



## St Paul's C of E Junior School

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Headteacher: Mrs J M Taylor

14 October, 2020

Dear Parents,

### Re: Contingency Plan

Our school community is getting used to operating within the control measures we have in place to reduce the risk of transmission of Covid-19. As you will know from our weekly Newsletters, the start of term has gone smoothly and the children have made an excellent start to their learning for this year.

With the infection rate rising and the introduction of stricter rules to try and slow the spread of the virus, I am writing to advise you of the arrangements that will be in place should a situation arise where we are required to close the whole school, a year group or a class. It is our hope that we do not need to resort to such measures but it is also important that we are prepared for such an eventuality, just in case.

### Whole school closure:

- St Paul's will open only to those groups identified by the DfE as eligible - vulnerable pupils and keyworker children;
- Covid-19 control measures will be in place to mitigate transmission;
- At the point of school closure, all other pupils will be sent home with a reading book and a Maths and Writing book in which to record their work;
- Remote learning will be set for all other pupils via MS Teams (a user guide will be sent home as a hard copy with every pupil and a video made available on our website) and will involve:
  - Daily schedule uploaded onto MS Teams by 9.00am. This will briefly outline the day and involve a mix of online and offline learning;
  - Teaching materials, including PowerPoint/our pre-recorded videos and other online tutorials, worksheets and resources for that day will also be available;
  - Additional learning tasks will be set across the week and teachers will track completion and progress for each pupil. These might include: Times Tables Rock Stars; Spelling Frame; Read Theory; My Maths etc;
  - Pupils should upload their completed tasks/work by 3pm each day;
  - Feedback will take a variety of forms: whole class feedback during a class drop in; written feedback to individual pupils; instant feedback via scores relating to activities set via online platforms; end of lesson quizzes and assessments;
  - Teachers will be available from 9.00am until 12.00pm on MS Teams chat to enable them to respond to pupil questions regarding learning;
  - There will be a 20 minute live daily class drop in at 3.40pm for the class to be able to discuss the work completed that day;
  - On Friday, there will be a live class drop in from 3.40pm until 4.40pm, where pupils will be invited to share a piece of work from that week or an achievement of which they are particularly proud. Golden Certificates will be announced at this session;



- Assemblies will be available for pupils to view via MS Teams;
- User guide videos for how to navigate each online platform will be available on our website;
- Weekly Newsletters will continue;
- Key worker provision will be provided term time only.

### **Vulnerable pupils**

We will strongly encourage vulnerable pupils to continue attending school and will work with the local authority and parents to find ways of addressing any concerns about coming back to school.

### **Free school meals**

We'll work with Caterlink to ensure continued provision for all pupils eligible for free school, whether they are at home or present on-site.

### **Closure of a Class**

Should Public Health advise that a class must close and its members self-isolate for 14 days, the arrangements for learning will be the same as for whole school closure. However, should the class teacher be unwell, teaching materials, worksheets and resources will be posted into each child's folder on MS Teams and class-drop ins will take place once the teacher is well enough to attend. In the meantime, a colleague will phone once a week to check on each pupil's wellbeing.

### **Closure of a Year Group**

Should Public Health advise that a whole year group must close and its members self-isolate for 14 days, the arrangements for learning will be the same as for whole school closure but in the event that a class teacher is unwell, the children will be invited to join the daily and weekly drop ins with a parallel class within the same year group.

We are very aware that all of this may put additional burden on you with regards to the increased demand on your resources, such as computer and Wi Fi access. For the very small number of families who have indicated that there is not a computer/device with internet access available at home, if we are unable to arrange to loan a device, we will make hard copies of teaching materials and worksheets etc and deliver these by 3.30pm on the first day of closure.

I am aware that this letter may make some of you feel quite anxious at the prospect of another potential lockdown. Please be assured that we are simply making you aware of the plans we have in place, should they be needed, and we are very much hoping that this will not be the case.

Yours faithfully,

*Julianne Taylor*

Mrs J M Taylor  
Headteacher

