The Isaac Newton Primary School

Coronavirus (COVID-19): Contingency Plan

Contents:

The aim of this plan

If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area.

This document outlines how the school will operate if a local lockdown is implemented. If a local lockdown is implemented in our area, the school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed and adapted as necessary by the headteacher in conjunction with other key stakeholders as and when the situation develops.

On-site provision

Pupils

The school will continue to offer on-site provisions for eligible pupils – eligible pupils are likely to be vulnerable pupils and children of critical workers.

The number of pupils who will be attending school from these groups will be identified by contacting parents via email, phone and text – this number will be used to agree what staffing resource is required.

Vulnerable pupils and children of critical workers are permitted to travel into and out of the area for education – this includes parents taking their children to school.

In circumstances where a parent or carer of a child with a social worker does not want their child to attend the school, the school and the child's social worker will explore the reasons for this directly with the parent or carer, and work together with them to support the child to attend.

The headteacher will work with all relevant staff to decide appropriate pupil bubbles. We will work on the basic principle that class sizes are halved (with no more than 15 pupils per bubble) and that one teacher will be allocated to each bubble. Where there are teacher shortages, support staff may be asked to lead groups under the direction of a teacher. We will also ensure that support is in place for those pupils with SEND who are attending school.

Pupils will be kept in the same bubbles at all times each day, and different groups will not mix during the day, or on subsequent days. The same staff will be assigned to each bubble and, as far as possible, staff will stay assigned to the same bubble during the day and on subsequent days.

Staff

Critical workers, which includes school staff, are permitted to travel into and out of the lockdown areas to get to work, in order to maintain provision for pupils who will be attending on-site provision.

If shielding measures are reintroduced due to the local lockdown, affected members of staff will be supported to work from home or the appropriate leave or pay measures will be discussed.

Staff with roles that must be undertaken on site (e.g. teachers) will be asked to come into school to deliver provision, unless they are shielding or self-isolating. Staff members who are able to carry out their role from home will be supported to do so.

An audit of all staff will be conducted to assess who is able to work on site and who will need to work from home due to their underlying health issues or those of the people they live with. The audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.

If any staff member has concerns regarding working on the school site, they will discuss these concerns with the headteacher.

Infection prevention and control

The school's COVID-19 Risk Assessment will continue to be adhered to – this meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus will be encouraged to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.

If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a test. Cover arrangements will be put in place if possible.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the local HPT. The individual's close contacts at school will be sent home to self-isolate for 14 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Transport

Pupils and staff that have to attend school will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling.

Remote education

If a local lockdown is implemented, the school will offer immediate access to remote education for pupils who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote learning for that group.

All remote learning will be delivered in line with the school's **Pupil Remote Learning Plan** (See Appendix 1).

Teaching and learning

All pupils will have access to high-quality education when remote working.

The school will use a range of teaching methods to cater for all different learning styles. This includes:

- Educational videos
- Class discussions
- Comprehensions
- Quizzes
- Online resources
- Differentiated tasks
- Direct instruction
- Inquiry based learning
- Game based learning

Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Set tasks so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.

- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, including daily contact with teachers through Microsoft Teams.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offer to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme. Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

As a school we will be using Microsoft Teams to support pupils with remote learning. Microsoft Teams will be used to communicate in person and hold class discussions, answer questions about work set, and share a daily story. It will also be used to set work for pupils to complete each day and to provide feedback on completed tasks.

Staff training will be put in place to ensure that all staff are able to access and competently use Microsoft Teams and any other online subscriptions e.g MyOn, Accelerated Reader and Phonics Bug Club. This will take place prior to remote learning being required so that online systems can be used effectively to deliver distanced learning.

Returning to school

The headteacher will ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will inform parents when their child will return to school.

The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.

Our Child Protection and Safeguarding Policy was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

Food provision

We will ensure measures are in place so that meals can be served safely for pupils who remain on site. The headteacher will work with our food providers to ensure we can continue offering FSM to pupils and families who are eligible.

