

## Learning Continuity Plan

### Woodlands Academy



This plan has been put into place so that Woodlands 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"><li>School will share potential arrangements in the newsletter at the start of each term</li><li>Use a letter home, personalized to how pupils will access the home learning, in order to ensure that Parents/Carers understand how their children can access learning during blended/home schooling time</li><li>School to know which Parents/Carers have not signed up so that communication can be done via phone or alternative methods</li></ul>		<ul style="list-style-type: none"><li>Letter home to parents (x3 versions personalized according to method of home learning)</li><li>Copy of year group timetable to be posted home with letter.</li><li>Login details included for those pupils accessing Online Learning through TEAMS.</li></ul>
Access to home learning resources	<ul style="list-style-type: none"><li>School to audit pupil/parent/carer ability to access the internet on a suitable device at home (not just mobile phone)</li><li>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</li></ul>		<ul style="list-style-type: none"><li>Share list of pupils’ home learning methods with all staff.</li><li>Ensure laptops are provided for those pupils without, and internet access where required.</li><li>AE to provide home packs, in the post for those pupils unable to access online/email.</li></ul>
Access to the internet and teaching resources for staff	<ul style="list-style-type: none"><li>School audits those staff who do not have a school device that can be transported between school and home. A bank of devices to be available for any teacher who has to run distance learning with</li></ul>		<ul style="list-style-type: none"><li>Teaching Assistants attached to key teaching staff on the TEAMS timetable will be provided with a laptop if required, in readiness to support.</li></ul>

	prerequisite resources within – Microsoft 365 with Teams, Outlook and One Note		
Staff unable to use online systems effectively	<ul style="list-style-type: none"> <li>• Training to take place so that all staff are able to access the chosen online applications that will be used to deliver distanced learning</li> <li>• This will take place prior to distance learning being required</li> <li>• Use of TEAMS to be incorporated into the 'normal' school practice to give staff opportunity to practice.</li> </ul>		<ul style="list-style-type: none"> <li>• Staff training on how to use TEAMS for teaching, particularly video recording, by Tom Booth.</li> <li>• Training Guides available from T.Booth.</li> </ul>
Children unable to use online resources	<ul style="list-style-type: none"> <li>• Where appropriate pupils to have practice with chosen platform at school</li> <li>• Pupils to be shown how to use the laptop/TEAMS within school in preparation for potential closure.</li> </ul>		
Using none secure systems for communication between pupils and staff	<ul style="list-style-type: none"> <li>• 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.</li> </ul>		<ul style="list-style-type: none"> <li>• Letter home to specify that access to TEAMS is through pupil logins/school email address.</li> </ul>
Timetabling of activities	<ul style="list-style-type: none"> <li>• The Home Learning Plan will be actioned and running the next day, following closure of the school.</li> <li>• The school will provide lessons on the following subjects: English, Maths, Science, Geography &amp; History live via TEAMS. These will then be available to watch afterwards, as will be recorded.</li> <li>• Homework tasks (including a video where possible) will be provided for the following subjects: PSHE, Art, PE, Land-Based Studies, Photography, Motor-Vehicles, DofE &amp; Food Tech.</li> <li>• KS3 Lessons will be timetable from 10am – 1pm, KS4 lessons will begin at 11am – 2pm. Timetables for all year groups will be fixed for the whole academic year.</li> </ul>		<ul style="list-style-type: none"> <li>• Add necessary staff into Year Group TEAMS.</li> <li>• Confirm timetables for each year group.</li> </ul>
Use of nationally approved resources	<ul style="list-style-type: none"> <li>• Where appropriate school to use nationally recognised resources such as Oak Academy and BBC Bitesize</li> </ul>		<a href="https://www.thenational.academy/">https://www.thenational.academy/</a> <a href="https://www.bbc.co.uk/bitesize/dailylessons">https://www.bbc.co.uk/bitesize/dailylessons</a>

	<ul style="list-style-type: none"> <li>• 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)</li> <li>• RA (Assistant Head) to be the Lead for Oak Academy; sourcing teaching resources for subjects where necessary or to address specific topics.</li> </ul>		
Teacher who would set the work is ill	<ul style="list-style-type: none"> <li>• 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</li> <li>• Specific members of staff to be used to provide the learning – plan for this shared with all staff prior to the absence.</li> <li>• RA to familiarize himself with Oak Academy to be ready to support.</li> </ul>		<ul style="list-style-type: none"> <li>• Share back up plan with all Staff, regarding the TEAMS live delivery.</li> </ul>
What happens if a pupil is stuck when teaching is virtual?	<ul style="list-style-type: none"> <li>• SLT Lead for the Year Group will be main point of contact via email. They will then direct question to member of Teaching Staff responsible.</li> <li>• Teacher to then feedback in most appropriate way – video blog, individual feedback via email to parent, telephone call.</li> <li>• Teaching Assistants designated for specific teachers to support with queries/difficulties where necessary in most appropriate way – email/telephone call.</li> </ul>		
Establishing online resource at home in specific class	<ul style="list-style-type: none"> <li>• 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.</li> </ul>		

	<ul style="list-style-type: none"> <li>Teachers will ensure they leave a recording of their live for pupils to re-watch if required or access at a later time.</li> </ul>		
Risk assessing live lessons or prerecorded lessons	<ul style="list-style-type: none"> <li>Staff will follow the protocols attached for live lessons</li> <li>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)</li> <li>Staff will be required to sign to say they have read the documentations links.</li> </ul>		<a href="https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#virtual-lessons-and-live-streaming">https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#virtual-lessons-and-live-streaming</a>  <a href="https://swgfl.org.uk/resources/safe-remote-learning/">https://swgfl.org.uk/resources/safe-remote-learning/</a>
Pupils not completing their learning activities	<ul style="list-style-type: none"> <li>Those pupils who are not returning work or feeding back to have phone call to check why</li> <li>Teacher and SLT to decide upon appropriate additional resources or change in timetables/methods based on phone call.</li> <li>ES (HSLO/SGL) to lead on this as part of the attendance. ES to feedback to keyworkers who have internet/phone access to support with this where appropriate.</li> </ul>		
Sharing of personal details online (GDPR)	<ul style="list-style-type: none"> <li>Staff are to follow GDPR rules as they would normally</li> <li>No personal details to be shared during any distance learning</li> <li>Any electronic system used must ensure division of any personal details (other peoples email addresses/contact numbers)</li> </ul>		<ul style="list-style-type: none"> <li>Reminder of the following for staff: Use of 141 if ringing from personal mobile or land-line.</li> <li>No use of or sharing of personal email addresses or numbers.</li> <li>No phone numbers provided by SLT to a specific member of staff to be shared with other staff, if unable to access Schoolpod.</li> </ul>
Children or adults breaking protocols for virtual/distance learning agreement	<ul style="list-style-type: none"> <li>Clarity of the way in which the online learning will take place communicated in appropriate form to pupils and parents/carers</li> </ul>		

	<ul style="list-style-type: none"> <li>Letter home regarding Home Learning to outline expectations for parents/carers/pupils while using TEAMS.</li> </ul>		
Children who are eligible for Free School Meals.	<ul style="list-style-type: none"> <li>Pupils eligible for FSM will receive a £10 voucher per week, for the time the school is closed.</li> <li>The SOM will action that these vouchers are sent out to the necessary pupils.</li> </ul>		