

# **School Closure Coronavirus Contingency Plan incl. Remote education via our online teaching and learning strategy (TJA Online)**

## **The Purpose**

At The Jubilee Academy our primary aim is the safety and wellbeing of our staff and students. In addition to this we recognise the need for continuity, routine, and predictability for parents / carers and young people.

The extensive limitations outlined in the tiers of interventions for educational settings when managing local outbreaks and implementing restrictions, do not apply to Alternative Provision (AP) settings. Whilst AP settings include older children, these settings are generally smaller than mainstream secondary schools with limited pupil numbers and therefore, with protective measures in place, are lower risk. Therefore, the school will remain fully open to all to provide face to face provision.

With this in mind, we will take all steps possible to ensure we have a contingency plan if:

- Further operational guidance notifying AP's of restrictions in the local context  
or
- Individuals or groups of students need to self-isolate, but the rest of the school is still open  
or
- The school is advised to fully close due to an outbreak in consultation with the Local Health Protection Team

## **Areas of contingency**

### **Systems of control and face coverings**

In all respects, the systems of controls outlined in the full opening guidance will continue to be applied. The school has a comprehensive risk assessment that details protective measures implemented by the school and if required consider implementing further control measures.

Everyone has been asked to wear face coverings when moving around communal areas in school where it is difficult to maintain social distancing unless they're exempt from wearing one.

We'll share factsheets on face coverings with parents and staff so that everyone knows what to expect.

## **Attendance**

All students are expected to attend school unless they are self-isolating due to symptoms or have tested positive

It is unlikely that formal shielding will be reintroduced in a local area and clinically extremely vulnerable children and young people should be able to attend school during local restrictions. However, if shielding is resumed within the local areas, clinically extremely vulnerable children will not be required to attend school

## **Free School Meal Provision**

The main schools will provide all their students on dual registration with The Jubilee Academy, eligible for FSM's, a food parcel whilst they are self-isolating.

## **Remote education via our online teaching and learning strategy (TJA Online)**

The school will commence a blended learning approach to support students to experience and learn using electronic devices via TJA online at least once over a two-week period in all subjects (a subject if teacher is teaching more than one subject), as well as traditional face to face teaching. This will enable the student to feel confident to transition from in class to remote learning when as if the need arises.

We would ask all parents and carers to take the time to familiarise themselves with the information below so that our whole community can support our students and ensure minimal disruption to their learning if their child needs to isolate or the school should be forced to close for any reason.

## **Aims - How will we ensure teaching and learning continues as effectively as possible if a student isolates or because of school closure?**

- Our aim is to keep our core purpose of teaching and learning continuing as effectively as possible
- We will expect students to complete all work set - they will receive achievement points as usual for excellent work and effort
- To keep expectations clear that all work set must be completed including any additional homework
- Students will need to have access to a laptop/PC and internet access

(please contact the school, as soon as possible, if you require support with this - we have the capacity to provide this for families who do not have a computer or internet connection)

- Students will be asked to take their exercise and subject books home to use as well

### **Expectations of parents**

- Encourage and support their children to follow the above expectations
- Ensure their child has logs onto their Office 365 account to access all Microsoft packages available to them.
- All work will be set on MS teams for each subject.
- Ensure their child follows the centralised timetable to complete all set work.
- Continue to monitor their child's homework checking the set work against the homework timetable is completed and uploaded to MS teams.

The homework timetable can be viewed on the school website via this link:

<https://www.thejubileeacademy.org.uk/page/?title=Homework&pid=25>

- Check the weekly report received via email from MS teams which will be sent automatically informing them of assignments that have been completed or not.
- Finding an appropriate place to work and ensure they have some structure to the working day: start and finish times and appropriate breaks
- Contact the school or subject teacher if there are any concerns

### **Online Safety**

- As we are increasingly relying on technology to keep us all connected in the present climate, it is important that parents are aware of the apps and programs that their children are using. You can learn more about the latest internet safety developments via the school website via this link:  
<https://www.thejubileeacademy.org.uk/esafety>

### **Expectations of Staff:**

- Set work daily via MS Teams following the centralised timetable
- All homework will be set by the class teacher and also through MS Teams as per the homework timetable
- Ensure high-quality content and resources are placed online at frequent intervals, ensure that material is relevant and understandable to individuals, and suitable for The Jubilee Academy
- The time allocation for each subject is almost the same proportion of time students would have spent on the subject in school
- For students with additional needs remote support will be provided to enable students to access the work and liaise with teachers
- Mark work undertaken by students and provide feedback using the same regularity they would have done if in school via TJA online or using departmental email
- Provide feedback to students through Microsoft Teams and use achievement points to reward and praise work as normal
- Inform Senior Leadership Team who will contact parents if there are concerns

