



The Dawnay Contingency Plan for Remote Learning



1. Introduction

This document outlines The Dawnay’s contingency plans for remote learning in the event of a full or partial closure.

2. Dawnay tiered approach to delivering remote learning

Tier of government restrictions		Guidance
The Dawnay is fully open	Tier 1	Dawnay School remains fully open and recovery curriculum in place. School will provide a 5-day home learning pack for pupils that are absent due to self-isolating or awaiting a test.
	Tier 2	Dawnay School remains open and will continue to allow all children/pupils to attend on site. In event of a confirmed positive test (staff/pupils), PHE advice sought regarding partial closure and bubble isolation. Dawnay school move to a model combining on-site provision for phase bubbles still in school and contingency actions for remote education for staff and phase bubble who are in isolation. (Secondary schools move to a rota model of onsite and remote learning.)
	Tier 3	Dawnay School remains open and will continue to allow all children/pupils to attend on site. HR support package in place for staff working on site or at home. (Secondary schools closed, only allowing attendance from vulnerable children, critical workers and selected years groups.)
The Dawnay is closed except for vulnerable children and children of critical workers	Tier 4	Dawnay School is closed, except for priority groups, vulnerable children and the children of critical workers. Reorganisation of ‘bubble’ groups to safely facilitate critical worker and vulnerable children on site full time. HR support package in place for staff working on site or at home. Remote education to be provided for all other students. (Secondary schools closed, except for priority groups: vulnerable children and the children of critical workers.)



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3. The Dawnay School's Remote education: overarching principles in the event of a partial closure or full closure

- **Curricular alignment:** Teachers will deliver remote plans that broadly follow the same sequence as the normal curriculum children receive when in school.
- **High quality resources:** Teachers will strive to provide resources that mirror those used in face-to-face teaching (resources will be easily accessible and break learning down into small steps). This includes the use of videos and nationally produced resources such as the Oak Academy resources, TT rock stars, BBC bitesize etc.
- **Feedback and assessment of learning:** Teachers and school staff will remain in regular contact with families to offer supportive teaching and learning feedback.

4. Contingency actions to be put in place for remote learning in the event of a partial closure

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

Key expectations:

- The school will provide all pupils with an exercise book and (if requested) stationery.
- Teachers will provide pupils with a weekly timetable of activities for children to complete at home.
- Teachers will upload home learning activities using the school website blogs.
- Teacher will provide weekly communication in the form of a typed message or a short, pre-recorded video.
- Teachers will not use live lessons but provide clear explanations of learning for the week, identifying key learning objectives and new content using online resources and pre-recorded videos.
- We will ensure systems are in place for teachers to stay in regular contact with all families. We will monitor communication with families and ensure staff follow any issues that are identified.
- We will monitor the engagement of pupils in the learning set by seeking feedback during phone calls and emails.
- Teachers will monitor pupils' progress through the curriculum by setting key questions, providing exemplar work and by setting assessment tasks.
- Teachers will prompt pupils to either assess at home using resources provided or by encouraging pupils to submit work as directed by the class teacher.
- The school will communicate regularly with families through the school webpages and blogs, email, social media (through the school's Twitter & Facebook accounts), newsletters and phone calls.
- The school will proactively seek contact with hard to reach families, offering support as necessary.

Our staff will:

What pupils and parents can expect from staff

- We will provide a weekly timetable for pupils tailored to their year group or phase.
- Daily learning activities and tasks will be shared on the website in the children's year group/phase group area.
- Key stage 1 and 2 teachers will provide a planning pack each week which will include:
 - Timetable for 5 days
 - Each week timetable will include 5 reading or phonic activities, 5 writing or grammar activities, 5 maths activities and 5 topic activities.
 - Where maths sets exist, planning will be signposted clearly.
 - A weekly assembly will be provided.
- EYFS teacher will provide one weekly pack focused on the seven areas of learning.



