

## Barnwell School Contingency Plan – September 2020

The government has introduced a [tiered system of restrictions](#) to help pupils access face-to-face education for as long as possible in the event of local outbreaks.

The tiers below will **only** apply to you if the school is in an area of [local restriction](#). Local and national authorities will decide which tier to implement. Bear in mind that they will make decisions on a case-by-case basis and may need to restrict student school attendance in different ways.

Tier	What it means
1	Secondary schools will remain open and staff and students should wear face coverings when moving around communal areas in school (outside classrooms) where it is difficult to stick to social distancing.
2	Secondary schools will remain open full-time for vulnerable students (as defined <a href="#">here</a> ) and the children of <a href="#">critical workers</a> .  For other secondary students the school will move to a rota model combining on-site provision with <a href="#">remote learning</a> . Students should only come in during their rota time  The same guidance on face coverings applies as in tier 1 (see above).
3	Secondary schools will only remain open full-time for vulnerable students, the children of critical workers and selected year groups (the DfE will identify what these are).  All other secondary school students will need to stay at home and access remote learning.  The same guidance on face coverings applies as in tier 1 (see above).
4	Secondary schools will only remain open for vulnerable students and the children of critical workers  Secondary schools will provide remote education for all other students, who should stay at home  The same guidance on face coverings applies as in tier 1 (see above).

### **Remote learning for those students with access to computer/internet**

In order for students to access remote learning they will need to sign into their Office 365 school account.

#### **Tier 1**

##### A – Students not attending school for a prolonged period (KS3/4)

- Students at KS3/4 to access PLC (Personalised Learning Checklist) for each subject through the 'remote learning tab' on the school website
- Each PLC links to a lesson/activity for students to complete
- Students need to work through lessons, using the PLC provided, completing the activity and/or lesson
- Students to record a RAG for each PLC, ready to share when they return to school

##### A – Students not attending school for a prolonged period (KS5)

- KS5 students will be invited to attend lessons via Microsoft Teams

##### B – Students isolating or in quarantine (KS3/4)

- Students at KS3/4 to access PLC for each subject through the 'remote learning tab' on the school website
- Each PLC links to a lesson/activity for students to complete
- Students need to identify where they were up to in the sequence of lessons, using the PLC provided – if they are unsure, they need to contact their subject teacher who will advise them

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- Once identified, students complete the activity and/or lesson
- Students to record a RAG for each PLC, ready to share when they return to school

### B – Students isolating or in quarantine (KS5)

- KS5 students will be invited to attend lessons via Microsoft Teams

### C – Year group isolation (KS3/4/5)

- **Lessons to be delivered using Microsoft Teams – following school timetable**
- Lesson to comprise of either a delivery of PowerPoint or a demonstration using visualiser/webcam
- Work set will follow on from previous sequence of lessons
- **SMHW** will be used for students to submit work (online), in line with the homework schedule for year group
- Teacher comments to be given on submitted work.

## **Tier 2**

### D – 2-week rotation (KS3/4/5)

- **Lessons to be delivered using Microsoft Teams – following school timetable**
- Lesson to comprise of either a delivery of PowerPoint or a demonstration using visualiser/webcam
- Work set will follow on from previous sequence of lessons
- **SMHW** will be used for students to submit work (online), in line with the homework schedule for year group
- Teacher comments to be given on submitted work.

## **Tiers 3 and 4**

### E – school closure

- **Lessons to be delivered using Microsoft Teams – following school timetable**
- Lesson to comprise of either a delivery of PowerPoint or a demonstration using visualiser/webcam
- Work set will follow on from previous sequence of lessons
- **SMHW** will be used for students to submit work (online), in line with the homework schedule for year group
- Teacher comments to be given on submitted work.

