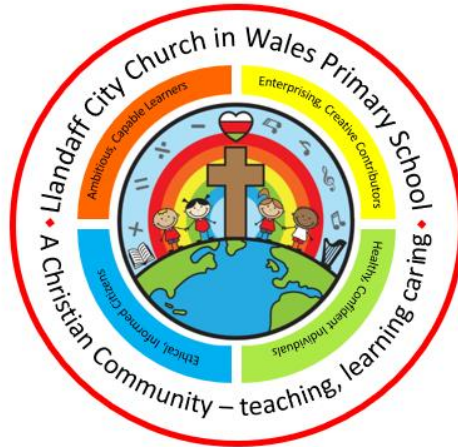


Llandaff City Church in Wales Primary School



Policy for School Closure / Home Learning

Updated January 2022

The following Policy for School Closure/ Home Learning applies to Llandaff City Church in Wales Primary School. This policy has been produced in the event of a school closure beyond the ordinary planned closures such as school holidays or INSET days. This policy was originally drafted and approved in March 2020 in response to the onset of a Global pandemic and would usually be reviewed bi-annually, unless significant local or National changes / guidance / directives occur.

Health and Safety

Within our school setting it is our policy to carry out our activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by activities in school, including the general public where appropriate.

We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Cardiff County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

We recognise that there may be instances arising in school where a school closure may be the most appropriate form of action to take to ensure the health and safety of all pupils, parents/carers, staff and Governors. This includes, but is not limited to, days where snow prevents safe travel to and from school, emergencies in the local area, polling days and to prevent the outbreaks of, or spreading of viruses.

Notification of Closure

Planned Closure - In the event of a planned closure, the school's Senior Leadership Team will contact respective parents in the first instance with a letter sent via e-mail followed by a text message to all parents. The school's social media platforms such as Twitter will be updated the same day. Where possible closure dates will be provided as well as the expected duration of the closure. In the event of the school's reopening all parents will receive a text via the school's text messaging system and the school's Twitter feed.

Unplanned Closure – In the event of an unplanned closure, the school's Senior Leadership Team will contact respective parents in the first instance via text message followed by a letter (if it is deemed appropriate by the Headteacher). The school's Twitter feed will be updated the same day. Closure dates will be communicated and if the duration of the closure is known then this will also be communicated via these systems. In the event whereby the duration of the closure is unknown parents will be provided with the approximate closure duration if possible. In the event of the school's reopening all parents will receive a text via the school's text messaging system, also the school's Twitter feed will be updated accordingly.

Staff Absences due to Covid related illness

In the event that 50% of teaching staff are absent from work due to Covid then Home Learning will commence for the whole school.

Home Learning

A child's home environment offers rich and different resources and work at home can give opportunities to consolidate and reinforce skills and understanding. A working partnership between school and home enhances the educational development of the child and so helps raise attainment. In the event of a school closure taking place this policy should be enforced in order to contain consistency for a child's learning journey.

The following guidance is provided to parents and carers and it is expected that parents and carers follow the guidance and advice contained within this policy should a school closure occur. However, in providing this guidance the staff and the Governing Body of Llandaff City are sympathetic to the high demands that home learning can have on parents / carers time and as such we encourage families to undertake what is achievable and appropriate to your home situation. In writing the Home Learning Task Plans staff will be mindful of the demands on families and as part of their planning will seek to ensure that there are tasks that children can undertake independently too. These are identifiable in the planning by the use bold text.

Where possible all classes will undertake a Google Meet session via Google Classroom each day. In this session the work for the day will be discussed. However, if a teacher is unable to teach/support via Google classroom due to illness parents will be informed via school comms that Google Meet has been cancelled. Home learning provision will however continue to be provided via Google classroom.

Home Learning Tasks – when a child for medical reasons needs to stay home or is required by Public Health Wales to self- isolate and stay home for a period of over one week but is well enough to work parents/carers are asked to email the school and request that their child can access home learning task plans. These will usually be sent via the child's Google Classroom by the close of the next working day.

Parents should note that the above only applies to an enforced Public Health related self-isolation, or a medical situation affecting the child (or a family member who resides in the same home) whose medical condition advises or requires a child to remain at home.

