



J.P. Miles

Signed by Head of School:

Overview of planning arrangements in the event of school closure.

Tier	Restrictions.	School Procedures.	Actions for parents/carers.
<p>Scenario 1 No school closure. School is fully open to all students</p>	<p>The local area may be subject to further national intervention and additional restrictions but these will not affect education settings.</p>	<p>The school will be fully open to all students. Students will receive 100% face to face lessons following the full school timetable.</p> <p>Pupils will be taught in year groups bubbles located in specific designated areas of the school. Students will only leave these areas to attend some practical lessons in specialist rooms.</p> <p>Each bubble has a set of designated toilets.</p> <p>Staggered start, break, lunch and end times are in place for different bubbles.</p> <p>The wearing of a face covering by staff and students in communal areas such as corridors is encouraged. This does not apply to classrooms.</p> <p>Staff and students will help to reduce the risk of the virus spreading by regularly washing hands and using hand sanitiser. Hand sanitiser is available in all classrooms and at key locations.</p>	<p>Parents/ carers should ensure that their child has a face covering in school and that their child knows how to correctly wear and remove their masks.</p> <p>If their child is wearing a disposable mask this should be placed in one of the specified bins. Ensure that if their child is wearing a reusable mask, that they have a separate bag to keep it in and that it is washed regularly.</p> <p>Parent/ carers should complete a survey indicating if they are a critical worker and what access their child has to technology to support remote-learning.</p>

<p>Scenario 2 The school will be partially closed. Students will attend on a two week rota basis.</p>	<p>The local area will be subject to further national intervention and additional restrictions. These will have an impact on education.</p>	<p>Students will attend school on a two week rota to adhere to government guidance by reducing the number of students on site at any time. When on-site students will be taught in their existing year group bubbles and the existing arrangements and procedures for teaching students in bubbles will remain in place.</p> <p>Students who are rota to be at home would access work via remote learning. All work would be published for students via Edulink by 9am each day for lessons timetabled that day.</p> <p>Precise information regarding how the rota system will be implemented will be shared when necessary.</p> <p>Children of critical and key workers and vulnerable children would be able to attend school on a full-time basis.</p> <p>The wearing of a face covering by staff and students in communal areas such as corridors is encouraged. This does not apply to classrooms.</p> <p>Staff and students will help to reduce the risk of the virus spreading by regularly washing hands and using hand sanitiser. Hand sanitiser is available in all classrooms and at key locations</p>	<p>Ensure that both parents/carers and students have access to Edulink and Moodle, and that students can access their school email. They should inform their child's Head of Year if they require support. Use the COVID 19 area of the school website to access guidance and instructions on how to access the school remote learning platforms and any additional information. Ensure they have completed the parent survey regarding critical and key workers and access to technology</p>
<p>Scenario 3 Partial closure of Secondary Schools</p>	<p>The local area will be subject to further national intervention and additional restrictions will be in place. Closures will affect education. The DFE will provide advice regarding which year groups will be prioritised to attend on-site.</p>	<p>The majority of students would be completing remote learning. Only those students who the DFE specify will attend on-site learning. Those students will remain in their existing year group bubbles and the existing procedures for teaching</p>	<p>Parents/ carers should ensure that their child has access to Microsoft Teams and is familiar with this on-line platform. They should inform their child's Head of Year if they require additional support.</p>

		<p>students in bubbles will remain in place. In addition children of critical and key workers and vulnerable children would be able to attend on-site provision.</p> <p>Students not attending on site-provision would access remote learning which would be enhanced to include a weekly quota of pre-recorded lessons via Microsoft Teams. This will be supported by a quota of consolidation work via Edulink to be completed independently at home.</p> <p>On site the wearing of a face covering by staff and students in communal areas such as corridors is encouraged. This does not apply to classrooms.</p> <p>On site staff and students will help to reduce the risk of the virus spreading by regularly washing hands and using hand sanitiser. Hand sanitiser is available in all classrooms and at key locations</p>	<p>Parents/ carers should try to provide an area for their child to complete work delivered through remote learning.</p> <p>Parents/carers should encourage their children to submit completed work to teachers through Edulink or Moodle when it is requested. All parents should complete an online consent form for their child to take part in any pre-recorded lessons via Microsoft Teams.</p>
<p>Scenario 4 Full closure of all school settings</p>	<p>The local area will be subject to further national intervention and additional restrictions will be in place. Closures will affect education.</p>	<p>Only the children of critical key workers and vulnerable children would be allowed to attend on-site provision. Remaining students would access remote learning which would be enhanced to include a weekly quota of pre-recorded lessons for each year group via Microsoft Teams. This will be supported by a quota of consolidation work via Edulink to be completed independently at home.</p>	<p>Please see Scenario 3</p>

