

CHPS organisation for January 2021

KW & VC

- Entry and exit to the school will be via the main gate
- Reception and KS1 children will access the small hall. Entry will be via the fire door on the Key Stage 1 playground.
- KS2 will access the large hall. Entry will be via the external hall doors.
- Registration will be taken in the hall by designated staff with registers returned to office by 9am
- All children will be provided with the necessary resources so that they can access the school offer in line with all other children
- Break will be at 10.15am and lunch at 12pm with playtime taken in designated playgrounds - lunchtime supervision will be by MDAs, kitchen will provide meals requested
- Supervision of the learning in the halls will be undertaken by staff within each key stage as below
- Entry to school will continue to be between 8:40am and 8:55am.
- The school kitchen will provide lunch for all children who require it.
- There will also be an offer of a packed lunch for those children registered as free school meals.
- WAC and SSC will continue as normal

Supervision

If numbers below 15 in either building then children will be in Wrens, KS1 hall or KS2 hall with designated staff supervising. Should numbers for each key stage be above 15 the organisation and staff will be reviewed.

All children not able to access school

- Children will need their DB login and paper and pens
- Any concerns or queries about learning should be emailed to the class email i.e. eagles@chippinghill.co.uk this includes accessing their DB account name and password
- Exercise books, pens and a change of reading book can be accessed from outside school on Fridays between 8.30am and 4pm - access through the main gate only.
- Boxes will be provided for returned books to be placed. Please display new books to offer a selection. Please utilise a table from the classroom.

Documentation tasks

- Complete meeting link sheet. Post on DB Primary and save into Home Learning-Year group
- Generate weekly timetable recording learning to be undertaken and create work packs to be completed. Upload to Home Learning - Year group
- Organise Reading book swap
- Prepare for teaching

Virtual learning

- Children must have access to virtual learning which will be provided through live streaming of teaching using Google meet.
- The session will be recorded for future access
- Length of the virtual session will vary according to age as younger children will find it challenging to sit for long periods.
- The maximum length of a virtual teaching session should be 20 minutes and all children should be muted.
- Teachers will allow pupil access to each session 5 minutes before and should not admit any children 2 minutes after the session has started.
- Teachers will teach the learning then allow the children to undertake independent learning - please mute yourself for the duration and turn the camera off but remain online in case of difficulties.
- Teachers should return after 40-50 minutes to summarise the learning undertaken. Please set a timeframe for the children to adhere to.
- Worksheets, steps to success and any supporting materials should be posted on DB primary for pupil reference.
- Children will be expected to return responses via DB Primary email.
- HLTAs will be tasked with reviewing the learning of each child and providing feedback on behalf of the teachers. They should record persistent errors (6+) for the teacher to review in learning the next day.
- Teaching is to be explicit, clear and organised to help children and parents understand. It should follow the four steps:
 - Reflect on prior learning and address common misconceptions
 - The specific skill they are required to undertake
 - Creation of an exemplar which clarifies how to use the skill
 - Outline of the learning to be created
- There will be 4 designated sessions per day:
 - 09.00
 - 10.30
 - 13.00
 - 14.30
- They will cover 4 aspects which are:
 - English (focus on GPS/writing)
 - Maths
 - Wider curriculum
 - Reading comprehension/Phonics
- English, Maths and comprehension should be led by the class teacher and aimed at reviewing last week of learning from autumn term in the first week and new week of learning from the second week.
- Utilise online activities through the likes of EdShed and DB pathways as well as worksheets and activity packs
- The wider curriculum should be addressed using Oak National or similar in order to allow teachers the time to reflect on the core learning in preparation for the next day.
- Friday afternoon will be designated as PPA for teachers - children will be set 'projects' that they will need to undertake and also a Joe Wicks workout for PE. This should be shared during the 13:00 meet on Friday. There will be no 14.30 meet on Friday.
- The project will also form part of their homework
- Assemblies will continue but will not form part of the learning week but should be referenced to. I will provide a Monday assembly (Tuesday first instance) and there will

be a celebration assembly which the children can watch on a Friday. Both will be uploaded to YouTube with links posted on the website under the pupils- home learning tab (additionally, I have added a host of links to this new area)

*Those children without computer access will be offered the opportunity to attend school under 'educationally vulnerable' or provided with worksheets akin to packs (far slimmer version - no duplication of workload).

If numbers are low enough (5 per year group) all children will be provided with school laptops so that they can access the school offer in line with all other children. The links and resources will be stored on the school server to aid ease of access.

If numbers are too great (more than 5 per year group) they will be placed in allocated classes and watch online learning through the class IWB. They can then access resources via laptops through the school server. Depending on numbers there may be a need to share laptops or work in books. This decision will be made on the day and based on numbers within classes and the work to be undertaken.

