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 Last updated - Monday, September 21, 2020

Learning Continuity Plan
 Greenfields Academy



This plan has been put into place so that Greenfields Academy can respond rapidly when it is necessary to transition from one type of learning (usually class based) to another (working at home – “Distanced Learning” or a “Blended” school and home model). The plan is split into potential issues, the school plan to ensure they are overcome, RAG rating of each area, and useful resources:

Issue	Plan	RAG	Resources
Communication of distance learning arrangements- Specific classes or whole school closes at short notice	<ul style="list-style-type: none"> • School will share potential arrangements in school letter at the start of each term • Use parent mail and key worker calls in order to ensure that Parents/Carers understand how their children can access learning during blended/home schooling time • School to know which Parents/Carers have not signed up so that communication can be done via phone or alternative methods 		Letter to parents (to be approved by CB) Key workers to start calls from 14/9/20
Access to home learning resources	<ul style="list-style-type: none"> • School to audit pupil/parent/carer ability to access the internet on a suitable device at home (not just mobile phone) • School to ensure that children who are not able to work via the internet are able to access the work physically either by having home packs with scheduled pick up or sending delivering packs should risk assessment suggest this is necessary • Should work require specific physical resources (paper, pencil, pen, colouring pencils, note books, text books etc) then the school will provide packs to students between WC14/09/2020 and 30/09/2020 		Audit completed Internet dongles (6) sourced for students who do not have internet access. Need home school agreement signing. Art have provided materials for home. Other subjects to follow.

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<p>Access to the internet and teaching resources for staff</p>	<ul style="list-style-type: none"> School audits those staff who do not have a school device that can be transported between school and home. A back of devices to be available for any teacher who has to run distance learning with prerequisite resources within – Microsoft 365 with Teams, Outlook and One Note 		
<p>Staff unable to use online systems effectively</p>	<ul style="list-style-type: none"> Training to take place so that all staff are able to access the chosen online applications that will be used to deliver distanced learning This will take place prior to distance learning being required 		<p>To be actioned in Tuesday INSET session. SLT to implement.</p>
<p>Children unable to use online resources</p>	<ul style="list-style-type: none"> Where appropriate pupils to have practice with chosen platform at school Teams instruction sheet to be uploaded to the website and placed under the home school learning tab – by 30/09/2020. 		<p>Staff to build in opportunities into the curriculum from September 16th with all students having practiced by 30/09/2020.</p>
<p>Using none secure systems for communication between pupils and staff</p>	<ul style="list-style-type: none"> All pupils to be given their office 365 login and trained on use of email and Teams– this is secure and trackable by CIT centrally with permissions removable by the It team should this be needed 		<p>Students Y8-11 aware of log-ins and can use email. TB to set-up Teams access by 30/9/2020.</p>
<p>Timetabling of activities</p>	<ul style="list-style-type: none"> The school will provide lessons on the following subjects: <ul style="list-style-type: none"> Primary - literacy; numeracy; PE; science; topic; world & wellbeing; creativity Year 7 – literacy; numeracy; art & technology; humanities; PE; science Year 8 and Year 9– literacy, numeracy, English, maths, art & technology; humanities; PE; science KS4 – English; maths; science; careers; PE; option subjects (art; photography; life and living skills; health and social care 		

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	<ul style="list-style-type: none"> School will communicate the timetable for the first week within 24 hours of closure and will then ensure that the timetable is shared with pupils/carers/parents by 9am on the Monday of each week. Times will not be definitive unless pupils are accessing online lessons live. However the school will provide a model timetable via key worker email to parents; and this will also be uploaded to the school website before September 30th 2020. 		
Use of nationally approved resources	<ul style="list-style-type: none"> Where appropriate school to use nationally recognised resources such as Oak Academy and BBC Bitesize This must fit with the stage of work that the pupils are at our there must be a plan to use a specific theme within the resources for the period during which distance learning takes place (for example mini topic on fractions etc) 		https://www.thenational.academy/ https://www.bbc.co.uk/bitesize/dailylessons
Teacher who would set the work is ill	<ul style="list-style-type: none"> Teachers to maintain planning so that SLT are able to continue with learning from the point that has been reached within the hierarchy for the subject Specific members of staff to be used to provide the learning – plan for this shared with all staff prior to the absence (use of additional teachers within school, change of staffing to ensure that afternoons etc can be used to provide learning for the next day without creating additional workload in terms of hours) 		Planning in curriculum folder and School Pod. AR to create teaching plan with teacher and cover teacher
What happens if a pupil is stuck when teaching is virtual?	<ul style="list-style-type: none"> Weekly timetables to build in specific times when teacher will be able to receive any queries – parents / student to contact key worker outside of lesson times and then liaise with teacher. This will be communicated through key worker email between parents and then by email or Teams conversation with teacher. 		

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	<ul style="list-style-type: none"> Teacher to then feedback in most appropriate way – video blog, individual feedback via email to parent, telephone call or Teams session with parent and child 		
Establishing online resource at home in specific class	<ul style="list-style-type: none"> The quality and frequency of online learning may vary from house to house and there may be a number of pupils sharing the same device. Teachers will take account of this when deciding upon the task format – synchronous tasks each day are only possible if all students can access relevant device at the correct time 		Audit identified students without own device. Laptops to be allocated to them.
Risk assessing live lessons or prerecorded lessons	<ul style="list-style-type: none"> Staff will follow the protocols attached for live lessons Pupils and Parents/Carers to have the following embedded letter/agreement sent prior to engaging in home learning – this will also be referenced in first communication following closure of class(es) 		https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#virtual-lessons-and-live-streaming https://swgfl.org.uk/resources/safe-remote-learning/ Links sent to staff, staff to sign sheet by end of week. Links to also be added to Home Learning tab of the school website.
Pupils not completing their learning activities	<ul style="list-style-type: none"> Those pupils who are not returning work or feeding back to have phone call to check why by the key worker through telephone conversation or email. Teachers to inform keyworkers of students not completing tasks required by email or Teams conversation. Teacher and SLT to decide upon appropriate additional resources or change in timetables/methods based on phone call. All actions to go through AR, contact through email or Teams. 		
Sharing of personal details online (GDPR)	<ul style="list-style-type: none"> Staff are to follow GDPR rules as they would normally No personal details to be shared during any distance learning Any electronic system used must ensure division of any personal details (other peoples email addresses). 		

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	This is to be done through BCC on email. Training given to keyworkers already.		
Children or adults breaking protocols for virtual/distance learning agreement	<ul style="list-style-type: none"> • Clarity of the way in which the online learning will take place communicated in appropriate form to pupils and parents/carers. This will be through a letter emailed home, the letter placed on the school website, and a short video explaining the expectations, also uploaded to the website. To be completed and ready by 30/09/2002. • Agreement/letter confirming actions in event of any person breaking the protocols in place 		
Free School Meals	<ul style="list-style-type: none"> • £10 per week available for parents • DS and NT to contact FSM parents to arrange appropriate voucher transfer. Claire Woodlock (Greenfields finance) to distribute vouchers from CIT HQ if school is shut, otherwise DS can issue. 		