



**Remote Learning Action Plan**

**Home Learning Level 1: School Fully Open – Weekly Class Homework**

Homework will be set to consolidate the work done in school, reinforce the children’s understanding and apply learning into different contexts. Homework can be found on Seesaw or in the green homework book.

<p><b>EYFS</b>  <b>Reading:</b> at least 3 times per week  <b>Phonics and High Frequency Word:</b> Seesaw  <b>Number facts:</b> Numbots and/or Seesaw</p>	<p><b>Key Stage 1</b>  <b>Reading:</b> at least 3 times per week  <b>Spellings/Phonics:</b> Seesaw  <b>Number facts:</b> Numbots and/or Seesaw  <b>Times Tables:</b> TT Rock Stars and/or Seesaw</p>	<p><b>Key Stage 2</b>  <b>Reading:</b> at least 3 times per week  <b>Spellings:</b> Seesaw  <b>Times Tables:</b> TT Rock Stars and/or Seesaw  <b>One piece of Literacy, Maths or Topic homework:</b> See Saw</p>
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*(Work can be submitted via taking photos and uploaded to Seesaw, the green homework book or class email address)*

<b>SLT Expectation</b>	<b>Teacher Expectation</b>	<b>Teaching Assistant Expectation</b>	<b>Admin Expectation</b>
<ul style="list-style-type: none"> <li>- Ensure staff and children are set up on Seesaw, TTRS and Numbots.</li> <li>- Monitor homework participation and provision across whole school (teacher records).</li> <li>- Distribute laptops to identified children.</li> <li>- Liaise with teachers and suggest alternative provision for those who cannot access home learning electronically.</li> <li>- Provide DDAT and Governors with termly reports (written or verbal) on home learning level 1.</li> </ul>	<ul style="list-style-type: none"> <li>- Set up weekly homework using Seesaw and the green book as the main access points.</li> <li>- Set all children on the correct levels on TTRS and Numbots.</li> <li>- Monitor participation and progress on TTRS and Numbots.</li> <li>- Mark work and provide feedback.</li> <li>- Monitor completion of homework.</li> <li>- Feedback to SLT which children cannot access homework electronically via e mail.</li> <li>- Check Class Homelearning e-mails weekly and communicate with parents when necessary.</li> <li>- <i>Subject leaders to ensure subject pages on website are updated termly.</i></li> </ul>	<ul style="list-style-type: none"> <li>- Support class teacher in delivery of homework.</li> <li>- Support class teacher in marking the homework.</li> <li>- Support class teacher in engaging all families with home learning, e.g. phoning target families.</li> </ul>	<ul style="list-style-type: none"> <li>- Send out texts, e-mails and newsletters to promote and support home learning when required.</li> <li>- Order green homework books.</li> <li>- Ensure subscriptions are paid.</li> </ul>



**Home Learning Level 2: Individual child/children isolating**

A home learning paper pack (and equipment when deemed necessary) will be provided to individuals who are isolating due to COVID-19. For example, a child who has tested positive but is asymptomatic. Ten days of age-related work covering a range of curriculum areas will be provided. Children will also be able to access a half termly activity planner via the website which provides five days of remote learning again covering a range of curriculum areas. Children can also access the weekly homework set on Seesaw. Children will be encouraged to continue to use Numbots and TTRS for maths. **Children who are off because they themselves have tested positive for coronavirus and are ill will not be provided with work.**

SLT Expectation	Teacher Expectation	Teaching Assistant Expectation	Admin Expectation
<ul style="list-style-type: none"> <li>- Check all classes have half termly home learning paper packs ready by the given date.</li> <li>- Check all classes have half termly remote activity planners uploaded to class page ready by the given date.</li> <li>- Deliver home learning packs to families who are unable to collect packs.</li> <li>- Distribute laptops to identified children.</li> <li>- Set up class monitoring sheets to identify children who have isolated, received and completed work.</li> <li>- Monitor how many packs are given out and engagement in remote learning during the term and report to DDAT and Governors.</li> </ul>	<ul style="list-style-type: none"> <li>- Produce an age-related home learning pack for Autumn, Spring and Summer.</li> <li>- Have 10 packs made up at the beginning of each term.</li> <li>- Replace packs as they are given out.</li> <li>- Support admin by emailing parents to collect home learning packs.</li> <li>- Keep the class remote learning page updated and add other links if appropriate</li> <li>- Record how many packs are given out during the term, monitor the engagement of children isolating.</li> <li>- <i>Subject leaders to ensure subject pages on website are updated termly.</i></li> </ul>	<ul style="list-style-type: none"> <li>- Support teacher in producing/photocopying class learning packs.</li> <li>- Replace packs as they are given out.</li> <li>- Support class teacher in engaging all families with home learning, e.g. phoning target families.</li> </ul>	<ul style="list-style-type: none"> <li>- Order yellow folders</li> <li>- Support with photocopying of packs when necessary.</li> <li>- Ask parents to organise collection of home learning pack by phone/text/e-mail.</li> <li>- Order food hampers for PP children to organise collection by phone/text/e-mail.</li> <li>- Liaise with class teachers on pack collection and delivery.</li> <li>- Liaise with SLT if packs/food hampers need delivering.</li> </ul>