## **Remote learning for those students with limited or no access to computer / internet**

### **Tier 1**

#### A – Students not attending school for a prolonged period

- KS3 / 4 students to be sent work pack (revision guide) for core subjects only
- KS5 students to be sent work for their option subjects

#### B – Students isolating or in quarantine

- KS3 / 4 students to be sent work pack (revision guide) for core subjects only
- KS5 students to be sent work for their option subjects

#### C – Year group isolation

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- KS3 students to be sent work pack (revision guide) for core subjects
- KS4 students to be sent work pack (revision guide) for core and foundation subjects
- KS5 students to be sent work for their option subjects

### **Tier 2**

#### **D – 2-week rotation**

- KS3 students to be sent work pack (revision guide) for core subjects
- KS4 students to be sent work pack (revision guide) for core and foundation subjects
- KS5 work to be sent home by subject teacher

### **Tiers 3 and 4**

#### **E – school closure**

- KS3 students to be sent work pack (revision guide) for core subjects
- KS4 students to be sent work pack (revision guide) for core and foundation subjects
- KS5 work to be sent home by subject teacher

### **What should students do if they have questions about the work?**

Students should use the comments option in SMHW to communicate with their teachers and ask questions if they require help. Alternatively, they can email their teacher using their school email address.

### **Students without suitable home online access**

As a school we have already identified those students for whom remote learning would not be possible from home. Where possible we will loan laptops to students, subject to availability and completion of an online parental agreement. Alternatively, packs of printed copies of work will be made available/workbooks will be made available. This work will need to be completed and returned to school before more is issued.

### **Monitoring**

SMHW automatically alerts teaching staff to student submissions of work.

If work is not completed, subject teachers will:

- In the first instance send a reminder to students on SMHW
- If it is repeated, contact parents/careers via email if working from home or phone if in school
- Refer to HOF/HOY if there is no improvement

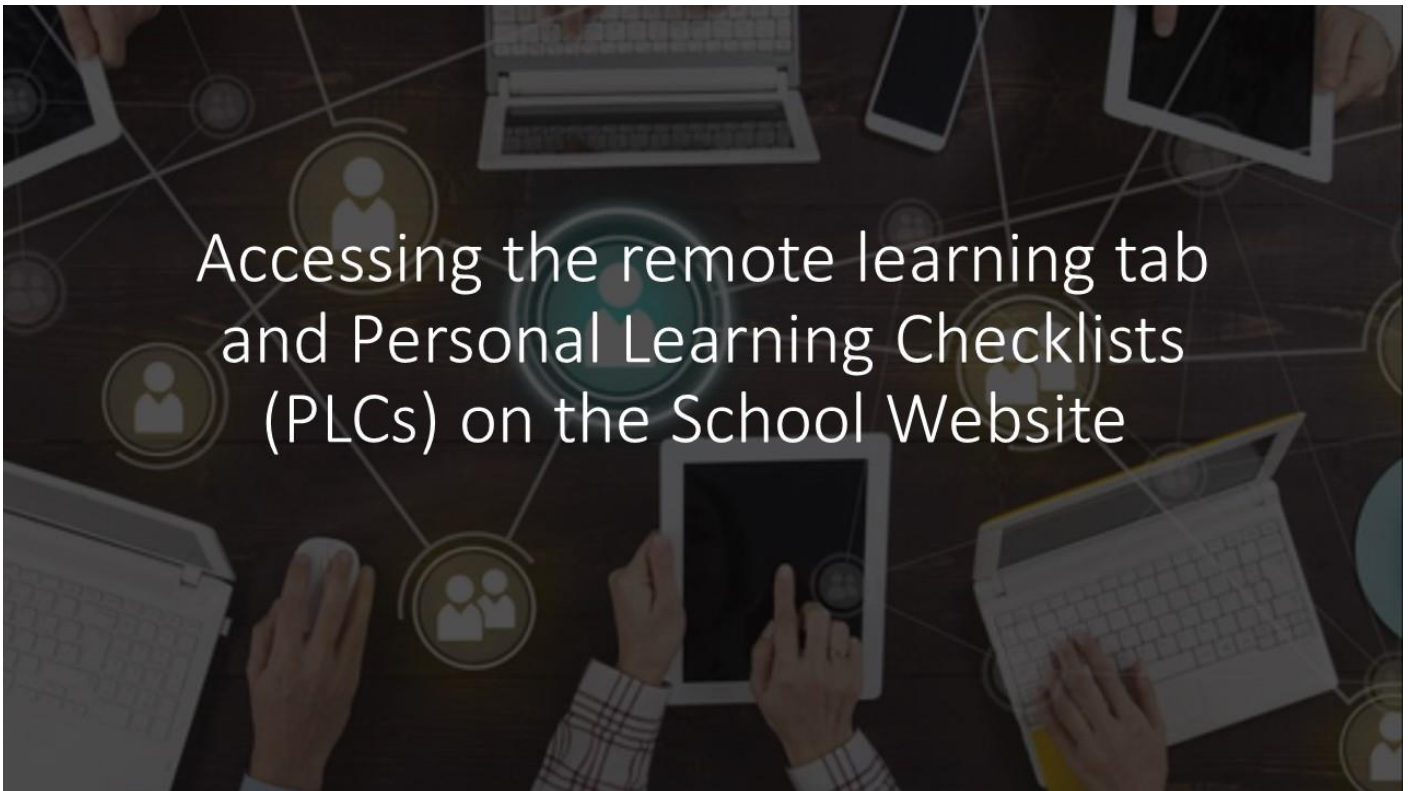
In the event of a full school closure, once every week teachers will be asked to identify students who have not completed work and have not responded to the actions above. Senior members of staff will then contact home.

