception will be scheduled on the class teacher's PPA day to allow children and parents to meet and talk about their work.
- Parents and children can make contact using both Teams, Seesaw and Tapestry but should be mindful that, where class teachers are still fulfilling their teaching commitment to children in school, their response to these messages may be limited.

A whole class has been instructed to self-isolate or full school closure is applied

- A timetable for the week's work will be shared with parents on the class page of 'Microsoft Teams' (via Tapestry for Reception) as soon as possible following the decision to keep children at home and each Friday thereafter by 3.30 pm.
- We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Key Stage	Time	Rough Outline of Activity
Reception	2 -3 hours	Phonics / Reading A range of other activities linked to the theme for the week
KS1 (Y 1 &2)	3 hours	45 mins Maths 40 mins English 20 mins Phonics / Handwriting 45 mins Foundation Subject 20 mins Reading 10 mins Maths Practice (Number Bonds / Times Tables)

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KS2 (Y 3 - 6)	4 hours	1 hour Maths 1 hour English 1 hour Foundation Subject 30 mins Reading (outside English lesson) <ul style="list-style-type: none"> • Reading comprehension based on daily extract • Independent Reading 15 mins Times Tables / Number Bonds Practice 15 mins Spelling Practice
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- Class Teachers will ensure that all the resources necessary for that day's work are uploaded to Teams with links to resources such as White Rose Maths and Oak Academy highlighted clearly by 6.00 pm each evening to allow parents to prepare for the next day. Children should complete activities and save their work in Teams by 3.00 pm where possible to enable teachers to provide feedback and plan next steps.
- All year groups will have at least one (usually two) Teams video meetings scheduled each day for all pupils to attend. Teachers will use these meetings to deliver short teaching inputs, review previous learning and provide feedback - addressing common misconceptions and highlighting next steps.
- Along with these meetings children will be asked to carry out independent tasks sometimes supported by recorded teaching sessions created by the class teacher or other providers such as White Rose, Oak Academy or BBC Bitesize.

Assessment and Feedback

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

- A good deal of feedback will be provided verbally during the Teams video meetings in the same way as happens in the classroom on a daily basis
- Teachers will also provide individual comments on pieces of work within Teams assignments where appropriate. This will not be on every piece of work as this can take teachers a considerable amount of time and often whole class feedback has a much greater impact on learning.
- Where assignments are handed in late, teachers will only provide feedback where they feel it is still relevant to do so.

Teacher Availability

Our teachers will be expected to offer support to parents and children between 8.30 am and 4.00 pm. This is when they will be accessing Teams and Seesaw. Messages sent and received outside these times will be unlikely to be answered until they are back 'on duty'.

In the event of the class teacher having to isolate, please bear in mind that they will be working from home. This is not always easy and does not always go to plan. If there is an unforeseen event which makes it challenging to 'teach from home', we will let you know via Seesaw or email and would appreciate your patience whilst we make alternative arrangements.

In the event of a class teacher becoming ill, another member of staff will step in but may not be able to fulfil all the support outlined above – again we will let you know if this is the case.

If your child becomes ill and is unable to complete their work, please let us know by contacting school in the usual manner.

Support for Pupils Struggling to Access Online Provision

We are committed to ensuring that the majority of pupils will be able to gain access to our online Remote Learning Offer as this is the best way for pupils to receive the support they need from our teachers. We will make use of our existing school stock of devices to support where we can.

It is recognised that it can be difficult for parents to manage support where there is more than one child at home requiring access both to electronic devices and parental guidance. Teachers have been asked to try and balance the work they provide to include more open tasks which can be completed without the need for a device or the need for direct support from parents.

School obviously cannot guarantee that there will not be technical difficulties relating to functionality on different devices, broadband speed, connectivity and high demand on networks. Should accessing work become an issue, please contact school promptly and alternative solutions will be explored. This may include supplying paper copies of work, printed workbooks or exploring ways to improve access to technology. Such cases will be considered on an individual basis.