Planning will not be provided when parents opt to undertake a holiday during term time.

Where children are at home for periods of over 10 days or more the school will seek to work with the family and the Educational Welfare Officer to understand any barriers to the child's return to school and to agree a plan whereby the child can return to the educational setting as soon as possible. (As reflected in 'Attendance in Schools and Settings' Welsh Government documentation updated on 20th September 2021) A suggested proforma for the plan is included in the appendix and must be completed by any applicable families in conjunction with a senior member of school staff.

Home Learning Tasks – Applicable where the majority of a class are in school but individuals medically need to stay at home. This includes but is not isolated to, circumstances such as self-isolation for COVID-19.

Where parents / carers request home learning provision via contact with the school office, a pack of work will be provided by school for children to undertake at home. This pack will contain consolidation type materials. One literacy, one numeracy and one additional task will be provided for each school day a child is in isolation. Work should be uploaded onto Google Classroom and teachers will mark / respond after school. Synchronous learning and video clips will not usually occur. If parents / carers feel that their child would benefit from a 1:1 telephone call during their period of home isolation this can be offered on one occasion each week – normally during a teacher's PPA time. Parents / Carers need to inform the school at the onset of their isolation period if this is something their child would benefit from.

Where children are absent from school for 1 month or more due to their ill health a well-being call from a member of staff will be made to the family. As part of this well being call it may be determined that alternative home learning measures are required. These will be agreed between home and school and may involve Cardiff Local Authority support

Home Learning Tasks – Applicable where whole classes need to be educated at home.

Home Learning Tasks plans will normally only be shared where there is anticipated part or full school closure of 5 days or more. Home Learning tasks will be provided by each class teacher will include daily numeracy and literacy and Helpwr Heddiw tasks as well as topic related activities. Where possible teachers will share their planning on a Friday by 4pm ready for the following Monday. However, it is recognised that this timescale may not always be possible due to unforeseen circumstances or a sudden closure. In the case of a sudden closure Learning Task Plans will be shared by the close of the next working day. An example of an upper school home learning task sheet is attached to this policy in the appendix (1) for reference.

To access the plans, the pupils should log in to their Hwb Account where they can use the Google Classroom feature to access the plans and resources that supplement the intended learning. Links may also be attached on the Learning Task Plans by the teacher for activities to be accessed at home. Pupils also have Abacus maths logins and Purple Mash logins to supplement their learning.

If you have difficulties with your logins please email the school office and mark your concern for the attention of the Deputy Headteacher.

Please see a tutorial about accessing Google Classroom by following this link:
<https://www.youtube.com/watch?v=NactapccuU4&t=4s>

Work related queries can be shared using the private comments section of your child's assigned piece of work. All queries relating to access around Google Classroom or other platforms or concerns of a more private nature that should

not be shared with the child should be addressed by e-mailing the school: sgall@cardiff.gov.uk

Please note all messages sent after 4pm may not be read until the next working day. Please ensure e-mails are marked for the attention of the teacher for who it is intended.

Video Clips to support learning:

To ensure families can make best use of the Home Learning Task Plans during whole class, year group and/or whole school closure periods of five days or more, Teachers and Support Staff will record lesson starters for Literacy and Numeracy on at least one occasion over the week which can then be watched / re-watched at a time appropriate to each child/family. This approach has been chosen over live teaching to ensure all children can access the input.

The video clips which are provided each week will usually be delivered by a staff member from Llandaff City. As such children / parents should expect that it will not always be their class teacher delivering the video input. This approach will allow your children the opportunity to stay connected with all key staff in the event of a school closure. Where a class teacher deems it appropriate, he/she may also modify the video links sent home to your child in order to better meet their learning needs.

Video links created by professionals outside of Llandaff City may also be suggested to further enhance home learning.

Video learning will usually only apply when whole classes are impacted and will not occur in the case of individuals self-isolating / working from home on medical or other grounds.

Video Expectation:

In providing videos as a supplement to our Home Learning Task Plans parents/carers are expected to adhere to the following expectation:

The videos will only be accessed by pupils of Llandaff City.