Appendix 1 - Accessing the remote learning tab and Personal Learning Checklists (PLCs) on the School Website. [Click here.](#)

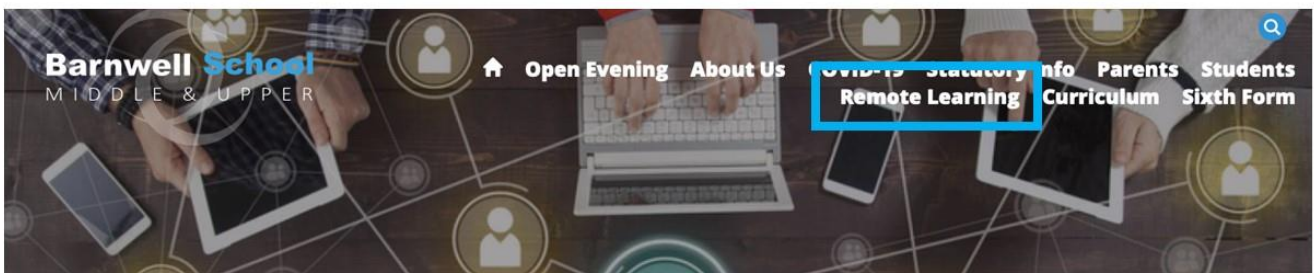
Appendix 2 - Microsoft Teams – How to access a Remote Class Teams Lesson, how to download the relevant Apps and instructions for installing Microsoft Office for free using school email account. [Click here:](#)

Appendix 3 - Protocols for joining and participating in remote lessons. [Click here.](#)

Appendix 1: Accessing the remote learning tab and Personal Learning Checklists (PLCs) on the School Website.



