



Sunnydown School

Remote Learning Contingency Plan September 2020

Links to relevant Government Guidance and documents are found towards the end of this plan.

This is a live document and subject to change in line with updated guidance. Major changes will be well communicated with the school community.

This document should be read in conjunction with our Full School Risk Assessment which clearly identifies the bubbles within school, and expectations regarding how students, staff and families can work together to safeguard one another throughout our response to Covid-19.

Context

Regardless of Tier of National or local restrictions in dealing with Covid-19, Special Schools are to remain open for all students. (Guidance - COVID-19 contain framework: a guide for local decision-makers 28 August 2020)

The document 'Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings' will be adhered to when considering the impact of all absences (staff and students).

Governors (through CoG) will be consulted regarding any potential partial or full closure, however the School remains mindful that expectations are that they remain open.

Summary

100% of Sunnydown students and staff have their own Chromebook. It is expected that these are taken home and brought to school each day. This facilitates the access to and delivery of lessons from home should circumstances warrant this.

Should students be isolating (but well enough to attend school otherwise) they are encouraged to access remote learning by following their normal timetable and using their Chromebooks and Google Classrooms. Attendance will be monitored.

Should staff be isolating (but well enough to attend school otherwise) they are expected to deliver lessons in the case of a teacher, or support lessons in the case of any support staff, according to the principles of remote learning as outlined in The Guidance for Full Opening of Schools (copied at the end of this plan)..

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

(whether this be for an individual child self isolating, or a wider bubble)

1. Though the current directive is for Special Schools to remain open regardless of Tier of national or local restrictions, and our contingency plan achieves this, pragmatic decisions and changes to the plan may need to be made. For instance, there may not be enough staff onsite to safeguard all children. In such circumstances, the timetable may require adjustment, similar to that offered during Summer term 2020. Students in specific bubbles may be asked to remain at home. Such decisions will be made in consultation with PHE, SLT and Governors.
2. Application of our Attendance policy and current DfE Guidance on monitoring attendance will continue.
3. We will expect all students to complete all work set to the best of their ability at all times.
4. Students will follow their normal school timetable, so that students can plan their day accordingly, however lesson time will be slightly reduced (5 minutes maximum) to allow a few minutes between lessons for comfort breaks and to log into the next class.
5. Lessons are delivered live by the timetabled teacher, with at least one TA present to support and as a safeguarding measure.
6. Teachers are expected to deliver their lessons in accordance with the Sunnydown 4
 - a. Clearly communicated Learning Objectives
 - b. Differentiation according to individual needs
 - c. Active learning
 - d. Review progress against Learning Objectives
7. Learning Support will continue as timetabled.
8. Pastoral Support will continue as timetabled.
9. Pastoral Support will oversee the welfare of vulnerable children in extended lockdown or periods of isolation.



Our staff will:

If a child is isolating but able to access learning:

1. Ensure that students isolating have access to a Google Classroom for all timetabled lessons.

At all times:

1. Teach lessons and tutorials in line with the published timetable following subject medium and long term plans.
2. Provide feedback to pupils dynamically, as if teaching face to face.
3. Be available throughout a scheduled lesson to respond to student questions about the work and to provide feedback.
4. Monitor the academic progress of pupils with and without access to the online learning resources and arrange strategies for support accordingly.
5. Mark work that is submitted in line with the Marking and Feedback Policy and return to the pupil by an agreed date.
6. Set and mark Homework in accordance with the Homework policy.
7. Contact parents if their child is not completing their schoolwork or homework or their standard of work has noticeably decreased.
8. Delete the link to any class meetings after the lessons.
9. Lessons will continue to be monitored by SLT