## **Expectations of Students**

- Login to Microsoft 365 account via the school website to access available Microsoft packages
- Follow the centralised timetable to complete all set work
- Access MS Teams to complete and upload work that is set by the subject teacher
- Check the MS Teams every day to view their allocated homework

The homework timetable can be viewed on the school website via this link:

<https://www.thejubileeacademy.org.uk/page/?title=Homework&pid=25>

- Complete and upload homework via MS Teams
- Use designated departmental email addresses to communicate with their subject teachers and ask questions if they do not understand/require help or are having difficulties.
- If students do not have access to equipment allowing access to TJA online, they should complete the home learning packs sent to them physically

Microsoft Teams allows students to ask questions about the work if they need to and receive feedback from their teachers

## **Remote learning rules**

If students are not in school, we expect them to follow all of the rules set out in the ICT agreement.

Parents should also read the rules and ensure their children follow them. Parents should contact Mr. Sutherland/DHT – Discipline and Conduct if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them with their learning.

## **Dealing with problems**

If there are any problems with students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, an SLT member will contact parents to address any concerns and provide the necessary support.

Where students breach the expectations of behaviour (including ICT Acceptable Use) in the online environment, this will be dealt with under the school's Behaviour and Preventing Bullying policies.

## Links to systems used

The following links are to the systems that would be used to set work during a contingency closure of school. Parents and carers are asked to familiarise themselves with these systems and let school know if they cannot access them.

## Part A: Instructions for Students and Parents

### School Email

<https://www.office.com>

Students use Office 365 for their school email. which takes the form of: Firstname.suranme@thejubileeacademy.microsoft.com and the password they use to log in to computers in school.

Students will need their Office 365 school email account to access SIMS student and Microsoft Teams

If they have forgotten this or need support they should request support from the IT Technician via [ICT@thejubileeacademy.microsoft.com](mailto:ICT@thejubileeacademy.microsoft.com)

### Microsoft Class Teams

Microsoft Teams will be used to share resources and to hand in work. Teachers will also share feedback on work via this.

You can access Microsoft Teams via the free Microsoft Teams app on a smartphone, tablet, computer or laptop. Instructions are provided for each platform below:

### Smartphones and tablets: download the free Microsoft Teams app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"><li>&gt; Open the Play Store app</li><li>&gt; Search for 'Microsoft Teams'</li><li>&gt; Tap 'Microsoft Teams'</li><li>&gt; Tap 'Install'</li></ul>	<ul style="list-style-type: none"><li>&gt; Open the App Store app</li><li>&gt; Search for 'Microsoft Teams'</li><li>&gt; Tap 'Microsoft Teams'</li><li>&gt; Tap 'Get'</li></ul>

Once the app has downloaded, open it.

Then, students need to:

- > Log in to their Office 365 account
- > Tap the 'Teams' icon
- > Tap 'Join or create a team' then 'Join a team with a code'

- Enter the code that their teacher has provided, then tap 'Join'

### **Computers and laptops: download Microsoft Class Teams**

Students need to:

- Go to [www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app](https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app)
- Click 'Download Teams'
- Once it is downloaded, click on the installer to run the app
- Log in to their Office 365 account
- Click 'Teams' on the left-hand side of the app
- Click 'Join or create a team', then 'Join a team with a code'
- Enter the code that the teacher provided, and click 'Join'

### **How to get and hand in work (computers and laptops)**

Students need to:

- Open the Teams app
- Click on their class, then 'General', and then 'Assignments'
- Click on an assignment, then '+Add work',
- Click 'Upload from my computer', then attach the file they want to upload
- Once they've finished, click 'Turn in'

**Made a mistake?** Click 'Undo turn in' to return the work, and follow the last three steps to resubmit it.

### **How to hand in work (mobile devices – Android or iOS)**

Students need to:

- Open the Teams app
- Tap on their class, tap 'More', then 'Assignments'
- Tap on an assignment, then '+Add work'
- Choose the file they want to upload from OneDrive or their device
- Once they've finished, tap 'Turn in'

**Made a mistake?** Tap 'Undo turn in' to return the work, then follow the last three steps to resubmit it.

### **If work has been marked, your child will get a notification in Teams**

They can find their returned work by following the steps below.

### **On a computer or laptop**

- Open the Teams app
- Click 'Chat' on the left-hand side
- From the list of contacts, click 'Assignments'
- Click 'View assignment' in the centre of the page

#### **On a mobile device (Android or iOS)**

- Open the Teams app
- Tap 'Assignments' at the bottom of the screen
- Tap 'Completed', then tap the assignment they want to see
- Remove this section if you haven't set up 'weekly guardian email digests' for Microsoft Teams. Find out more [here](#).