Parents / carers will not comment / feedback on the quality of content of the videos.

Videos will not be downloaded / copied or shared. They remain the property of Llandaff City and action would be taken if any of the above was not adhered to. This may include reviewing whether we can continue to provide teaching and learning in this manner.

Daily Google Meets

Class teachers will meet daily with their class via Google Meet alongside another member of staff. During these meetings teachers will enquire in general around pupil well-being and discuss the work set that week. The Google Meet will consist of the whole class with two members of staff. The Google Meet

meetings will occur on a timetabled basis so siblings will not have meetings at the same time. Class teachers will provide exact times in advance to their classes. Children accessing Google Meets will have the option to mute themselves / not be seen on video if they choose, but where possible we would encourage them to utilise this opportunity and be an active member of the class. The sessions will usually last between 10-15 minutes. Children/Parents are not permitted to screenshot/ record/ photograph meetings in action as this could have safeguarding implications.

Completed work:

Work completed by the pupils is to be returned to the class teacher via the Google Classroom or shown via the school Twitter feed if appropriate. If work is returned via Google Classroom Teachers are expected to leave a comment to show that the work has been received and reviewed.

Completed task sheets will be held on the pupils Google Drive to be used by teachers for evidence and/or assessment purposes.

Parents / carers should note that where staff are well but expected to also self-isolate / work from home, they will be online to answer work related questions from your children during the school day. Children should pose their questions via Google Classroom. However, where staff are still teaching in school, they will only be available to answer questions / feedback on uploaded work at the end of each school day.

Where staff are unwell or unable to work, and therefore unable to engage in home learning support, alternative provisions will be implemented and shared with families accordingly.

Where families do not have access to a device, they should make contact with the school who will seek to either provide a loan of a device or provide a physical work pack for the child to complete.

Any resources loaned by school parents / carers are legally bound to return.

Google Classroom:

Where children are not set up on Google Classroom e.g., child has very recently joined the school but are required to isolate parents / carers requiring home learning provision should contact the school and an alternative provision will be provided.

PPA

During periods where home learning applies to the whole class all teaching staff will be allocated Wednesday afternoon for their Planning, Preparation and Assessment time (PPA). Therefore, although work/activities will be set for the Wednesday afternoon the teachers will not be available to respond to queries/comments or questions from midday onwards.

Meeting the needs of all learners:

Every effort will be made through our planning and pre-recorded videos to meet the needs of all learners. Should a parent / carer feel that their child's needs are not being met they should email the office and mark the email for the attention of the Headteacher, who will investigate the provision that is being offered and as part of this will liaise directly with the ALNCO and class teachers.

March 2020 / Reviewed September, November 2020, September 2021, January 2022

Signed_____Headteacher

Signed_____Chair of Governors

Llandaff City Church in Wales Primary School Closure Home Learning Task Sheet

(Applicable to whole class home learning only)



W/B: / /'22

Year _____

Expectations – 1 Maths Task + 1 Literacy Task + 1 Helpwr Heddiw + 1 Topic task each day.

This task overview sheet is designed to be used by parents and pupils in the event of a school closure/Year Group Isolation or if a pupil is required to shield/self-isolate at home. Tasks and activities are planned in the order they will be taught each day. Please return work through Google Classroom or display on the school Twitter feed @llandaff.

Week Beginning: w/c 7th September

Year : 6

Topic: Mexico

Monday			
<i>Helpwr Heddiw</i> <i>Ble rwyf i'n byw?</i> <i>Dwi'n byw yn...</i>	<u>Adding and Subtracting Fractions</u> Watch the BBC Bitesize clip to understand how to add and subtract fractions with the same denominator and then with different denominators. To add or subtract fractions there are Three Simple Steps: • Step 1: Make sure the bottom numbers (the denominators) are the same • Step 2: Add/Subtract the top numbers (the numerators), put that answer over the denominator • Step 3: Simplify the fraction (if needed) Try the questions on the google slide and hand it in!	<u>Research Work</u> This week as part of our Graffiti art topic we will be look in at the German city of Berlin. It is known as the graffiti capital of the world, it even has its own graffiti museum. The City of Berlin was also the most bombed city in the World during World War 2 - very few buildings were left standing, or safe to be kept standing. The city is probably best known for 'The Berlin Wall'. A wall the split a city in two, split friends and families, split two very different ways of life. Lesson 1 is to complete a piece of research work about the Berlin wall. I've generated some questions for you to try and answer and I've provided a good overview video for you to watch.	PE. Record how far you walk/ride this week and see how many km in total you complete over the week. You could display your results in a line graph. Use an app for your phone or check your fitbits! You can use ICT devices; phones, tablets, iPads, paper, pencil etc to complete the tasks. Spread out the activities over the week.