<p>Our pupils/students will be expected to: <i>Outline here the expectations from the pupils/students</i></p>	<p>If a child is isolating but able to access learning:</p> <ol style="list-style-type: none"> 1. Log into form time every day (Monday 9.30am, Tuesday to Friday 9am) to register and review the day ahead, receiving any important messages. 2. Log on to Google Classroom for all lessons following their timetable, when at home isolating. When in school, students follow the direction of the teacher. <p>At all times:</p> <ol style="list-style-type: none"> 1. Complete all the work to the best of their ability. 2. Seek support from the teacher or TA when unsure of a task. 3. Submit their completed work according to the deadline set by the relevant member of staff 4. Will use their Chromebooks in accordance with the AUP, treating the device respectfully
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<p>Parent / Carers Our contingency plan will achieve its aim when parents and carers are able to support in the ways listed here. As many staff are parents themselves, we understand the inherent difficulties. Please do not hesitate in making contact with your form tutor in the first instance if you wish to discuss anything.</p>	<p>If their child is isolating but able to access learning:</p> <ol style="list-style-type: none"> 1. supporting the learning of their child as far as possible by setting a clear routine using the school timetable and encouraging their child to complete the school/homework on time, to the best of their child's ability. 2. Ensuring that their child is appropriately dressed and in a suitable work area to access lessons remotely. 3. Ensuring that their child is available to learn remotely according to their normal timetable
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	<p>4. Ensuring that their child is familiar with the expectations for remote learning (AUP) and that any absences are reported accordingly.</p> <p>At all times:</p> <ol style="list-style-type: none"> 1. Read all communications that come out from the school to ensure they are fully aware and up to date with news. 2. Liaise with school staff and seek support on behalf of their child when needed, with class teacher via email 3. Ensuring that the Chromebook is used for school purposes only, and that the Chromebook is well cared for. 4. Ensure courtesy and politeness to any member of staff within any communication
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<p>How to access work <i>Use this section to briefly outline how pupils and parents can access work for example weblinks, learning platforms and physical resources</i></p>	<ol style="list-style-type: none"> 1. 100% of students have their own Chromebook. 2. Students in Year 8-11 have demonstrated adequate proficiency (through the Summer term lockdown) to access and engage with lessons online. 3. New students as of September 2020 including all new Year 7 students will be trained in the use of the chromebooks to ensure they are able to access lessons and learning in the event of the need to learn remotely at any time. 4. All students have a unique login in.
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<p>Vulnerable and Key Workers <i>Outline here the school's policy for those vulnerable and key worker children that may be in school during a partial or full lock down</i></p>	<ol style="list-style-type: none"> 1. All children at Sunnydown are considered vulnerable as they have an EHCP. 2. Those students identified as particularly vulnerable (FSM/etc) are allocated a link pastoral worker, who maintains regular contact. 3. Attendance is monitored by Andrea Lawson (School Secretary) who consults with Lynne Hartley (EWO) regularly. 4. Sunnydown operates form group / year level bubbles as outlined in our Risk Assessment.
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<p>Communication <i>Outline here how the school will communicate with pupils and parents</i></p>	<ol style="list-style-type: none"> 1. Regular communication with families through Weekly Newsletters, school website, ParentMail and phone calls will continue 2. Parents are encouraged to read all correspondence. 3. In most instances, initial contact from families should be form tutor or office@sunnydown.surrey.sch.uk
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Additional Information

The Guidance for Full Opening of Schools (Updated 17th September 2020) explains that:

When teaching pupils remotely, we expect schools to:

1. set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
2. teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
3. provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
4. gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
5. enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding



6. plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res>

Guidance - How schools can plan for tier 2 local restrictions (Published 28 August 2020)

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Guidance - COVID-19 contain framework: a guide for local decision-makers (Updated 28 August 2020)

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers>

Tier 1

The default position for areas in national government intervention is that education and childcare settings will remain open. In education settings where pupils in Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

All nurseries, childminders, schools, colleges and other educational establishments should remain open and continue to allow all their children and young people to attend, on site, with no other restrictions in place.

Tier 2

Early years settings, primary schools and alternative provision (AP) providers, special schools and other specialist settings will continue to allow all children/pupils to attend on site.

Tier 3

Childcare, nurseries, primary schools, AP, special schools and other specialist settings will continue to allow all children/pupils to attend on site.

Tier 4

Special schools and other specialist settings will allow for full-time on-site attendance of all pupils.

Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings - PHE guidance (Flow Chart) for making local decisions.

