

Kingsbrook School

'A unique service for unique young people'

Remote Learning Contingency Plan Procedure

Kingsbrook School

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31st August 2025
Review: 30th August 2026

Statement of Intent

We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all students have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to students' education and the delivery of the curriculum.
- Ensure provision is in place so that all students have access to high quality learning resources.
- Protect students from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all students have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Legal Framework

This procedure has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

This procedure has due regard to national guidance including, but not limited to, the following:

- DfE 'Keeping children safe in education'
- DfE 'School attendance'
- DfE 'Special educational needs and disability code of practice: 0 to 25 years'

- DfE 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE 'Adapting teaching practice for remote education'
- DfE 'Guidance for full opening: schools'

It is important during this time of National Pandemic that Kingsbrook School works in a clear and consistent way to support its students and parents/carers. During these times we are required to respond quickly to changes in staffing and students regarding Covid-19.

The school will follow all government guidance; which can be found on gov.co.uk website; to maintain a safe, secure and infection free educational and working environment for our students and staff team.

We will work closely with the local authorities to ensure the premises are 'COVID-secure' and will complete all necessary risk assessments. The school will work closely with the local health protection team when entering a local lockdown and implement the provisions set within their contingency plan.

The school will endeavour to remain open and will communicate its plan with parents/carers.

There may be times that the Head of School will have to make swift decisions to ensure the safety of students and staff and the continued running of the school, these may include times when:

- Requirement to shield by contact test and trace
- Teacher isolation
- An individual has received a Positive Covid-19 result in school.
- An individual has received a Positive Covid-19 result in their taxi.
- Whole school lockdown is advised by the relevant authorities
- Requirement to deep clean the school

In these instances, we will contact you as soon as possible and may have to ask you to:

- To collect child from school if they are showing symptoms or have received a positive result from an LFD test (Please refer to Kingsbrook School's Covid-19 Testing Procedure)
- Self-isolate child at home if they have spent time with someone who has tested positive
- Support your child being educated at home while staff are in isolation, a deep clean of the school is required or your child has to self-isolate

These are scenarios where we may have to quickly move a child to remote learning to maintain safety and infection control. While this is not a decision we take lightly or

would want to take, we will communicate this to you as soon as practicably possible and any such decision would be for the shortest possible time.

To support this, we have worked with students and teachers to ensure that:

- a minimum of 2 weeks work is planned in advance for each child, and this will be sent on a weekly basis.
- an agreed timetable of learning is in place (this may change depending on teacher absence)

We will also ensure the following:

- Teacher telephone support, supporting children to access learning.
- Providing outreach telephone therapeutic sessions.
- Senior to respond to any parents / carers needs
- Meetings e.g. Education health and care plan are facilitated remotely using the Zoom/Teams interface and or telephone conferencing. We will present as the host and enable document sharing in a confidential manner.

Maintaining Safety and Reducing Contact

The Nurture Group ethos of a consistent class team where the teacher and learning support assistants remain with their students and within the same classroom; lends itself well to the recommendation to form 'bubbles' within school. This means students are with the same staff and in the same classroom the majority of the day.

Our Offer

Within the ever-changing circumstances we are currently living through, we have to be prepared for local lockdowns. In the event of a local lockdown, Kingsbrook School will implement provision for remote learning, so students never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This procedure outlines how we will deliver remote education during a pandemic whether in the event of school closure and for those students who are required to self-isolate or shield due to underlying health conditions where it is deemed in their best interests to remain at home. This procedure also outlines the process for unplanned school closures.

Kingsbrook School does not have the facility to provide online learning to students who are working remotely. Therefore, a system has been devised to provide education material to students working from home. All learning resources and material sent home is quality assured by the Head of School and/or a member of SLT. This ensures we are providing work that is of good quality, is actively working towards a student's termly targets, is in line with a student's outcomes in their EHCP's and is set to an ability appropriate level.

Unplanned School Closures

Every effort is made to ensure the school remains open and accessible to all students. Pandemic aside, there may be occasions where we are required to close, and this is classified as an unplanned school closure. The following are reasons where an unplanned school closure may occur, but the list is not exhaustive:

- No services to the school such as a power cut or no water.
- Flooding.
- Extreme weather conditions such as snow.
- Low staffing levels.

Every effort will be made to prepare parents/carers and students of an unplanned school closure; however, notification of the closure may be provided at short notice or even on the day dependent upon the circumstances surrounding the closure.

Parents and carers will be notified of school closures by letter or email if there is a reasonable time frame of up to two days prior to the known closure date.

Parents and carers will be notified by a member of staff to inform them of an unplanned school closure by telephone if on the day. Every effort will be made to inform parents, carers and therefore students of an unplanned school closure on the day as early as possible to avoid students starting their journey to school.

Kingsbrook will notify all taxi companies of unplanned school closures.

Closure due to staffing levels:

If staffing levels are depleted a decision will be made by the Head of School as to whether to remain open. The decision will be made based upon whether the staff left in school are able to meet students' needs and most importantly keep the students safe.

Staffing will be prioritised for students who are 1-1. Remaining students will be staffed 2-1. The decision upon how many staff can be absent to warrant an unplanned school closure cannot be quantified as the decision will be made dependent upon how many students are 1-1 in any given academic year and it is dependent upon the student's current vulnerabilities, behaviours and presenting risks at the time which will determine the minimum staffing levels required to remain safe and practicable.

