



St Peter's
Catholic School



Faith is our Foundation

Digital Contingency Plan

Written by: Amanda Crees

Approved by: SLT

Date: 28-8-20

Next review due by: November 2020

[Details](#)

Introduction

This plan will be put into action immediately if:

- There is a local outbreak and the school has to close temporarily for most pupils, like during the initial school closures in March; or
- Individuals or groups of pupils need to self-isolate, but the rest of the school is still open

St Peter's Remote Learning Programme

We plan to provide a programme which will be of equivalent length to the core teaching pupils would receive in school, including daily contact with teachers.

Teachers have been issued with staff laptops, and provided with microphone headphones, if required. Therefore, all are in a position to deliver lessons remotely from home, or in school.

All remote lessons will be delivered using Microsoft Teams through the school network. No other digital platform is authorised by the school, and must not be used. Please refer to the online safety section (p13) of the [Safeguarding Policy](#) and our overarching [e-safety policy](#) for further details of our measures to keep our pupils safe online.

All Microsoft Teams lessons will be recorded live, or in advance of the lesson, if the teacher cannot deliver them at the scheduled time.

Divergence from the normal timetable operating in school will only happen in the most exceptional circumstances. Even if there is a return to Tier 4.

Tier	Trigger for remote learning	Contingency Plan
<p>1</p> <p>Current Measures</p>	<p>Teacher and pupils for one or more classes has to self-isolate but are well and able to work from home</p>	<p>Teachers will work from home, and deliver remote lessons to all their classes, following the normal timetable in school.</p>
	<p>Teacher has to self-isolate but is well and can work from home, pupils remain in school</p>	<p>Teachers will work from home, and deliver remote lessons to all their classes, following the normal timetable in school. A member of cover staff will supervise the pupils during the lesson.</p>
	<p>Teacher is unwell, pupils remain in school</p>	<p>Normal cover arrangements will apply. When they are well enough, teachers will work from home, and deliver remote lessons to all their classes, following the normal timetable in school.</p>
	<p>Teacher is well and in school, one or more pupils self-isolating but are well and can work from home</p>	<p>Teacher will teach the lesson in school, following the normal timetable to the pupils who are there. They will simultaneously teach the lesson remotely by sharing their screen, and using a microphone (on their headphones, or other device).</p>
	<p>Pupil is unwell and has to self-isolate, teachers well and in school</p>	<p>Teacher will teach the lesson in school to the pupils who are there, following the normal timetable. They will simultaneously teach the lesson remotely by sharing their screen, and using a microphone (on their headphones, or other device). Pupils will be able to access the lesson when they are well enough through the recording. If the illness is prolonged, and extends beyond 14 days, bespoke arrangements will be put in place.</p>

Tier	Trigger for remote learning	Contingency Plan
<p style="text-align: center;">2</p> <p>Rota system where some pupils work from home.</p>	Teacher is well and in school	Teacher will teach the lesson in school, following the normal timetable via Microsoft Teams.
	Teacher has to self-isolate but is well and can work from home	Teacher will work from home, and deliver remote lessons to all their classes, following the normal timetable in school.
	Teacher is unwell	Cover arrangements will apply, a specialist teacher from the same department will deliver lessons remotely, following the normal timetable. When they are well enough, teachers will work from home, and deliver remote lessons to all their classes, following the normal timetable in school.
<p style="text-align: center;">3</p> <p>DfE directed attendance – just key year groups</p>	Teacher is well and in school	Teacher will teach face to face lessons to key year groups, following the normal timetable. Remote lessons will be taught in school, following the normal timetable via Microsoft Teams.
	Teacher has to self-isolate but is well and can work from home	Teacher will work from home, and deliver remote lessons to key year groups, following the normal timetable in school. Normal cover arrangements will be in place for face to face lessons, with cover staff supervising key year group classes. Remote lessons will be taught from home to all other years, following the normal timetable.
	Teacher is unwell	Cover arrangements will apply, a specialist teacher from the same department will deliver lessons face to face to key year groups, following the normal timetable. A specialist teacher will deliver remote lessons to all other years following the normal timetable. When they are well enough, teachers will work from home, and deliver remote lessons to all their classes, following the normal timetable in school.

Tier	Trigger for remote learning	Contingency Plan
4 Vulnerable and key worker children only will attend	Teacher is well and in school	Teacher will teach face to face lessons to VKWC, following an adapted timetable. Remote lessons will be taught in school, following the normal timetable via Microsoft Teams.
	Teacher has to self-isolate but is well and can work from home	Teacher will work from home, and deliver remote lessons to all year groups, following the normal timetable in school.
	Teacher is unwell	Cover arrangements will apply, a specialist teacher from the same department will deliver lessons remotely, following the normal timetable. When they are well enough, teachers will work from home, and deliver remote lessons to all their classes, following the normal timetable in school.

Expectations

As the teachers and pupils will be following the 'normal' timetable remotely, it is expected teachers will monitor pupils' engagement with remote lessons and any homework set. They should continue to use PARS to set work remotely, and use the email system as a means of communication with pupils.

As far as possible, teachers should be working in line with the following policies:

- Teaching and Learning Policy
- Homework Policy
- Marking and Assessment Policy

Pupils without access to remote lessons

Teachers will provide printed resources, such as textbooks and workbooks, for pupils who don't have suitable online access, using the same system used when the school was partially closed. The list of pupils without remote access will be kept up to date and stored in the shared area.

SEND

Some pupils with SEND may not be able to access remote education without adult support, teachers should follow the advice on individual FASS documents, for each pupil.

Disadvantaged pupils

A small number of pupils have been provided with laptops through the LA, via the [government](#) scheme.

The DfE is also working to:

- Offer free access to [BT WiFi hotspots](#) for disadvantaged pupils
- Provide access to [free additional data](#) for families who rely on a mobile internet connection

Online Support and Resources for Remote Learning

[DfE approved COVID19 online resources](#)

[Oak Academy](#)