Go to - <https://www.barnwellschool.co.uk>



Click on the Remote Learning tab

## Remote Learning

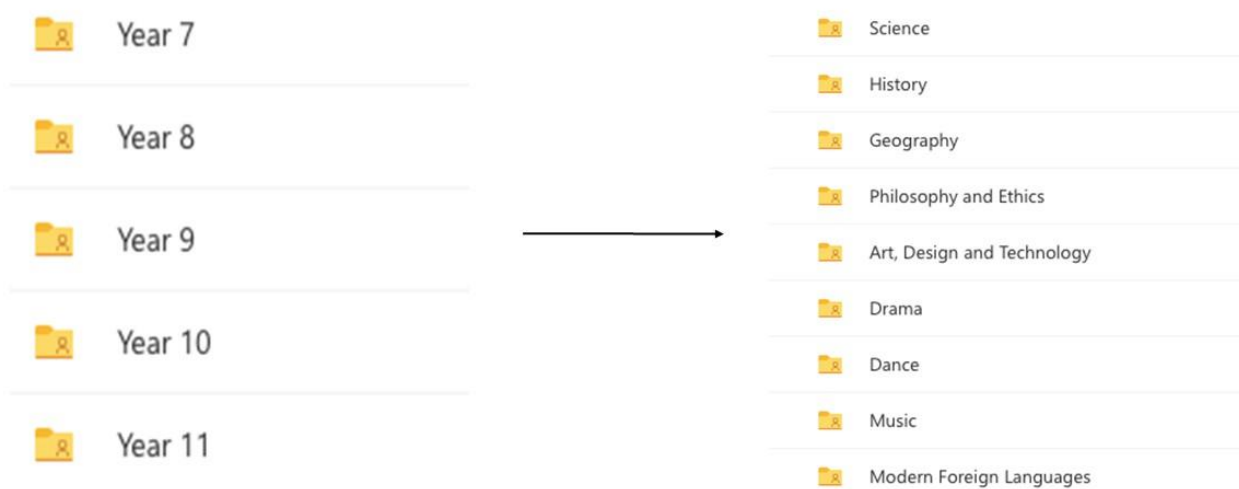
Click on the remote learning link – this will take you to your year group and subject folders.

In order for students to access remote learning, they need to click the link below, and sign into their Office365 school account.

If you have any questions, then please contact Mrs Francis - [c.francis@barnwell.herts.sch.uk](mailto:c.francis@barnwell.herts.sch.uk)



Click to access your [Remote Learning](#)



Click on your year group and then subject. This will take you to your class PLC and instructions on what work you need to complete while you are absent from school.

## Microsoft Teams – How to access a Remote Class Teams Lesson

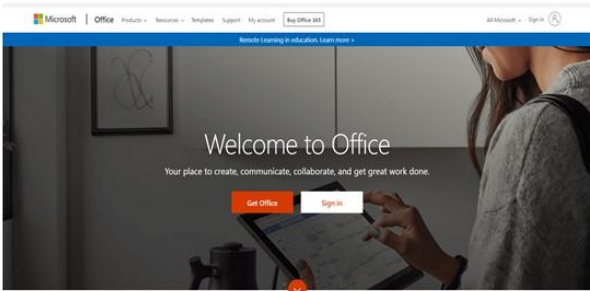
- Know where to find the MS Team APP in O365
- How to access O365 from home using a laptop/pc
- How to download office for free onto laptop/pc
- Know where to find the MS Team APP in O365
- How you get invited to a class team meeting
- How to Join a team meeting
- How to download the apps onto a mobile device

Logging on to  
Office 365

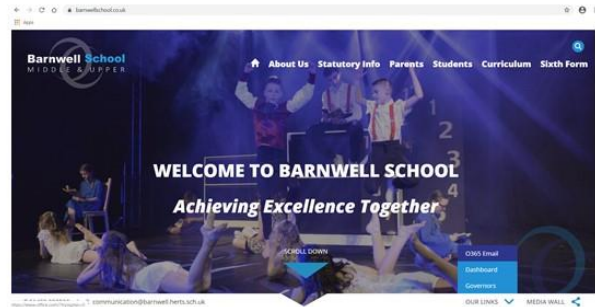


## Not in school: Log on to 0365

**Weblink** - <https://www.office.com>



**School Website** - Our Links > 0365 Email



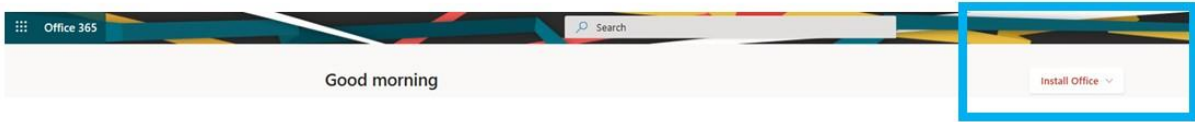
Sign in: using your **School Email Address** and **School Password**  
e.g. 19SmithJo@barnwell.herts.sch.uk