If children are working on paper copies and struggling to upload their work to Teams they are welcome to drop the work off at school for teachers to look at and comment upon.

Support for pupils with SEND

Class teachers will work with support from Mrs Bennie, our SENCo, to ensure that children with special educational needs or disabilities are provided with activities which will support their development. We will be running a range of interventions to cater to pupils remotely. If your child is to take part in one of these sessions, you will be notified of the dates and times.

Mrs Bennie will be in close contact with the families of children who have an EHCP, especially where pupils are not in school. This will enable us to tailor our support to individual need.

Safeguarding and Support for Vulnerable Pupils

If your child is eligible for benefit-related Free School Meals, we will ensure that you are provided with lunch vouchers. (This does not include pupils in Reception and Key Stage One who usually receive free school meals via the universal offer).

Ms Slater and Mrs Holmes are the Designated Safeguarding Leads at school and will always be available during school hours to offer support if you need it. We are mindful that your child may be spending more time online which could lead to possible safeguarding issues. Please do not hesitate to contact us using either the primary@bures.suffolk.sch.uk or headteacher@bures.suffolk.sch.uk email addresses or via a private message to your child's class teacher on Seesaw.

Below is a step by step guide to using Microsoft Teams. Please have a go at using it so that you will be ready if you should need it. We are happy to answer any questions you have regarding its use.

Thank you for reading this remote learning plan. We look forward to offering you and your child the best support we can if challenging circumstances are forced upon us.

Ms Slater

Keeping Everyone Safe and Happy on Microsoft Teams Meetings



Here are a few guidelines to make sure that we can all stay safe and happy during Teams Meetings!

We ask parents and carers:

- To read the guidance and expectations outlined here and ensure these are adhered to by your child when taking part in the class sessions with their teacher.
- To wear suitable clothing if the chances are that you will be passing within screenshot whilst moving around your household.
- To ensure your child is located in a suitable area of the house for a Teams meeting
- To use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language.
- Not to take screenshots or record the session.
- To report any concerns arising from a Teams Meeting to the class teacher or the Headteacher.

We ask pupils:

- To try hard to attend sessions on time so others do not have to wait to get started
- To mute your microphone unless you answering a question or have been asked to unmute by your class teacher.
- To have your cameras turned on during the session, unless otherwise agreed with the teacher, making sure that there is nothing unsuitable or inappropriate in the background or use the settings on Microsoft Teams to 'blur' your background.
- To make sure you are in a quiet room if possible when we video call you, so we can hear each other.
- To make sure you are appropriately dressed.
- To follow any instructions given to you by the member of staff leading the meeting
- To be polite and always show good behaviour and respect just like you do in school
- Not to record, or screenshot any parts of the session.
- Let your parents or class teacher know if you are worried about anything that happens in the session

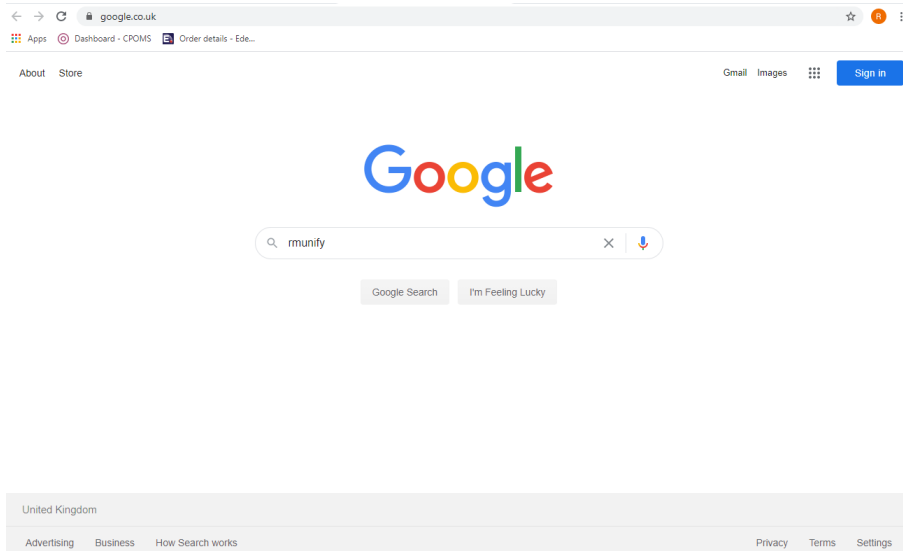
We ask staff:

- To ensure that parents and children are clear about the times of sessions
- To ensure that you are in a suitable place – this will usually be in school. If you are working from home, this should be a suitable room with minimal noise and away from other people.
- To use positive strategies to maintain high expectations of behaviour from the children as you would in the classroom.
- To agree with parents any contact with children on Teams outside the scheduled meeting times for the whole class or small groups.
- To wear appropriate clothing for the session in line with the usual staff code of conduct.
- To be aware of any tabs open on your browser if sharing screen.

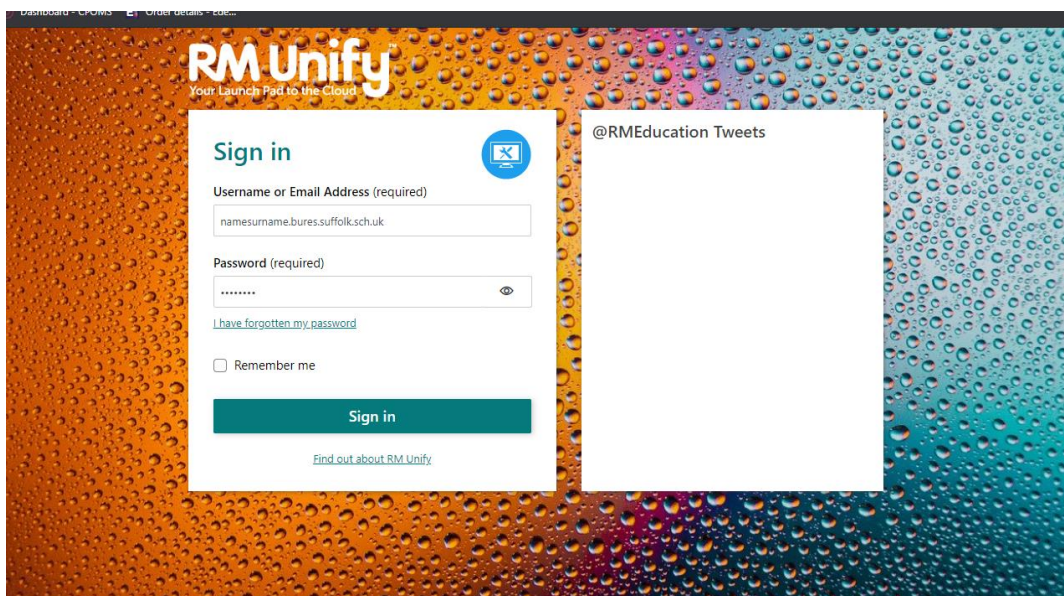
Remote Learning on Microsoft Teams:

- 1. Open your internet browser**
- 2. Type in RM Unify and search**

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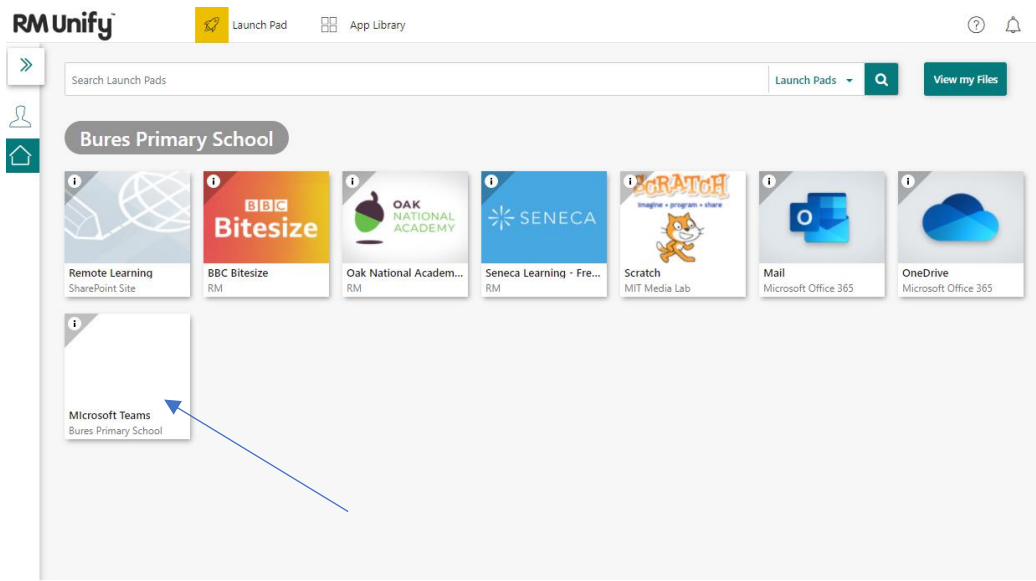


- 3. In RM unify, type in your child's school email address
christianname.surname@bures.suffolk.sch.uk**
- 4. Type in class password – your child's teacher will seesaw your class password if unknown.**