In the event of teacher absence other staff may be required to fulfil the above jobs.



**Home Learning Level 3: Closure of a Class/Bubble**

A weekly activity planner will be set for classes affected by class/bubble closure. This work can be found in the home learning section of the school website, under Remote learning. The class and home learning planning will be for children at home and for key worker groups at school. The planner will have six activities to include maths, phonics/spelling, writing, physical activity plus two others. Numbots and TTRS will also be promoted on the class page. A pre-recorded story, read by the class teacher will be uploaded each week for children to watch. There will be at least two Zoom class catch up meetings led by the teacher, plus a 'Focus Intervention Zoom' (FIZ) Families will be contacted at least once a week.

<b>SLT Expectation</b>	<b>Teacher Expectation</b>	<b>Teaching Assistant Expectation</b>	<b>Admin Expectation</b>
<ul style="list-style-type: none"> <li>- Find out families position with ICT through questionnaires.</li> <li>-Analyse findings and where necessary give out hardware and internet access.</li> <li>- Re-organise planning and communication if a member of staff is unable to work within the closed bubble.</li> <li>- Write letter and update website informing parents about bubble closure.</li> <li>- Set up class monitoring grids ready for class/bubble closure.</li> <li>- Set up contact record sheet for Covid Closure.</li> <li>- Weekly monitoring of class grids and contact sheets, liaise with teachers about individual children.</li> <li>- Follow up concerns made by staff about home learning participation and general well-being. This may take the form of another phone call, video call or home visit.</li> <li>- Deliver food parcels and items needed for home learning.</li> <li>- Distribute laptops to identified children.</li> <li>- Follow up safeguarding concerns.</li> <li>- Update DDAT and Governors on bubble closure and home learning.</li> </ul>	<ul style="list-style-type: none"> <li>- Upload planner and update class page ready for use on the morning following the class/bubble closure.</li> <li>- Continue to promote Seesaw and Numbots/TTRS.</li> <li>- Read, record and upload a class story to the website using Seesaw.</li> <li>- Set up a class Zoom catch up. Forward to admin on morning of meeting.</li> <li>- Identify children for FIZ, set up and deliver meeting.</li> <li>- Encourage parents to send work and maintain regular contact via the class e-mail and Seesaw.</li> <li>- Complete weekly monitoring grid for class, send to SB.</li> <li>- Liaise with class TA about parent contact at the beginning of each week.</li> <li>- Feedback immediately to DSLs about safeguarding concerns via phone call and safeguarding e-mail. Update My Concerns.</li> <li>- <i>Subject leaders to ensure subject pages on website are updated termly.</i></li> </ul>	<ul style="list-style-type: none"> <li>- Liaise with class teacher about home learning at the beginning of each week.</li> <li>- Support the teacher with the recording of a class story.</li> <li>- Contact all parents once a week to check on well-being and pass on messages.</li> <li>- Record contacts made on Contact Record for Covid-19 Closure sheet.</li> <li>- Feedback to teacher and SLT about any concerns regarding Homelearning.</li> <li>- Feedback immediately to DSLs about safeguarding concerns via phone call and safeguarding e-mail. Update My Concern.</li> </ul>	<ul style="list-style-type: none"> <li>- Support staff working from home with access/problems relating to Integris.</li> <li>- Provide regular updates via text/e-mail/phone/newsletter regarding the class/bubble closure and home learning expectations.</li> <li>- Send out links for Zoom class catch up meetings and FIZ at 9.30am on the day of the meet.</li> <li>- Feedback immediately to DSLs about safeguarding concerns via phone call and safeguarding e-mail. Update My Concern.</li> </ul>

In the event of staff within the class/bubble testing positive for coronavirus or being off with another illness. There will be an expectation that all other staff within that class/bubble and beyond, will help to ensure that regular contact with families and home learning continues at the same standard for the classes affected. SLT will keep a record of contribution from staff.