Install office for  
free using school  
email account





# Install Office for free to laptops and desktops from home



This will enable you to access all Office 365 applications from home.

Accessing  
Teams on your  
device

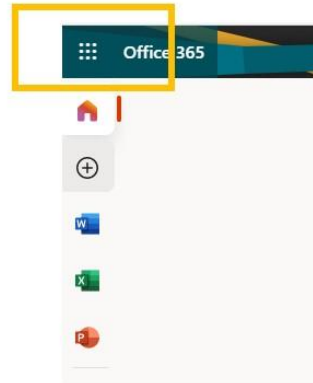




## Logging on to Teams to access class lessons

Go to O365 account

Click on the waffle on the left-hand side of the page



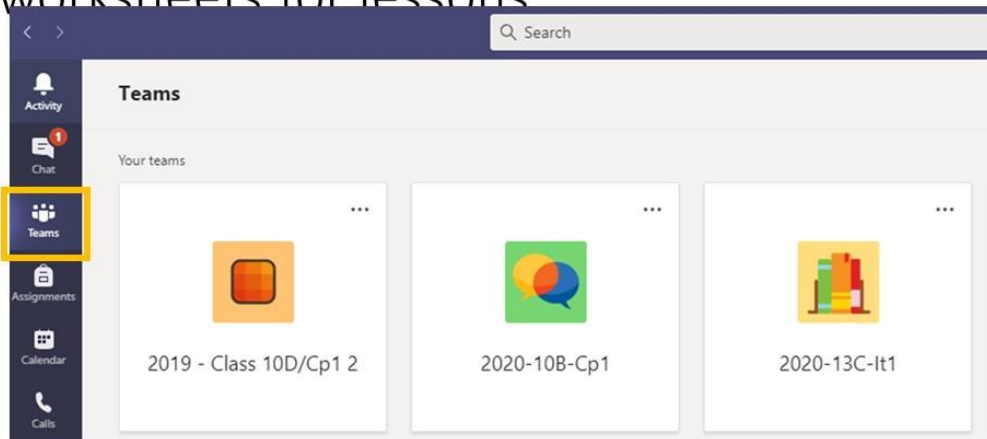
## Logging on to Teams to access class lessons

Click on the Teams App



If you click on Teams button you can see your classes.