If a local lockdown is implemented or a class bubble needs to self-isolate the school will provide supermarket vouchers for pupils and families eligible for FSM who are required to remain at home.

Communication

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.

All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school as they develop.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – the headteacher
- Pupils – their class teacher or member of wellbeing team
- Parents – their child's class teacher or the headteacher

Monitoring and review

This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholders.

Example Daily Timetable

If pupils are required to learn from home, the following timetable gives you an overview of how their remote learning could be mapped out each day. Each phase will create their own bespoke timetable with some variation between these depending on the age and stage of the children. Timetables will be sent out to pupils/ families but are only a guide and we fully appreciate how difficult it is to work/learn from home so it can be adjusted to suit individual circumstances. Where there is an allocated time for a task to be completed this does not necessarily mean that the task will take the full amount of time so please do not worry if your child finishes something in 10 minutes or if they take longer than the suggested time. Providing all tasks are completed each day and uploaded for teachers to review and offer feedback you can create your own timings for the day.
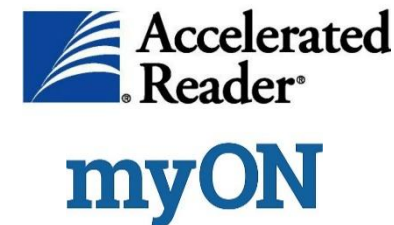
	9.00-10.00	10.30-11.00	11.00-12.00	1.00-1.45	2.00 – 3.00	3.00-3.20
Mon	Literacy (Teacher available via Chat 9.15-9.35)	LIVE CLASS SESSION	Numeracy (Teacher available via Chat 11.30-11.50)	Phonics and Reading (Letters & Sounds and Phonics Bug games and reading) LIVE GROUP SESSION (30 mins)	Foundation Subjects (Teacher available via Chat 2.15-2.35)	LIVE Story and questions
Tues	Literacy (Teacher available via Chat 9.15-9.35)	LIVE CLASS SESSION	Numeracy (Teacher available via Chat 11.30-11.50)	Phonics and Reading (Letters & Sounds and Phonics Bug games and reading) LIVE GROUP SESSION (30 mins)	Foundation Subjects (Teacher available via Chat 2.15-2.35)	LIVE Story and questions
Wed	Literacy (Teacher available via Chat 9.15-9.35)	LIVE CLASS SESSION	Numeracy (Teacher available 11.30-11.50)	Phonics and Reading (Letters & Sounds and Phonics Bug games and reading) LIVE GROUP SESSION (30 mins)	Foundation Subjects (Teacher available via Chat 2.15-2.35)	LIVE Story and questions
Thurs	Literacy (Teacher available via Chat 9.15-9.35)	LIVE CLASS SESSION	Numeracy (Teacher available 11.30-11.50)	Phonics and Reading (Letters & Sounds and Phonics Bug games and reading) LIVE GROUP SESSION (30 mins)	Foundation Subjects (Teacher available via Chat 2.15-2.35)	LIVE Story and questions
Fri	Literacy (Teacher available via Chat 9.15-9.35)	LIVE CLASS SESSION	Numeracy (Teacher available 11.30-11.50)	Phonics and Reading (Letters & Sounds and Phonics Bug games and reading) LIVE GROUP SESSION (30 mins)	Foundation Subjects (Teacher available via Chat 2.15-2.35)	LIVE Story and questions

Appendix 1

The Isaac Newton Primary School Remote Learning Plan

In order to ensure that learning is continued, irrespective of lockdown and self-isolation, The Isaac Newton Primary School has developed the following plan. This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources.

This plan will be applied in the following instances:

1. An individual is self-isolating because of a positive test within the household;
2. A group of children are self-isolating because of a case of coronavirus in the bubble;
3. A whole bubble or cohort is self-isolating because of an outbreak of coronavirus

The plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](.).

Software and online platforms

Within all plans, teachers will set appropriate work in-line with our current curriculum, primarily supplemented by a range of resources provided by Oak Academy and White Rose Maths.