Overview of Curriculum Provision per year group in the event of scenario 2-4

Year group	Scenario 2- Students attend school on a 2 week rota basis.	Scenario 3- Only students who DFE specify will attend school.	Scenario 4- School is closed to all students except those of critical key workers or vulnerable children.
Years 7,8,9	<p>Students will attend school on a two week rota basis.</p> <p>Lessons on site will be face to face in year group bubbles with their usual subject teacher. Students will follow their normal two week timetable and will focus on the key concepts and 'non negotiables' in each subject area.</p> <p>Staff will share with students the plan for following two weeks of remote learning. Consolidation work to be completed during remote learning will be set via Edulink and will be assessed by staff via the whole class feedback sheet.</p> <p>The first lesson back in school will be dedicated to misconceptions and filling in any gaps.</p>	<p>It is anticipated that only exam groups will attend on-site provision, the majority of students will complete remote learning at home.</p> <p>Students completing remote learning will receive three pre-recorded streamed sessions per fortnight for English, Maths, Science and RE with three hours of consolidation work set by their usual class teacher via Edulink.</p> <p>Students will receive two pre-recorded streamed lessons per fortnight for History, Geography and Spanish with two hours of consolidation work set by their class teacher via Edulink</p> <p>Students will receive one pre-recorded streamed lesson per fortnight for all of their other subjects and consolidation work set by their class teacher via Edulink.</p> <p>The stream sessions will be planned and recorded centrally by a subject specialist at Trinity and will be uploaded to Microsoft Stream.</p>	<p>Please see arrangements for Scenario 3.</p>
Years 10,11	<p>Students will attend school on a two week rota basis. Lessons on site will be face to face in year group bubbles with their usual subject teacher. They will follow their normal two week timetable and will focus on the key concepts and non negotiables in each subject area.</p> <p>Staff will share with students the plan for following two weeks of remote learning. Consolidation work to be completed during remote learning will be set via Edulink and will be assessed by staff via the whole class feedback sheet.</p> <p>The first lesson back in school will be dedicated to misconceptions and filling in any gaps.</p>	<p>It is anticipated that in the event of scenario 3, the DFE will specify that KS4 students will attend school. Full details regarding the guidance for this provision have yet to be clarified.</p>	<p>For CORE subjects students will receive four pre-recorded streamed sessions per fortnight with four hours of consolidation work set by their usual class teacher via Edulink.</p> <p>For option subjects students will receive two pre-recorded streamed lessons per fortnight and three hours of consolidation work set by their class teacher via Edulink</p> <p>The stream sessions will be planned and recorded centrally by a subject specialist at Trinity and will be uploaded to Microsoft Stream.</p>

Aims

If school is suspended and remote learning is implemented the following guidelines will be put in place. Our aim is that the delivery of the full curriculum remains at the forefront of our work, and as far as possible, pupil progress is not negatively impacted. Given the current situation it is anticipated that our remote learning policy and arrangements will adapt as the local and national situation changes. Our aim will remain that pupils should follow their normal timetable when the school is closed this is to support a structured routine for students wellbeing, although there is an understanding that in some circumstances this may not always be possible.

Teachers- In the event of scenarios 2-4

1. Each day by 9am staff will set work for each timetable lesson that day, this may be in different formats depending on the class/year groups/subject. This work will be posted within Edulink and clearly labelled with the date, period and class as per the guidance for setting work via Edulink. Students may be guided to other platforms such as Microsoft Teams or Moodle.
2. In the event of a year group bubble absence or staff being absent from school due to self-isolating, staff are expected to post lesson material on Edulink. Staff should be available during the period of their timetabled lesson to respond to pupils queries via Edulink message. In the advent of staff absence due to illness please ensure an 'out of office message' has been set up.
3. Staff should upload their lessons for the day by 9am on Edulink for all students who are absent from school due to COVID 19, **this includes students who are self-isolating**. Where possible this work should reflect the work being completed by students in school and adhere to the delivery of the full curriculum.
4. Departments should follow their normal assessment cycle. Feedback to students should reflect the key elements of the school feedback policy, whole-class feedback using the whole school template via Edulink; via a pre-recorded lesson on MS Teams; self-assessment via Edulink or as part of a pre-recorded lesson via MS Teams. Staff may also assess students' progress and misconceptions via self-marking platforms such as Moodle.
5. For the wellbeing of both staff and pupils, where possible activities should be varied through the week so as not to require students constantly sitting in front of a screen.
6. In the event of scenario 3-4 a quota of high quality pre-recorded lessons by Trinity staff, which follow the key elements of the Teaching and Learning policy will be delivered via Microsoft Stream. There is no requirement for staff to initiate or participate in live lessons. For further guidance on the delivery of pre-recorded lessons please refer to section 13 (page 19) Staff Behaviour Policy. <http://www.trinity-school.org.uk/wp-content/uploads/Staff-Behaviour-Policy-September-2020.pdf>
7. Teachers should still be issuing rewards, positives etc. as appropriate.
8. Where staff are concerned about the lack of engagement in students remote learning, they should raise this concerns with the Head of Department or line manager at least weekly. Please be mindful of individual circumstances and use your professional judgement.
9. Teachers should try to ensure that by the end of each day all pupil queries have been dealt with. If the number of queries are too great, teachers should prioritise and respond collectively where possible.
10. Teachers should feedback any concerns to their Head of Department who will keep the Senior Leadership Team informed.
11. Opportunities for CPD, the sharing of good practice tips and wellbeing advice for all staff will be shared via the weekly CPD and Wellbeing Newsletter.
12. In the event there is a problem with IT contact tubbs.j@welearn365.com swift.c@welearn365.com or 07391 111207
13. In the event of scenario 3-4, if TEAMS becomes unavailable, staff will resort to Edulink. In the event of scenarios 2-4 if Edulink becomes unavailable staff will resort to Moodle to set work.

Heads of Department

1. In the event of scenario 3-4, Heads of Department/ other department members should be additional owners of each class TEAM in their department this will allow for more collaborative planning to reduce staff workload. This will help to ensure the consistency and quality of work being set.
2. Heads of Department should create TEAMS within their department area and hold weekly Subject Planning and Development Sessions. In addition they should regularly check in with the individual members of their team to support staff well-being and pick up any potential concerns early.
3. Heads of Department should decide the appropriate direction for the curriculum coverage in the event of scenarios 2-4, particularly scenarios 3-4. Wherever possible this should be the existing curriculum as outlined in the Department Curriculum Map and Learning Journey.
4. Heads of Department should inform Heads of Year on a weekly basis of any student concerns regarding the completion of work.
5. Heads of Department should ensure that teaching staff are uploading lessons daily via Edulink and meeting the specified quota of pre-recorded lessons which are uploaded via MS Teams.

Learning Support- Guidelines for SEND pupils

Teachers

1. Lessons should follow the key elements of the teaching and learning policy therefore teachers should consider adaptations to remote learning for pupils who have SEND to ensure the task style is accessible with appropriate expectations by referring to the one-page profile. Examples of adaptations could include challenges, scaffolding, model answers, breaking learning down into small steps etc.

Teaching Assistants

1. Key workers- will co-ordinate MS Teams meetings daily with pupils on the SEN register to support them in the completion of their work.

Pastoral Support

Form Tutors

1. A tutor group message of support, wellbeing advice, a thought for the day including a prayer should be sent out each day offering support and letting the pupils know when they will be available online to be contacted each day. Any concerns should be raised with the Head of Year. These messages should be sent out via Edulink.

Heads of Year

1. Heads of Year should maintain oversight of the pupils and be responsible for positive messages to their year group.
2. Heads of Year will supply a weekly bulletin with prayers, suggestions for the week and motivational messages.
3. Head of Department will oversee pupil engagement with remote learning, intervening and escalating any concerns to Heads of Year.
4. Heads of Year to make contact with the student; if there is a safeguarding concern, then it will be passed to a DSL. If it is not a safeguarding concern, then parental contact will be made.
5. Heads of Year should liaise regularly with parents in the community regarding the well-being of students and to maintain the personal touch.
6. Heads of Year should work closely with pupils of concern in multiple subjects and carefully oversee that they are completing their work.
7. Heads of Year should be included into any groups or messages sent out to tutor groups.

8. Mr Lignier/ Mrs LaSpisa will be monitoring Year 12 students
9. Mrs Price will be monitoring Peter's Place Students.

Support Staff

1. Line Manager will be responsible for ensuring Support staff are carrying out their weekly duties, this may be a verbal communication or written list of tasks.

Careers Counselling and Careers Interviews

1. Careers will continue to be provided and children will be supported by the careers team and Heads of Year in line with the careers strategy.