This is where teachers will share resources / worksheets for lessons

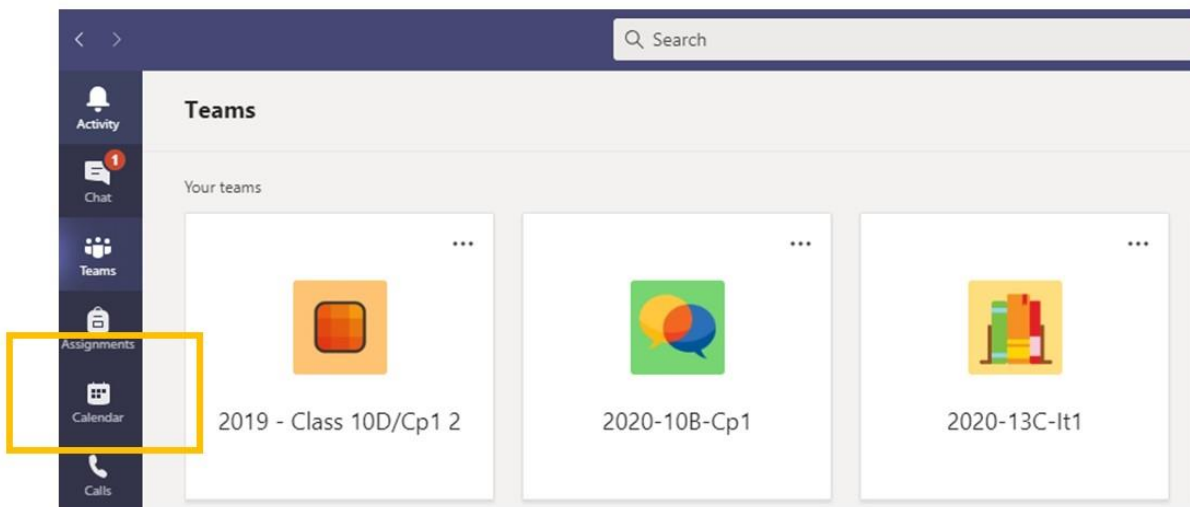
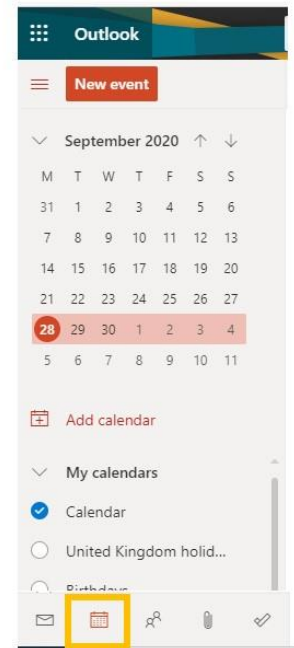


Joining a  
meeting /  
lesson



## How to join a meeting

- You will get an email from your teacher when the team has been scheduled.
- This will be in your Outlook Calendar.
- You will also get an email when it is time to join.
- Click [Join](#) the meeting



You can also access the meeting on Teams by clicking the calendar button and clicking 'join meeting'

Download Office  
365 Apps to your  
phone / tablet



Visit your  
Apps store



Search for and Download the following APPs:

Microsoft Teams



Microsoft One Drive



Microsoft Outlook



When you  
click on the  
App



Enter your School Email  
Address



Enter your School  
Password

# Other Useful Microsoft Apps to Download



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### **Appendix 3 - Protocols for joining and participating in remote lessons.**

These are the Barnwell School protocols for AUDIO / VIDEO live lessons. It is essential that every student follows the protocols set out below.

- Students should hold the lesson in a suitable environment
- Students should have the necessary equipment needed to take part in the lesson – pen, pencil, exercise book
- Students should be on time, ready for the lesson to begin
- Students must only join the lesson using their Microsoft Teams account
- Students should join the lesson with their video disabled and this should remain disabled throughout the lesson
- Students should join the lesson with their microphone muted
- Teachers may ask for students to unmute their microphone if they wish to ask a question, or to clarify any key points
- Students should engage in the lesson being delivered, completing tasks and activities as they would in school
- If students have a question, they can raise a virtual hand or type the question into the chat function
- All comments made by students in the chat section must be focused on the work and be relevant to the lesson being run
- Teachers can see the comments in the chat function, so students must always write in an appropriate way
- At no point, should students take any form of recording or photo of the lesson. If it is found that this has happened, it will immediately be referred to senior team and students will face serious sanctions in line with our climate for learning policy
- Any students who do not follow our protocols will be subject to one or more of the following sanctions:
  - The student(s) in question will be removed from the lesson by the classroom teacher
  - The Head of Faculty and Pastoral Lead will be notified and parents will be contacted
  - If necessary, the lesson will be stopped and closed
  - Sanctions will follow the school's behaviour policy

*All lessons are recorded and saved by the school in line with our data protection policy which is available to parents, carers and students.*