Children will remain in contact with their Class Teacher through MS Teams. There will be a number of 'drop-in' sessions throughout the day and these will usually be scheduled after each subject. Children will be able to attend all of these 'drop-ins' but where devices at home are limited, a child could, for example, attend one or two of the sessions where they can then ask any questions or receive support. For safeguarding reasons, teachers will not be able to begin live sessions until there are **at least** three pupils present. Pupils will have to wait in the 'lobby' on MS Teams until this is the case and the teacher will allow them into the live session. Teaching Assistants will also be present during live sessions when possible. The teacher may, on occasion, organise small group sessions (3 or more pupils) with the teacher or teaching assistant to provide specific feedback to selected children- these will be scheduled at a different time within

the day and the children will be notified of this through MS Teams. Teaching Assistants will be provided with a school device (Ipad/tablet) should they not have access to an appropriate device at home.

MS Teams will be used to share and celebrate work as well as being on ongoing tool for communication between teachers, pupils and parents.

Oak Academy has been selected to support remote learning for a number of reasons. The Oak Academy lessons are in-line with our teaching ethos – they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice. The online lessons are free to all and offer a recorded taught session so that the children can access physical teaching from a teacher and then access work relating to that lesson within the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support.

White Rose Maths resources will be used as they are matched to our current maths curriculum model. Children are very used to seeing these resources. TT Rockstars will also be utilised to support the acquisition and retention of multiplication tables in Key Stage Two.

To support with reading, children will be allocated online books either via 'MyOn' or 'Phonics Bug Club'. All of these are accessible via a computer, laptop, tablet or smart phone. Teachers will be responsible for allocating the correct books to children depending on their reading level. Children in KS2 will also be allowed to take their reading book home as normal. Should they finish this book whilst they are in isolation they will still be able to access an online book via MyOn if they do not have access to other books at home. Children will be expected to complete quizzes once they have finished reading their book(s). Children in KS1 will complete a quiz on 'Phonics Bug' and KS2 children complete their quiz through 'Accelerated Reader'. All links will be available via MS Teams.

Our phonics scheme (Phonics Bug) do not currently provide online lessons for home learning. As a result we will use videos from the Wandle English Hub to support the remote learning of phonics. Teachers will provide the relevant worksheets/ resources via MS Teams and will also signpost parents to the corresponding video from the Wandle English Hub website. These will be matched to the sounds that the children would have been learning in school. For 'Phase 1' sounds EYFS will be using Twinkl Live Lessons (via You Tube).

MS Teams will support school in offering true online learning with the opportunity for the children to communicate with their teacher through live video. Often this will be used so children can 'drop-in' to receive further support after accessing the Oak Academy resources. MS Teams also has a messaging function. Teachers and parents will be able to message one another to share information and offer support. The class teacher will also be able to use the chat function to send messages to the class as a whole.

In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that The Isaac Newton Primary School makes that provision available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching staff need to be familiar with them):

- MS Teams
- TT Rockstars (Years 3-6)
- MyOn
- Accelerated Reader (Years 3- 6)
- Phonics Bug Club (EYFS- Year 2)

All parents will receive a letter detailing their child's logins as well as further instructions regarding how to access remote learning. Lists will also be supplied to class teachers.

Worksheets and Practical Resources

If a child is isolated from school i.e. the child is sent home from school to either receive a test or self-isolate as someone in the household is being tested, they will leave school with a pack of work and their own stationery pack. Children will have immediate opportunity to continue their learning.

The work packs should be basic skills work that would be relevant at any stage of the year i.e. arithmetic, spelling, reading, writing (with a visual prompt) and handwriting.

The stationary pack will include basic stationary such as pencils, a ruler, a rubber, a sharpener, colouring crayons and an exercise book or paper.

The child will also be sent home with their reading book if they are in Key Stage Two. **We ask parents to ensure that these books are brought back to school upon their child's return.** Should the child be in Key Stage One or have completed their reading book (Key Stage Two) then they will have access to reading books online. These will often be allocated by the child's class teacher but can also be accessed independently using the child's login.