<http://www.trinity-school.org.uk/careers-education-information-advice-and-guidance-ceiag/>

Students- What we expect from you.

1. Students should log on to Edulink between 9am-9.15am each day to register.
2. Students will not be required to submit work for every lesson but as directed by their teachers.
3. If absent, students are expected to catch up with consolidation work via Edulink in the event of scenario 2-4, and via MS Teams in the event of scenario 3-4. The class teacher will upload lesson material to Edulink each day or pre-recorded lessons per the rota via Teams in the event of scenario 3-4.
4. Lesson material will be uploaded daily by 9am for the timetabled lessons that day. During each period we would encourage students to get up and walk around for 5/10 minutes for their own well-being.
5. Students should follow their normal school day including break and lunchtimes, and the length of the school day. This routine is important to support student well-being.
6. Students should complete all work set by teaching staff to the best of their ability and engage positively and constructively in online tasks.
7. Students should use Edulink message email to communicate with their teachers and ask questions if they do not understand the work set. This is not a space for general messages. Emails should always be sent from the student's school email address, ending in **@welearn365.com**.
8. Students should click complete once they have completed the work set as per their teacher's instructions.
9. Students should check their school email every day to make sure they are aware of any whole school communications.

Using Microsoft Teams and remote learning in the event of scenario 3-4

1. Students are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams (this feature has been disabled)
 2. Students are unable/ may not attempt to start/ record a meeting/ lesson (this feature has been disabled)
 3. Students are not permitted to share recorded videos/ lesson made by teachers within or outside of the Trinity Catholic School Teams Account or Edulink.
 4. Student should think carefully about what is acceptable language with regards to what they type or message via TEAMS or Edulink
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10. There is no requirement for staff to participate in live lessons. Lessons will be high quality pre-recorded lessons delivered by Trinity staff. When participating in these and other lessons the following guidelines must be adhered to by students.
 - a) Microsoft Teams/Stream is the only software used by staff to provide pre-recorded lessons.

- b) Students must not share any lesson resources and recordings on any other platform. Students must not edit pre-recorded videos/ lessons produced by staff.
- c) Students who communicate inappropriately will be removed from TEAMS and referred to their Head of Year for appropriate sanction.
- d) Staff must give students a minimum 24 hours' notice of pre-recorded lessons as outlined in the curriculum provision guidance
- e) It is advised that lessons are no longer than 30 minutes due to demands on technology within families and WiFi capability etc.
- f) Teachers to allow student feedback and questions in their preferred format.
- g) Students should not use the video function within the lesson: only written feedback, as requested by the teacher. The teacher will be in control of all communication.
- h) The pre-recorded lesson must support the work already set via Edulink as per the curriculum provision guidance
- i) As per the curriculum provision guidance, pre-recorded lessons will be available via Microsoft Stream outside of the timetabled lesson. This is to ensure that all students have an opportunity to access the lesson at a time that is suitable for their personal circumstances.

Parents/Carers

1. In the event of scenario 2 ensure that both parents/carers and students have access to Edulink and Moodle, and that students can access their school email. They should inform their child's Head of Year if they require support. Parents should use the COVID 19 area of the school website to access guidance and instructions on how to access the school learning platforms and any additional information. They should ensure they have completed the parent survey regarding critical and key workers and access to technology.
2. In the event of scenario 3 and 4 parents/ carers should ensure that their child has access to Microsoft Teams and is familiar with this on-line platform. They should inform their child's Head of Year if they require additional support. Parents/ carers should try to provide an area for their child to complete work delivered through remote learning. They should encourage their children to submit completed work to teachers through Edulink or Moodle when it is requested. All parents should complete an online consent form for their child to take part in pre-recorded lessons via Microsoft Teams, which may be used as part of remote learning.
3. Parents/carers should contact the students Head of Year if they have any concerns regarding their child.
4. Parents need to check their emails/ log onto Edulink on a regular basis, as a minimum on a weekly basis. The Parental Bulletin will be sent out on a Friday afternoon. Any concerns about receiving bulletins please contact the school office via email trinityschooloffice@welearn365.com
5. Any other concerns please contact the school office via email trinityschooloffice@welearn365.com

Queries

What if my child is ill?

1. Parents need to notify the attendance manager or the school office via email lytwyniew.p@welearn365.com if their child is too ill to complete remote learning.

What if I have a safeguarding concern?

1. If you have a safeguarding concern please contact trinitysafeguarding@welearn365.com

