# Enterprise Learning Alliance

# Contingency Plan for Remote Education in Case of a Local Lockdown

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**Enterprise Learning Alliance Contingency Plans for Local Lockdown**

For individuals or groups of self-isolating pupils, remote education plans will be in place.

This plan will be implemented in the event of a local outbreak. The ELA will follow the directions of PHE health protection team or local authority who may advise ELA to close temporarily to help control transmission. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.

**Remote Education Support**

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the ELA will offer immediate remote education to all pupils who are unable to attend.

The ELA will use the existing platform on Class Charts to remotely educate pupils. This system will follow the below structure in order to ensure that meaningful education provision is maintained.

* use a curriculum sequence that allows access to high-quality online and offline resources that is linked to the school’s curriculum expectations
* give access to high quality remote education resources
* select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
* provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access (Master list compiled by parental survey.)
* recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support

When teaching pupils remotely, the ELA will:

* set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
* teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practiced in each subject
* provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
* gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
* enable teachers to 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, ideally including daily contact with teachers
* individual pupils who are at home with suspected COVID will be provided with online material after the 3rd day of absence
* Staff and Pupils will receive training and information on how to use and access the Class Charts platform.
* Offer parents/carers practical advice and guidance on how to use Class Charts to maintain education in the event of school closure. Parental Letter Appendix C

**ELA Remote Education Format**

* Teaching staff at the enterprise Learning Alliance will be responsible for uploading termly schemes of work on Class Charts for pupils and parents to follow the subject curriculum sequence.
* Teaching staff at the enterprise Learning Alliance will be responsible for uploading work and resources onto Class Charts, a week in advance, to allow pupils and parents/carers to plan learning activities and time frames.
* Teaching resources and materials, where practicable, will cover the pupils normal contact time.
* Resources and lessons will take into account pupil ability and will be differentiated accordingly.
* Teaching staff will provide formal feedback to pupils on completed work within one week of the submission date.
* Teaching staff will be contactable via email during normal school hours and will respond to pupil and parent/carer questions to support learning.
* Teaching staff will track and monitor work completed by pupils and highlight areas for concern. Contacting parents and carers if work is not completed by the submission time.
* Teaching staff will notify the HOC if pupils are failing to complete set work. HOC will then contact parents and discuss why work is not being completed.

**Pupils who have no access to a Computer or Internet Connectivity.**

* All resources and work set via class charts will be issued to pupils and parents in paper format.
* Logistics for delivery and collection of paper resources will be negotiated with the parent/carer
* All submission deadlines for work and expectations on teacher feedback remain the same as with online learning.

**ELA SEND Remote Education Format**

* Physical resources (overlays etc.) to support SEND pupils will be provided in the event of school closure.
* Work will be differentiated to meet need
* SENCO contactable by email for support during school hours.
* SENCO access to STLS support will be maintained in the event of school closer.
* Referrals for support services will still be made where services remain open.

**ELA Remote Education Safeguarding**

* Class Charts is a secure platform that complies fully with GDPR and the schools safeguarding and safeguarding online policy.
* Any contact or content on class charts is secure time stamped and logged.
* Any communication outside of class charts will be conducted via Teacher and Pupil ELA email accounts
* Concerns around non completion of work and lack of contact with pupils or parents will be reported following the schools safeguarding Policy.
* The ELA online Safeguarding guidance and policy can be found on the schools website via the following link: https://www.ela.kent.sch.uk/Safeguarding/E-Safety/E-SafetyPage

Useful links to online education:

https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources