



ORCHARDSIDE
SCHOOL

Orchardside School Online Learning Contingency Plan – COVID-19

The COVID 19 pandemic has impacted on all aspects of our lives and it is currently uncertain how matters will develop in the future. To ensure we are fully prepared for all eventualities, the aim of this plan is to give all students, parents and carers a clear understanding of their roles in the event of;

1. an absence due to self-isolation
2. a partial or full school closure.

Full closure

In the event of a full closure, students will be sent home with

- A hard copy of their timetable
- An information letter
- A reminder of their login and passwords details
- A device should they not already have one
- An equipment pack if necessary
- A list of their other logins for other platforms e.g. Maths Watch

The Headteacher will

- Ensure those who are entitled to free school meals will be provided with food or vouchers
- Ensure that all learning tasks and live lessons are set to a high standard for each child
- Ensure independent tasks are set to enhance learning
- Ensure families are called regularly to check for any issues
- Monitor the engagement of students learning
- Meet daily with all staff to address any matters arising
- Communicate with families through newsletters, phone calls and emails
- Respond to any parents, carers or students queries or concerns
- Ensure that the running of live lessons is effective and safeguarded with two adults in each lesson

Staff will

- Follow their usual teaching timetable including assemblies and tutor time
- Follow their usual planning for lessons with reference to their medium term plans
- Make follow up calls daily
- Ensure students have challenging and high quality lessons daily
- Feedback to students on their uploaded work
- Provide additional support where necessary
- Log and monitor daily learning engagement for any student who is out of school
- Log any safeguarding concerns on EdAware

Support staff will

- Support the learning of students
- Be the additional adult in the "classroom"
- Support the class teacher they usually work with
- Make the necessary phone calls
- Log any safeguarding concerns on EdAware

The Safeguarding Team will

- Follow the COVID 19 safeguarding strategy
- Call their linked students and families regularly
- Take part in remote meetings as needed with external agencies
- Conduct home visits where necessary
- Monitor EdAware daily

Students will

- Log on to the appropriate live/recorded lessons
- Access work that has been uploaded
- Complete learning tasks set
- Be kind and respectful to one another and staff online
- Access other recommended online resources

Parents/Carers will

- Set clear routines and boundaries
- Be up to date with their child's timetable
- Support staff in getting their child to attend the lessons
- Report any concerning matters to the leadership team in a timely fashion

Key Worker and Vulnerable Children

If it is appropriate for Orchardside to be open to Key Worker and Vulnerable Pupils, they will be placed on a one to one basis with consistent members of staff. They will complete all Online learning set by their class teachers with some other blended activities.