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- All activities will have a learning objective and success criteria (e.g. steps to success, examples of good work, visual prompts and templates as appropriate for pupils to assess the quality of their finished work)
- Where capacity allows, the school will provide a small selection of additional activities linked to our current curriculum offer for families to dip in and out of as necessary. E.g. Audio recordings of class books, outdoor learning, music, 'health and well-being' and additional PE.)
- Teachers will, wherever possible, limit the amount of online resources that require printing at home.
- Teachers will provide guidance to activities set through LOOM, audio and video where appropriate.
- Teachers will provide feedback to pupils each week whilst they are working at home, by recapping successes and outlining next steps in the weekly blogs and LOOM recordings.
- Learning support staff, in conjunction with the class teacher and Inclusion lead, will be in regular contact with pupils with additional learning needs. Contact logs will be maintained by the staff member.
- Teachers will contact parents initially to organise systems and expectations for regular contact. School expectation is that there is contact at least once every two weeks, as a minimum. Contact logs will be maintained by the staff member.
- Teachers will only speak to pupils, when parent/carer are present.

Our pupils/students will be expected to:

Expectations from the pupils (adjusted for age of pupil and level of adult support)

- Stay safe on line at all times.
- Although they are not in school, pupils are expected to follow the school PRIDE values and behaviour rules of 'be ready, be respectful and be responsible'.
- Log on to the appropriate school webpage to access their learning for the week.
- Ensure they access all resources or recorded videos each week and complete tasks set.
- Watch all of the learning videos/ learning sessions, taking a full and active part in them.
- Complete the learning set by their teacher each day and upload their learning or assessment tasks as requested by the teacher – photograph/video/email.
- Engage in the wider home learning offer activities.
- Email class teacher with items for the class blog for circulation through safe streams used by the school.
- Use online resources such as TT Rockstars, and any other resources provided by the school.

Parents are responsible for:

Expectations for parents and carers

- Support their children to stay safe on line.
- Be present with their children during the pre-arranged teacher/support staff contact slots.
- If barriers exist for pupils in accessing home learning online, parents must proactively contact the school to request alternative arrangements.
- Set a clear routine with each child using the timetable and the daily learning set. Wherever possible, provide a quiet space for the child to complete their learning.
- Read all communications sent from the school to ensure they are fully aware and up to date with news.
- Support their children to complete the learning set.
- Liaise with school staff and seek support on behalf of their child when needed with class teacher via email.
- Ensure courtesy and politeness to any member of staff within any communication.
- Provide access to the learning offered for their children.
- Support their children by emailing the teacher pictures of completed work for assessment and feedback.



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How to access work

<https://www.dawnay.surrey.sch.uk>

Access the Curriculum Tab

Select appropriate Phase (Infant/Lower Junior/Upper Junior)

Weekly videos will be uploaded to curriculum information page

All work set will be contained in the weekly blog

NB: Work will be set on the Friday before the start of next week.

LOOM recording, audio recording and videos – embed in learning

The school will share via the school's Facebook and twitter accounts when work is ready.

Vulnerable and Critical Workers

- In line with current guidance, at all tiers, parents and carers are reminded that the school will remain open for vulnerable children and children of critical workers. If you are unsure if you fall in either of these categories, parents are asked to proactively contact the school.
- If you fall into these groups, you will automatically be offered a place.
- In light of a bubble or whole school closure the school will be open for Critical Worker children and vulnerable children. They will be placed into bubbles with 2 consistent members of staff. They will complete all remote learning set by their class teachers using existing IT provided by the school (Computers/Laptops).

Communication

For contact with teachers. Please use correct phase email account:

EYFS@dawnay.surrey.sch.uk

KS1team@dawnay.surrey.sch.uk

LowerJuniorTeam@dawnay.surrey.sch.uk

UpperJuniorTeam@dawnay.surrey.sch.uk

For all other messages, please specify who the message is intended for and send to:

info@dawnay.surrey.sch.uk

School office telephone number: (When open)

01372 456774