Hardware

The school has purchased a number of dongles which will be used to provide internet access to any families who are without this. In the event of a pupil, group or bubble going into isolation, the school will look to provide devices from school (e.g laptops or tablets) to those who do not have access to a suitable device at home. We have however, made sure that our remote provision can be accessed using any device including a smart phone.

In the case of a local lockdown, the school has access to 55 laptops which can be loaned to pupils throughout the period of remote learning. If the number of pupils who do not have access to a device exceeds 55, then the school will select those who it considers most vulnerable/ in need when allocating these devices.

It will be the responsibility of parents to inform the school if they do not have the ability to access remote learning so suitable arrangements can be made. The school may also become aware of this when following up on those pupils who have not accessed the work that has been set for them remotely. This will be monitored via MS Teams.

Remote Learning

The initial response to any isolation will be to provide children with home learning materials alongside their class stationery pack (this might need to be delivered). In the case of whole cohort isolation, resources will be uploaded to MS Teams and priority children will have packs delivered. This measure will afford teachers a short time to prepare their remote learning resources.

Pupil needs to isolate because someone in their household is symptomatic or tests positive	
Ongoing Support	Safeguarding/SEND
Using MS Teams, the school will upload links and resources each week. Core and foundation lessons will be a combination of Oak National Academy and White Rose Maths. These lessons will be closely matched to what the children would have been learning in school and have been mapped out by the class teacher in-line with our curriculum framework. The work will be uploaded at the beginning of the week by Mr Hearn and will be done for each year group regardless of whether children are isolating at that time. This will enable children to begin remote learning immediately should they need to isolate. Teachers will send Mr Hearn any additional resources that they would like uploading based on work being completed within class. Teachers will monitor MS Teams and check that work is being accessed and completed. They will provide feedback and answer messages/ queries through the chat function. Teachers will not be expected to provide face-to-face sessions due to their ongoing teaching commitments within school. Teachers will ensure that they respond to any messages within 24 hours.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results either by phone on 01476 568616 or email to enquiries@isaacnewton-cit.co.uk. If child is entitled to benefit-related FSM the school will ensure that supermarket vouchers or a food parcel are provided. Teachers will continue to report any concerns using CPOMS, ensuring that the DSLs are notified. If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (recorded on CPOMS). If a child does not engage, the Class Teacher is to call the parents to discuss obstacles and support. If this continues then the class teacher is to escalate to Sara Pask (Deputy Headteacher) who will contact the parents to discuss the above.

Links to any of the school's paid online resources will be made available on MS Teams. Parents will also be provided with a letter which details their child's login and password for each of the online resources. Mr Hearn will upload links to weekly assemblies by Mrs Pask and Mr Heathcote. This will encourage children to keep working, celebrate successes and promote a togetherness. Should a child not have access to a suitable device or the internet then their parent will need to contact school immediately. The school will then seek to loan the child a device and/ or provide them with a dongle for internet access.	The SENDCO will provide resources for children with EHCPs to support their learning at home- these resources will be based on their EHCP targets. The SENDCO will share appropriate Oak National SEND lessons with Mr Hearn who will disseminate accordingly. Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue via Teams as long as the agencies engage.

A group of children are self-isolating because of a case of coronavirus in their class bubble	
Ongoing Support	Safeguarding/SEND
Using MS Teams, the school will upload links and resources each week. Core and foundation lessons will be a combination of Oak National Academy and White Rose Maths. These lessons will be closely matched to what the children would have been learning in school and have been mapped out by the class teacher in-line with our curriculum framework. The work will be uploaded at the beginning of each week by Mr Hearn and will be done for each year group regardless of whether children are isolating at that time. This will enable children to begin remote learning immediately should they need to isolate. Teachers will send Mr Hearn any additional resources that they would like uploading based on work being completed within class. Teachers will monitor MS Teams and check that work is being accessed and completed. They will provide feedback and answer messages/ queries through the chat function. Teachers will not be expected to provide face-to-face sessions due to their ongoing teaching commitments within school. Teachers will ensure that they respond to any messages within 24 hours.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results either by phone on 01476 568616 or email to enquiries@isaacnewton-cit.co.uk. If child is entitled to benefit-related FSM the school will ensure that supermarket vouchers or a food parcel are provided. Teachers will continue to report any concerns using CPOMS, ensuring that the DSLs are notified. If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (recorded on CPOMS). If a child does not engage, the Class Teacher is to call the parents to discuss obstacles and support. If this continues then the class