Staff roles

Teachers

Plan and deliver online learning for the children and also evaluate whole class outcomes. Generate learning packs to be printed and upload links to virtual learning. Blog on class pages and upload all documents to DB Primary and the server.

HLTAs

Dependent on numbers HLTAs will either support bubbles or answer pupil emails and review uploaded work. They will also ensure learning packs are ready and swapped reading books are checked. Undertake break time supervision (agreed rota with other supervising staff)

LSAs

Supervise bubbles and undertake break time supervision (agreed rota with other supervising staff)

Daily learning system

Teaching will be completed virtually using Google Meet. Links will be posted on DB Primary utilising the Home Learning links sheet (<https://docs.google.com/document/d/1u0j382OlyVPRE6duWFEh4FrNRFbScORnXqfsRObz2qU/edit>)

Teachers are expected to lead learning at 9am, 10.30am and 2.30pm with Oak National or similar used at 1pm. Virtual presentation can occur from home or at school. Options include:

- Laptop faces the board whilst teacher models in a traditional way
- Use of modelling using the visualiser with the screen share option
- PowerPoint, Word or similar (including modelling) with talk over by teacher

There should be four sessions a day with each session structured as follows:

- Teaching of the core skill that needs to be learnt, using the steps to success clearly to define what needs to be done to achieve success. This must always be accompanied with an exemplar model
- The activity that needs to be completed should be shared in detail with clear reference to the steps to success

- Opportunity for the children to undertake the activity with access to the steps to success and model. Set time frame for completion
- Recall learners at a specific time (40-50 minutes) where expected learning will be reviewed by the teacher and where appropriate answers to worksheets shared

Planning should be completed on the Weekly teaching timetable

(<https://docs.google.com/document/d/1f9pxHHXQ9q88R1zQT-pP5nkVZjrpGzHe2YJFI-V-ups/edit>) with each of the following areas completed in a specific way:

- **Teaching:** Will explicitly and clearly explain what the core skill to be learnt is. It must clarify the steps to success and explain what exemplar is to be used and how it will be modelled.
- **Activity:** Clarify the independent learning that the children will undertake and include any links to Edshed/DB Primary or other. It should also reference worksheets to be used or any open ended tasks to be completed
- **Review:** Defines how any learning that was undertaken will be reviewed, not only revisiting the learning set but where appropriate giving answers to worksheets and tasks for self-assessment.

Daily learning schedule for the children

SESSION 1: A designated English session. An exemplar of the outcome expected is to be provided alongside step by step tutorials (can be online videos or written examples).

SESSION 2: A designated Maths session. An exemplar of the outcome expected is to be provided alongside step by step guidance (can be online videos or very clear steps 2 success)

SESSION 3: A designated wider curriculum session - review curriculum learning from Autumn 2 looking at developing mastery. Utilise Oak National and similar, promoting extending knowledge and cementing prior learning

SESSION 4: Designated Reading session which focuses either on phonics or comprehension skills. This should be a full teacher led session which embeds the skills required of the children.

N.B. Packs generated should be succinct and organised making sure pages are formatted and resources fit appropriately. Beginning with Weekly teaching timetable and order resources chronologically from there.

Mission critical roles

Payroll can be processed without input from Chipping Hill. Additional hours can be processed remotely by secure laptop by Kim Farren. Access to bank account for uploading is web based and can be done remotely from any computer.

Cleaning staff - Cleaning staff know how to clean to prevent the spread of virus. The stock of cleaning materials to be monitored by Mike Bevan with currently more than sufficient stored. Cleaning staff are to wear protective gloves when cleaning. Mike Bevan and Kim Farren are to liaise daily regarding whether additional cleaning hours required during school day. Cleaners to ensure soap dispensers are always filled. (Hand sanitisers not as effective and none currently available)

The Coronavirus remains live and potentially can infect a person Catering Staff – Legally obliged to provide a meal to Free School Meal pupils. Catering staff are investigating the ordering of sandwich supplies for FSM pupils. Other pupils and staff advised to bring in packed lunches

Daily structures

- Teachers to with their team before the start of the day to discuss daily organisation
- WAC continues – children transition to halls led by staff
- Children will enter the buildings via hall doors for KS2 and fire exit between Skylarks and Kingfishers in KS1
- Children will transfer to their designated class
- Children registered on entry based on lists of those requesting supervision under key worker/vulnerable children guidance
- Undertake dinner registers checking recorded meal
- Attendance and dinner registers to office by 9am
- Break times to be a rolling programme of supervision - leader to organise so all staff get a morning break
- Lunchtime will be in classes at 12:00 - lunches brought to class
- Afternoon break as required - leader to organise and decide if required. Staff break as appropriate
- Dismissal from halls as drop off
- SSC as normal – staff member to escort children to SSC
- Session structure to be followed with timings adhered to