**Home Learning Level 4 : Closure of School**

A class and home learning planner will be available to download for each year group. This can be found on the class page, under remote learning in the home learning section of the website. The class and home learning planning will be for children at home and for key worker groups at school. The planner will have six activities to include maths, phonics/spelling, writing, physical activity plus two others. Numbots and TTRS will also be promoted on the class page. As long as it remains reasonably possible families will be contacted once a week to check well-being. Dependent on length of closure other methods such as home learning packs maybe used to support the class and home learning planner. A pre-recorded story, read by the class teacher will be uploaded each week for children to watch. There will be at least two Zoom class catch up meetings led the teacher, plus a 'Focus Intervention Zoom' (FIZ) Families will be contacted at least once a week. Families will be contacted at least once a week.

SLT Expectation	Teacher Expectation	Teaching Assistant Expectation	Admin Expectation
<ul style="list-style-type: none"> <li>- Write letter and update website informing parents about school closure.</li> <li>- Identify key worker and vulnerable children, put into bubbles.</li> <li>- Ensure all staff know what their role is during school closure.</li> <li>- Find out families position with ICT through questionnaires.</li> <li>-Analyse findings and where necessary give out hardware and internet access.</li> <li>- Distribute laptops to identified children.</li> <li>- Deliver food parcels and items needed for home learning.</li> <li>- Monitor work provided by class teachers.</li> <li>- Weekly monitoring of class grids and contact sheets, liaise with teachers about individual children.</li> <li>- Give teachers' access to Twitter.</li> <li>- Follow up concerns made by staff about home learning participation and general well-being. This may take the form of another phone call, video call or home visit.</li> <li>- Follow up safeguarding concerns.</li> <li>- Keep staff up to date with new resources/sites they can use.</li> <li>- Attend remote learning training sessions.</li> <li>- Provide DDAT and Governors with updates on home learning.</li> </ul>	<ul style="list-style-type: none"> <li>- Plan weekly class home learning planning.</li> <li>- Upload planner and update class page ready for use on Monday morning at 9.00am.</li> <li>- Read, record and upload a class story to the website using See-Saw.</li> <li>- Set up a class Zoom catch up using the home learning e-mail address. Forward to admin on morning of meeting.</li> <li>- Identify children for FIZ, set up and deliver meeting.</li> <li>- Continue to promote Numbots/TTRS</li> <li>- Encourage parents to send work and maintain regular contact via the class e-mail and Seesaw.</li> <li>- Complete weekly monitoring grid for class, send to SB.</li> <li>- Depending on other responsibilities during closure contact parents by phone and complete Covid Contact Record Sheet.</li> <li>- Upload good examples of work to Twitter.</li> <li>- Share good resources/sites with staff.</li> <li>- <i>Subject leaders to ensure subject pages on website are updated termly.</i></li> <li>- Feedback immediately to DSLs about safeguarding concerns via phone call and safeguarding e-mail.</li> </ul>	<ul style="list-style-type: none"> <li>- If directed, contact parents by phone and complete Covid Contact Record Sheet.</li> <li>- Support bubble teacher with teaching and learning in school.</li> <li>- Support whole school by completing other jobs which may be vital to re-opening of school or the making of new resources.</li> <li>- Feedback immediately to DSLs about safeguarding concerns via phone call and safeguarding e-mail.</li> </ul>	<ul style="list-style-type: none"> <li>- Support staff working from home with access/problems relating to Integris.</li> <li>- Provide regular updates via text/e-mail/phone/newsletter regarding the bubble closure and home learning expectations.</li> <li>- Ensure families receiving laptops fill in Device Loan Agreement.</li> <li>- Ensure teachers know which children can have photos shared on social media.</li> <li>- Send out links for Zoom class catch up meetings and FIZ at 9.30am on the day of the meet.</li> <li>- Support staff in school with photocopying and ordering for home or in school learning.</li> <li>- Feedback immediately to DSLs about safeguarding concerns via phone call and safeguarding e-mail.</li> </ul>



# Bishop Lonsdale Church of England Primary and Nursery School



In the event of staff within testing positive for coronavirus or being off with another illness. There will be an expectation that all other staff within school will help to ensure that regular contact with families and home learning continues at the same standard for all children working at home and those still in school as key worker or vulnerable children.