	teacher is to escalate to Sara Pask (Deputy Headteacher) who will contact the parents to discuss the above.
Links to any of the school's paid online resources will be made available on MS Teams. Parents will also be provided with a letter which details their child's login and password for each of the online resources.	
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Mr Hearn will upload links to weekly assemblies by Mrs Pask and Mr Heathcote. This will encourage children to keep working, celebrate successes and promote a togetherness.	
Should a child not have access to a suitable device or the internet then their parent will need to contact school immediately. The school will then seek to loan the child a device and/ or provide them with a dongle for internet access.	Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue via Teams as long as the agencies engage.

A whole bubble/cohort of children is isolating because of an outbreak of coronavirus	
Ongoing Support	Safeguarding/SEND
Teachers will schedule an MS Teams meeting with the children and parents for the following day (after isolation). In this meeting the teacher will discuss the remote learning arrangements and expectations. Teachers will also share a timetable of learning – this will consist of core subject lessons (reading/phonics, writing and maths) and a foundation subject lesson. Timetables will also include a dedicated slot for children to complete individual reading (as would be the case in school) and to quiz accordingly. Timetables will be made available on MS Teams so children and parents know what is expected and when they can contact the teacher.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results either by phone on 01476 568616 or email to enquiries@isaacnewton-cit.co.uk.

If child is entitled to benefit-related FSM the school will ensure that supermarket vouchers or a food parcel are provided. |
| Links to any of the school's paid online resources will be made available on MS Teams. Parents will also be provided with a letter which details their child's login and password for each of the online resources.

The Class Teacher will share links to appropriate lessons from White Rose Maths or Oak National Academy on MS Teams. Teachers will then be accessible to children through the Teams chat function so that any issues can be resolved. Live 'drop in' sessions will be available throughout the day for children to communicate with their | Teachers will continue to report any concerns using CPOMS, ensuring that the DSLs are notified. If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (recorded on CPOMS).

Those not engaging with home learning are to receive a phone call from a member of SMT to discuss the obstacles and the support |

teacher and receive support, feedback or re-teaching as appropriate. Teaching assistants will also access the Teams live sessions so that they can support children in breakout rooms should this be required. Teachers can schedule specific 'live sessions' if required to support pupils, including deploying a teaching assistant to run these. Children will be invited to these through MS Teams and full attendance will be expected.

For non-core lessons, resources will be uploaded to MS Teams and where possible web-links to appropriate support materials will be shared. This will often be through Oak National using lessons that link to the Isaac Newton curriculum. There will be an additional end of day Teams meeting so that the Class Teacher can read their class story.

Teachers will upload links to weekly assemblies by Mrs Pask and Mr Heathcote. This will encourage children to keep working, celebrate successes and promote a togetherness.

Completed work can be photographed and uploaded to MS Teams. Teachers can then review the work completed and ensure that the following day's teaching addresses misconceptions etc- this could be done via messages, the class notebook or 'live sessions'.

Feedback and queries can take place throughout the day using the chat function on MS Teams. Those children in need of additional support following feedback are to be directed to a specific Teams meeting with attendance expected.

In the event of teachers becoming ill, Mrs Pask, Mrs Beeby or Mr Heathcote will take over the running of the MS Team. This will mean a reduction in the number of live sessions but will mean that they will be available to answer questions/ queries, provide ongoing feedback and monitor attendance. If capacity in school does not allow for this then Mr Hearn will take over the responsibility for uploading work and resources as if it were a pupil or group of pupils isolating (see above scenarios).

needed by the family. Mr Heathcote, Mrs Pask or Mrs Beeby will be alerted to this by the class teacher. Should the class teacher wish to call themselves (as in above scenarios) then this is also acceptable, however this could be challenging if they are at home using a mobile phone.

Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue via Teams as long as the agencies engage.

The SENDCO will provide resources for children with EHCPs to support their learning at home- these resources will be based on their EHCP targets. Teachers will provide differentiated work via MS Teams for children with SEND as they would do within the classroom normally.

PPA time will be built into class remote learning timetables. SLT to ensure, when designing timetables, that teachers have the equivalent of 10% non-contact time in blocks during the week. This can be spread out over a number of days. Should a child not have access to a suitable device or the internet then their parent will need to contact school immediately. The school will then seek to loan the child a device and/ or provide them with a dongle for internet access.	

Appendix 2

Make and Model of Device**:**

Serial Number:

Technology acceptable use agreement – [add pupil name]

The Isaac Newton Primary School understands the benefits technology can have on enhancing the curriculum and pupils' learning; however, we must ensure that pupils respect school property and use technology safety and appropriately. To achieve this, we have created this acceptable use agreement which outlines clear expectations of pupils when using technology that is provided by the school.

The device shall remain the sole property of the school and is governed by the school's policies.

The school is providing a device for the sole purpose of accessing education at home.

By signing this agreement, you agree to take full responsibility for the equipment issued and have read or heard this agreement (read aloud) understanding the conditions.

Please read this document carefully and sign below to accept that you agree to the terms outlined above:

Damage/loss of equipment.

I understand that I am responsible for the equipment at all times.

If the equipment is damaged, lost or stolen I will immediately inform the school and I acknowledge that I am responsible for full replacement costs. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and return it to the school on demand in the same condition.

I will not leave the equipment unsupervised in unsecured areas at any time.

This agreement sets the conditions for a pupil taking the equipment home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end confirms I agree to these terms.

Using the device at home

- I will only use the device which the school has given me permission to use for educational purposes.

- I will only use the approved email account that has been provided to me by the IT Lead.

- I will not store or use any personal data relating to a pupil or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to the IT Lead.

- I will delete any chain letters, spam, and other emails from unknown senders without opening them.

- I will ensure that I get permission from my teacher before accessing learning materials, e.g. source documents, from unapproved sources.

- I will only use the internet for personal use.

- I will not share my passwords, e.g. to my school email address, with anyone.

- I will not install any software onto school ICT systems unless instructed to do so by my teacher.

- I will adhere to the e-safety guidelines I have been taught.

- I will only use the device supplied to me by the school to:

  - Complete homework and coursework, and to prepare for lessons and exams.

  - Undertake revision and research.

- I will not use the school's ICT facilities to access, download, upload, send, receive, view or display any of the following:

  - Illegal material

  - Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the school

  - Content relating to a person's sexual orientation, gender assignment, religion, race, disability or age

- Online gambling

- Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false

- Any sexually explicit content

- Any personal data or information

Social media

- I will not use the school owned device to access personal social networking platforms.

- I will not communicate or attempt to communicate with any staff members over personal social networking platforms.

- I will not accept or send 'friend requests' from/to any staff members over personal social networking platforms.

- I will ensure that I apply the necessary privacy settings to any social networking sites.

- I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.

- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.

- I will not post any material online that:

- Is offensive

- Is private or sensitive

- Infringes copyright laws

- Damages the school's reputation

- Is an image or video of any staff, parent or nonconsenting pupil

Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement by pupils or staff members to the Head Teacher.

- I understand that as I am using this device at home and therefore, there will be limited or no filtering in place as I will be using my home broadband not the schools, so I will follow the above rules.

- I understand that the Head Teacher may decide to take action against me in accordance with the school's policies if I breach this agreement.

I acknowledge that I have read and understood this agreement, and ensure that I will abide by each principle.

Name of Parent/Carer:	
Signed:	
Name of Pupil	
Date:	
Staff:	
Signed:	
Date:	

When returning the item:

Date Returned	
Signed by staff member	
Make and Model	
Serial Number	