Tuesday

*Helpwr Heddiw
Ble mae...yn
dod?
Mae...yn dod
yn...*

Mixed Number Fractions

Watch the video to refresh your memory on mixed number and improper fractions. Try the questions on the following slide and if you would like a further challenge try the problem on slide 3.

Plan a poem about the Berlin Wall

Think of the language features we use when writing poetry: adjectives, personification, simile, metaphor, alliteration, adverbs...
Today you are going to create a word bank to describe the different aspects of the wall. How could you describe the wall? How can you describe what it did to the city of Berlin? How could you describe the impact on the people of Berlin? Have a look at the slide to help you.

Art

What would you graffiti on the Berlin wall? What message would it try to portray? Plan your design and create it in whatever way you'd like. Why not tweet your final design?  or hand it in to us to look at!

Wednesday

*Helpwr Heddiw
Sut wyt ti?*

Fractions of Amounts

Revision lesson. Watch the video and have a go at answering the questions on the following slide.

Plan a poem about the Berlin Wall

Think of the language features we use when writing poetry: adjectives, personification, simile, metaphor, alliteration, adverbs...
Today you are going to create a word bank to describe the different aspects of the wall. How could you describe the wall? How can you describe what it did to the city of Berlin? How could you describe the impact on the people of Berlin? Have a look at the slide to help you.

R.E.

The Bible talks of Freedom in many different ways. It tells us that true freedom is knowing God and the many benefits that come from this. Choose a Bible verse about freedom and using adobe spark create a freedom poster.



		Thursday	
<i>Helpwr Heddiw</i>	<u>Percentages of Amounts</u> Follow the instructions and answer the questions on the slides	<u>Write a Poem about the Berlin Wall</u> Have a go at writing your own poem - you've got the work from Tuesday and Wednesday to help you. You can write it and decorate it or you can type it and insert pictures. Try to make sure that the final piece is completed to the best standard you can.	Music - German Composers. Some of the most famous musical composers in history have come from German. Here's two tasks you could undertake: 1. Find out about some of the famous composers to have come from Germany and present your top five composers list with their most famous pieces on Google Slides, or: 2. Compose a piece of music to accompany your poem - you can use your own instruments or use garage band. It would be amazing to see if you can play your music over the top of your poem! 
		Friday	
<i><u>Helpwr Heddiw</u></i>	Word Problems Based on the skills you have used this week answer the word problems given on the slide and hand it in. The questions have been set at three different levels. Please choose which level you feel is challenging to you.	Preform your poem. Record yourself reading your poem out. You can choose to film yourself of read your poem over a google slide presentation.	Science Research pollination. What is it and how does the process work. Complete a cartoon to show how pollination takes place.

Thank you for completing the School Closure Home Learning Task Sheet – Your support is very much appreciated.

School Attendance – Approved Absence Management plan (Applicable to absences of 10 days or more)

Child's name:

Child's DOB:

Class teacher/s:

Date when 'School Attendance – Approved Absence Management Plan' was emailed by parents/carers to school for consideration:

Medical reason why the child is unable to attend school:

Agreed actions to support the child's return to school (determined following dialogue between home and school):

Date the plan was shared with the school's Educational Welfare Officer by school staff, along with any advice given:

Following advice, is the plan approved? E.g Does it meet Welsh Government stipulated guidance / policy?

Yes / No

Note: If the plan is approved, when do we intend to review the plan / expect the child to return to school?

If the plan is not approved, on what date were the parents / carers informed of this by the return of this completed proforma?