



Sandiway Primary School
Weaverham Road, Sandiway,
Cheshire, CW8 2ND

Phone: 01606 883298
Email: admin@sandiway.cheshire.sch.uk

Headteacher: Mr C Priddey

8th October 2020

Remote/home Learning: 'Plan B'

Dear Parents and Carers

It is my aim to keep as much of the school open for as long as possible, however, we also need to create a **'Plan B' in the event of school closure**. I would like to explain about the procedures we are setting up to enable remote/home learning in the event of children needing to be off school for self-isolation or having to close a class or classes in the school following a positive COVID-19 test.

The following plans have been created with the Trust, working with colleagues within our Northwich Schools' cluster, working with Headteacher colleagues across the country in weekly meetings I attend; also following the Government's guidance.

During the school's closure, when the UK went into full lockdown, we followed Government advice to enable children to have access to lessons that could be undertaken at home. Now that schools have returned with all pupils attending, the Government has modified its advice. The guidance for schools about home learning can be [read here](#) and is very much the **principles/best practice that the Trust are adopting to teach the children at home**. As a school, we recognise that remote/home learning presents many different challenges: IT issues, access to printers, a quiet space to work, engagement of children, managing multiple children in the home, working from home, etc – everyone has their own challenges. We have established a plan that we hope we won't have to use, but if it was used, is manageable for both children/teachers and also for families. I recognise that one solution will not suit all families, but we will try to work with you to manage situations as they arise.

Staff are receiving training in the use of Microsoft Teams and other online platforms so that they can teach children remotely. Children will need to have access to this at home – this can be done by logging into the account we have created with the username/password already issued (please contact school if you need a reminder). Through the survey I asked to be completed, I have a list of families who have no access to devices and we will support them as necessary.

If a class were to close at very little notice, it is important that children have access to some work that they can do before remote learning starts – next week each child will be bringing home **an envelope of activities, enough for 2 days, if this is required**. This will give children/families a chance to make sure they are ready for remote learning and school a chance to help with any IT issues. This one of the reasons I am encouraging children to access Teams from home now and for teachers to be setting some work whilst we are open. This way, it helps everyone get used to the very different way of teaching and learning. **Please keep this envelope safe at home, don't open it yet – it's for emergency use only!**



Our plan is split into three sections:

1. **If your child is ill**, there is no expectation for them to undertake school work – they need to concentrate on getting better; teachers will help with what has been missed when they return to school.
2. **If your child is off school because they are self-isolating with the family**, we will provide them with work that is similar to what is taking place in school. Teachers will send work home through Teams and email to the child's account (parents can also be copied in). This is likely to be worksheets, activities and some links to videos/websites that have also been used in school. Teachers will be able to give feedback, but as they are still teaching a class of children in school, any communication with children is likely to be at the end of the school day when other children's books are also being marked/feedback given.
3. **If the whole class is off school due to a positive COVID-19 case**, the class will be taught at home via Microsoft Teams. Initially, the 'emergency pack' of work can be accessed to allow time for the whole class to get online and set up – this should take a maximum of 2 days (it may be less). When the class are accessing Teams, each day a video will be presented to the class from the teacher with details of the lessons for the day, teaching points and guidance. Worksheets, resources, web links, video clips, etc will be available through Teams and work will be able to be handed in. Some of the work will be generated by the teacher, other aspects may be from published work, including from Government-funded Oak Academy and from the BBC.

There will be an expectation for all children to engage with the lessons, as the Government guidance states. Teachers/teaching assistants will be working through the school day and will be available to work with the children through Teams using chats/posts, assignments' feedback and phone/video calls in more of a 'live' session.

If a teacher were to be ill/unfit for work, I would allocate a supply teacher/teaching assistant to the class who would be supporting the learning, just as we would if the school was open and a teacher was poorly.

These plans are subject to change and may evolve as we see what works for different ages of children and how long any enforced closure lasts for.

In summary and a checklist to prepare:

- Each child will be bringing home a **pack of work** (enough for two days) next week – please keep this safe, it's for emergency use only.
- Consider **where your child(ren) will be working** and what arrangements you may have to put in place for more than one child working at the same time.
- Make sure any **electronic device is ready to use** (computer/tablet/iPad/etc) – software installed, operating system updated and connected to the Internet.
- **Log into Microsoft** using the username/password supplied, change the temporary password and give recovery information for a forgotten password (a different email address)
- Check that Teams has been **set up with the right notifications** – this way you will get a message on screen and/or an email when work is set/messages are sent.
- Optionally, **install Microsoft Teams** onto the device(s) – it makes the experience work a little better.

As always, please contact me or your child's teacher in school – we will be happy to help, where we can.

Yours sincerely,

Chris Priddey