



15<sup>th</sup> September 2020

Dear Parents/ Guardians,

In line with current government policy, it is a requirement that every school creates a contingency plan in the event of a class or local lockdown. If this does occur I would like to reassure you that we would aim to move to online/remote teaching swiftly to provide a range of learning activities and as much face to face support to complete the activities as we can.

Should a lockdown occur, our plan is to provide daily recorded lessons, upload related work in a new lockdown learning area on the school website. We will conduct class support sessions for children to offer any bespoke advice to complete the daily work set using Microsoft Teams.

**In summary, in the case of a class or local lockdown, our contingency plan is to provide :**

- Daily recorded teaching sessions which vary in length dependent on the age of each class. Eg longer sessions for KS2 pupils and more frequent, shorter sessions throughout the day for our EYFS and KS1 pupils. Links will be sent to you via email and text. These will be removed at the end of each school day.
- Daily virtual class support sessions with their classteacher will be available to all children to talk through the work set or address any misconceptions as they arise.
- Activities related to the teaching sessions will be uploaded to the lockdown learning area on the website in order for children to practice the new skills and knowledge shared by the class teacher each day.
- The sessions will be focused on Maths and English, although other lessons may also be provided depending on the Year group
- High quality teaching will be provided to ensure that new learning continues and that children continue to make progress
- All children will be expected to access and engage in the daily activities to ensure that they continue to make progress.

Should a class or local lockdown arise, we have created the following guidelines to ensure that these sessions run as smoothly as possible, we ask that you read them carefully **and respond to this email by Friday 18<sup>th</sup> September to provide your consent and complete the short survey being sent to you via text this week.**



## VIRTUAL LESSON/TUTORIAL GUIDELINES

- School rules apply to all school related activities including those that are online
- A parent must be on hand during any live session. You don't have to be present for the actual session but it would be appreciated if you're within earshot so you can help with any technical difficulties or other queries that arise
- Pupils must be in a communal living area. No bedrooms.
- Pupils will be asked to mute their microphones unless instructed otherwise to help the management of sessions
- Children should not in any circumstances capture or use video of any of our staff
- Staff will record lessons for safeguarding purposes, which will be stored in line with GDPR guidelines
- Children will need to have the appropriate equipment ready for the session (paper, pencil, pen and ruler)

### **I understand that:**

- If a member of staff has any safeguarding concerns they will report these to the school's Designated Safeguarding Lead/Deputy Designated Lead
- If you have any safeguarding concerns regarding an incident during a live tutorial, you should **discuss these with the member of staff. If it is not appropriate to do so, please contact Mrs Goodyear** (Designated Safeguarding Lead) [associate@knypersley.staffs.sch.uk](mailto:associate@knypersley.staffs.sch.uk) or Mrs Beckett [joanneb@knypersley.staffs.sch.uk](mailto:joanneb@knypersley.staffs.sch.uk) or Mrs Egerton [carolyne@knypersley.staffs.sch.uk](mailto:carolyne@knypersley.staffs.sch.uk) (Deputy Designated Safeguarding Leads)

Please can you reply to this message **(by Friday 18th September)** to:

- a) provide consent for your child to take part in Microsoft Teams sessions as and when they require them- we will then establish pupil emails to send invites to once consent is received.
- b) inform us if you would require any exercise books or pencils/pens

Thank you for your continued support  
Best wishes

Mrs E Goodyear  
Headteacher