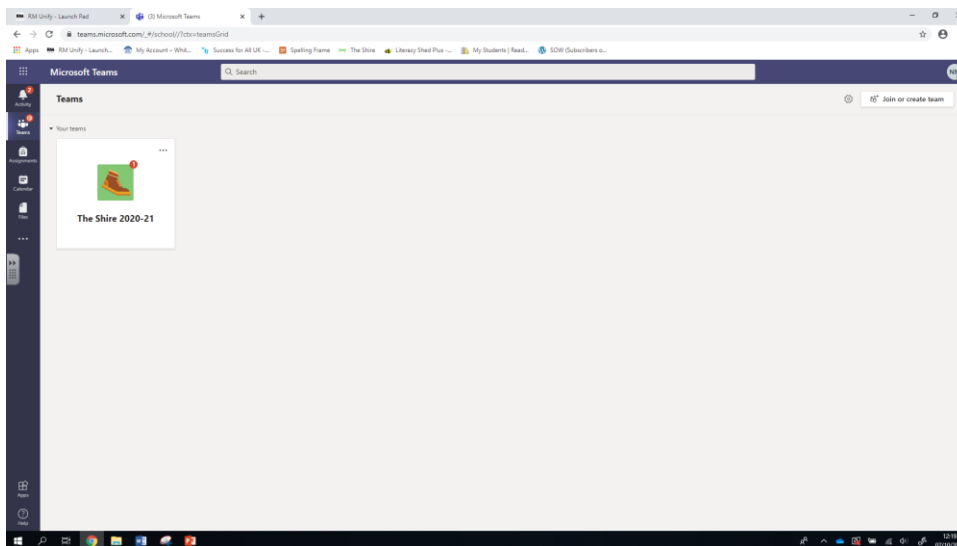


- 5. On the RM Unify site, click on the Teams icon.**

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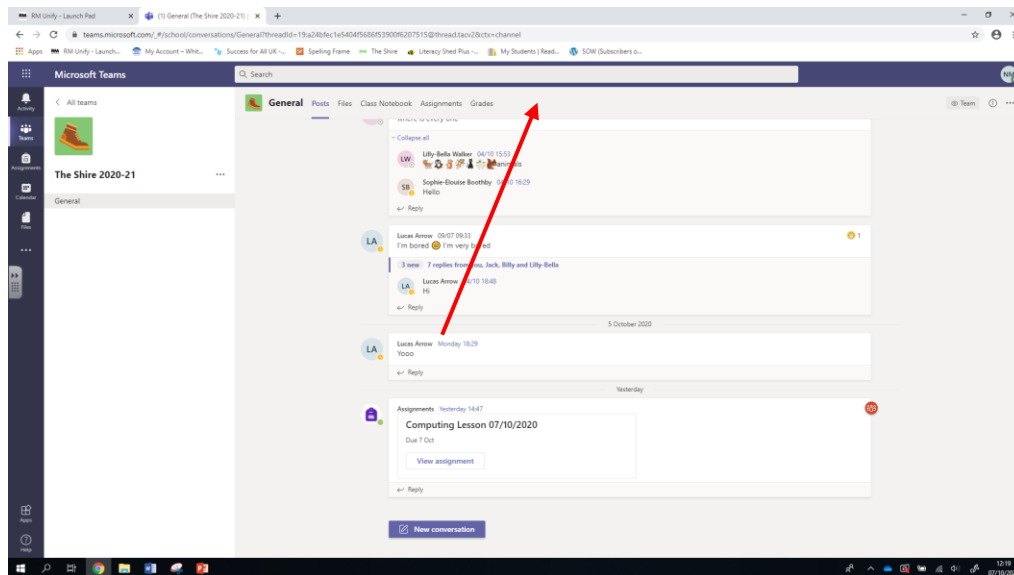


6. Find and click on your class page

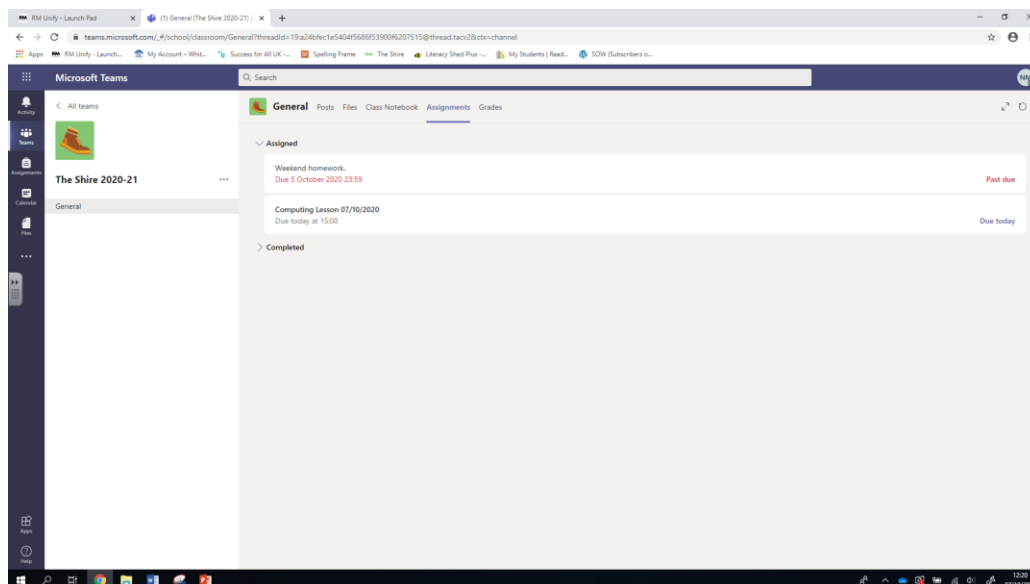


7. Work set can be found under the Assignments column.

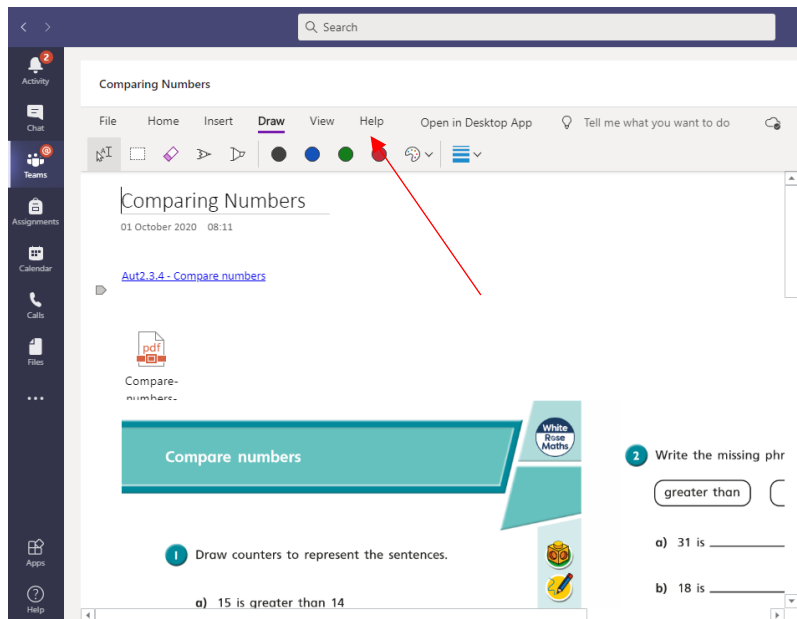
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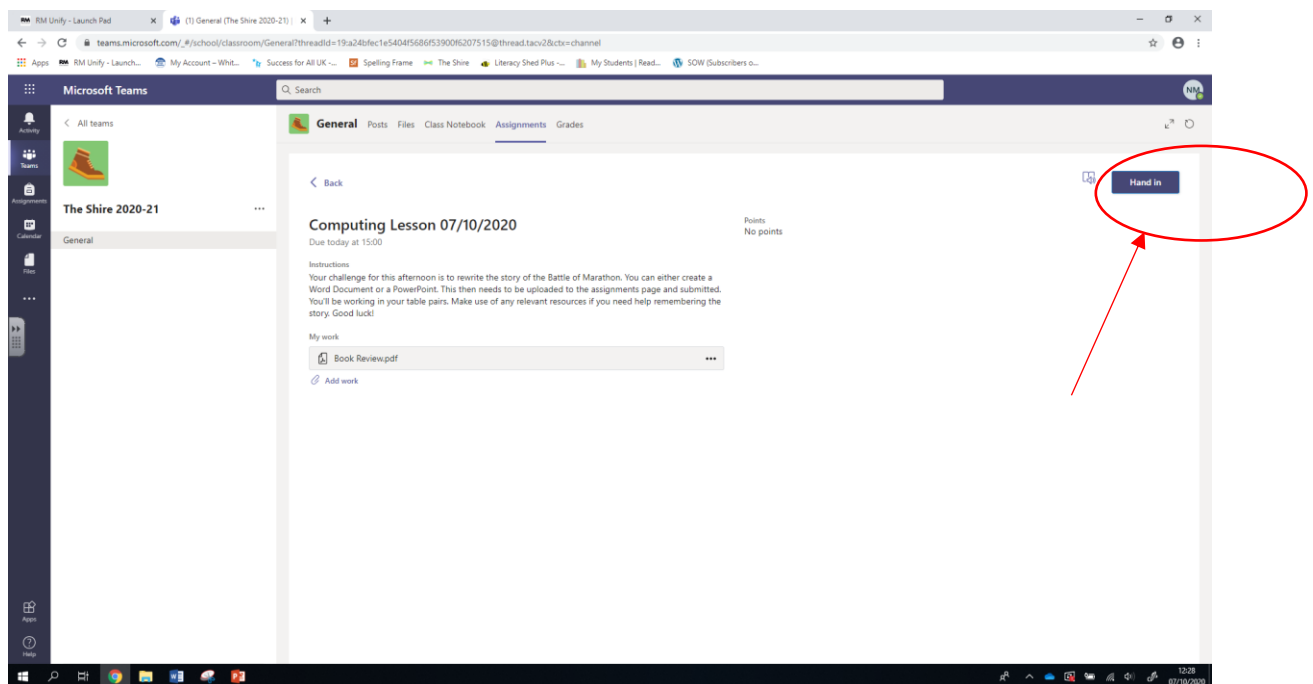
8. Click on the assignment and follow the instructions given.



9. Use the Draw Tool to write on worksheets.



10. When completed, press the 'hand in' button to send to your class teacher.



For further support and a bit more detail you may find this link useful.

<https://support.microsoft.com/en-gb/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>