



Love Determination Responsibility Respect Kindness Friendship Honesty

St Michael's C of E Primary School

Protocol for on-line learning in the event of school closure because of Covid-19

During national lockdown, when primary schools have been instructed to close, we will provide on-line learning for all those children who must stay at home. Children whose parents are critical front-line workers and children who are identified as vulnerable will continue to come into school where we can put suitable protective measures in place.

On-line learning will be delivered through Google Classroom. In Years 1 to 6, lessons will be live-streamed and children will be able to ask their teachers for support, receive feedback and have some social contact with their peers. [A guide to Google Classroom](#) is available on the school website.

To facilitate this, school staff will:

- Ensure children have a working knowledge of Google Classroom, every child has a unique username and password.
- Send home the exercise books, worksheets and stationery (including art supplies) that the children will need to record their learning
- Send home at least a fortnight's worth of reading books for children on the reading scheme and arrange for these to be changed
- Send home any relevant textbooks (eg Power Maths, dictionaries, class novel)
- Create and share with the children a Google Meet link for each day which children in Years 2 to 6 should use to join their class. Children in Reception and Year 1 should join their classes using separate links
- Provide a daily timetable, making clear the timing of each lesson and break times (see example timetable below)
- For children in Years 2 to 6, provide at least 3 live streamed lessons every day. Lessons will be recorded to allow children not able to join the lesson in real time to view the lesson at a different time. One English and one maths lesson will be taught every day
- Take the register each day and monitor children's daily engagement with their learning
- Contact families by email and telephone if children are not engaging with learning
- Directly include children in live streamed lessons, asking them to contribute and answering their questions
- Upload any worksheets on Google Classroom in a format that the children can directly edit and then 'turn in' to their teacher for feedback
- Provide feedback on any work that the child 'turns in' and then 'return' it to them
- Share links for assemblies
- Plan time for children to have some social contact with each other
- Plan for children to continue regular 1:1 or small group interventions eg with Speech and Language Therapist
- Provide a Chromebook for children who do not have access to (or sole use of) a computer at home. **This will be subject to availability.**

Parents and carers will:

- Ensure their child is ready to start the school day with registration at 9:00am by using the Google Meet link for their class
- Ensure children take an active part in all daily lessons. Parents should generally not need to directly supervise their children during lessons
- Provide a quiet place for their child to work during the school day
- Allow children sole use of an electronic device during the school day. Where this is not possible, children should access recorded lessons at a more suitable time, but children must keep up with each day's lessons
- Adequately supervise and support their child throughout the school day, but expect them to complete the majority of tasks independently. It is important that parents do not complete a child's tasks for them
- Ensure that their child completes and 'turns in' all tasks required by the teacher by 3pm each day – this is to allow teachers time to review children's progress and prepare accordingly for the next day's teaching
- Listen to their child read every day and question them to ensure they have understood what they have read
- Ensure children have time for play, exercise and time outside each day
- Ensure that children have read, understood and follow the school's KS1 or KS2 Acceptable Use Policies
- Abide by the school's Acceptable Use Policy and any other requirements if a school Chromebook has been loaned to a child
- Ensure all school equipment is carefully looked after and returned to school when requested. Parents will be asked to pay to replace any damaged or lost equipment, including books and electronic devices
- Ask for additional support and supplies eg. stationery, printing when required
- Be patient - teachers will be combining online learning for children at home with face to face teaching of children in class (up to 30 children in total) – this is a very difficult thing to do and parents must recognise that teachers may not be able to respond immediately to any questions they may have

Example daily timetable for on-line learning - timings and organisation will differ for each class	
9:00	Registration
9:15 – 9:40	Maths – direct input from teacher through Google Classroom
9:45 – 10:15	Children complete task, teacher available to provide support and feedback
10:15 – 10:40	BREAK
10:45 – 11:10	English – direct input from teacher through Google Classroom
11:10 – 11:40	Children complete task, teacher available to provide support and feedback
11:40 – 1:00	BREAK
1:00	Registration
1:10 – 1:40	History/geography/RE/science/computing/art/DT/Spanish/Italian
1:40 – 2:10	Children complete task, teacher available to provide support
2:10 – 2:30	BREAK
2:30 – 3:00	PE/PSHE/music/story time

Teachers will take their PPA time every Friday afternoon, so on-line learning will stop at lunch time on Friday.

**** Critical workers**

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections.

<p>Health and social care</p> <p>This includes, but is not limited to, doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.</p>
<p>Education and childcare</p> <p>This includes:</p> <ul style="list-style-type: none">• childcare• support and teaching staff• social workers• specialist education professionals who must remain active during the coronavirus (COVID-19) response to deliver this approach
<p>Key Public Services</p> <p>This includes:</p> <ul style="list-style-type: none">• those essential to the running of the justice system• religious staff• charities and workers delivering key frontline services• those responsible for the management of the deceased• journalists and broadcasters who are providing public service broadcasting
<p>Local and National Government</p> <p>This only includes those administrative occupations essential to the effective delivery of:</p> <ul style="list-style-type: none">• the coronavirus (COVID-19) response, and the delivery of and response to EU transition• essential public services, such as the payment of benefits and the certification or checking of goods for import and export (including animal products, animals, plants and food), including in government agencies and arms length bodies
<p>Food and other necessary goods</p> <p>This includes those involved in food:</p> <ul style="list-style-type: none">• production• processing• distribution• sale and delivery• as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines)
<p>Public safety and national security</p> <p>This includes:</p> <ul style="list-style-type: none">• police and support staff• Ministry of Defence civilians• contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the coronavirus (COVID-19) outbreak and EU transition)• fire and rescue service employees (including support staff)• National Crime Agency staff• those maintaining border security, prison and probation staff and other national security roles, including those overseas
<p>Transport and border</p> <p>This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the coronavirus (COVID-19) response and EU transition, including those working on transport systems through which supply chains pass and those constructing or</p>

supporting the operation of critical transport and border infrastructure through which supply chains pass.

Utilities, communication and financial services

This includes:

- staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure)
- the oil, gas, electricity and water sectors (including sewerage)
- information technology and data infrastructure sector and primary industry supplies to continue during the coronavirus (COVID-19) response
- key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services)
- postal services and delivery
- payments providers
- waste disposal sectors