Provision of Learning for Unplanned School Closures:

When an unplanned school closure is known in reasonable advance, work packs will be sent home enabling each student to access at the very least their Core subjects.

If an unplanned school closure needs to be called within a 24-hour timescale it may not be possible for staff to prepare work packs to be sent home. In these instances, every effort will be made to find a day within the academic calendar such as an INSET day to redeem the lost day of education.

Teaching and Learning

At Kingsbrook School we are dedicated to ensuring our young people are set work that follows their usual curriculum paths and that are meaningful and ambitious. Remote learning sessions are linked to the school's curriculum expectations and well-sequenced so that knowledge and skills are built incrementally.

We will provide work that is of equivalent length to the current school offer which equates to 25 hours of education per week.

Learning Materials

Kingsbrook School will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Email
- Past and mock exam papers
- Reading tasks

Reasonable adjustments will be made to ensure that all students have access to the resources needed for effective remote learning.

Weekly targets will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

Teaching staff will ensure all students remain fully supported for the duration of the remote learning period.

The teacher will provide additional support for students via weekly phone calls/emails.

Any issues with remote learning resources will be reported as soon as possible to the Head of School and/or the Pastoral Care Manager so these can be addressed at the soonest opportunity.

Students and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work.

There will be several general strategies to consider when supporting remote learning for instance revisiting prior learning, chunking new knowledge, teacher explanations or modelling, scaffolding, student practice, learning checks, to name a few.

We will review all our students' **Education Health and Care Plan** outcomes and needs so we are able to truly differentiate our offer and provide access and consider this in timetable planning. This might include

- Providing students with different ways of explaining concepts or identifying any likely misconceptions in advance.
- Consider the need to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding

We are aware of our age ranges, student needs, abilities and the emotional impact the work being sent may have. We will take this into consideration when planning. We will also consider the following:

- Some students may require more support from parents.
- Some are able to work independently, and this will be reflected in their assigned tasks. The approach to teaching and level of contact teachers have with students may also need to be different across subject areas.
- Some parents may have their own barriers to learning and will therefore have difficulty in supporting their child's learning.

Assessment and Marking

The Head of School and/or a SLT member of staff will quality check on a weekly basis the quality of the work sent and as to whether students are engaging with their work. Parents/carers will immediately be informed where engagement is a concern

We will continue to mark students' work against their age-related outcomes and plan accordingly. Teachers will build formative assessment and feedback into their teaching approach through a mixture of quizzes and modelling of good answers. These will help teachers understand how students are achieving.

Remote work will be marked by teaching staff. We will use a structure set by school and Quality Assured by the Head of School and/or a member of SLT

Termly reports will continue.

Online-Safety

Although Kingsbrook School does not have the facility to provide on-line learning it is accepted that students will be accessing the internet for their own purposes whilst not in school that could be to enhance their learning but also for their own personal use.

This section of the procedure will be enacted in conjunction with the school's Online Safety Policy.

Where possible, all interactions will be textual and public.

The school will continue to maintain student's individual E-Safety risk assessments.

During the period of remote learning, the school will maintain regular contact with parents/carers to:

- Reinforce the importance of children staying safe online.
- Encourage parents/carers to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.
- It is expected that any E-Safety concerns raised at home will be communicated to Kingsbrook School's Designated Safeguarding Lead

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Safeguarding

This section of the procedure will be enacted in conjunction with Kingsbrook School's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

At all times we will adhere to our local arrangements and track any Missing from Education following on from Norfolk procedures

The Designated Safeguarding Lead or a Designated Safeguarding Officer will always be contactable during school hours and via email outside of school hours.

We will ensure that student risk assessments are reviewed as scheduled and will be in partnership with parents/ carers, the local authorities and any additional professionals working with the family.

The Designated Safeguarding Lead will arrange for regular contact with vulnerable students once per week at minimum with additional contact, including home visits, arranged where required.

The Designated Safeguarding Lead will meet (in person or remotely) with the relevant members of staff daily to discuss new and current safeguarding concerns and subsequent arrangements for vulnerable students learning remotely.

All members of staff will report any safeguarding concerns to the Designated Safeguarding Lead immediately.

Students and their parents/carers will be encouraged to contact the Designated Safeguarding Lead if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying and/or concerns related to the home environment or within a student's local community. The school will also signpost parents/carers to the practical support that is available for reporting these concerns.

Data Protection

This section of the procedure will be enacted in conjunction with the Kingsbrook School's Data Protection Policy.

Staff members will be responsible for adhering to the GDPR policy when teaching remotely and will always ensure the confidentiality and integrity of their student.

Parents' and students' up-to-date contact details will be collected prior to the period of remote learning.

All contact details will be stored in line with the Data Protection Policy.

Any breach of confidentiality will be dealt with in accordance with Aspris GDPR policy.

Roles and Responsibilities

The Head of School is responsible for:

- Ensuring that staff, parents and students always adhere to the relevant policies and procedures.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action procedures and policies.
- Reviewing the effectiveness of this procedure on at least an annual basis and communicating any changes to staff, parents, and students.
- Arranging any additional training staff may require to support students during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure students' education does not suffer.

The Designated Safeguarding Lead is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Identifying vulnerable students who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the Head of School and other organisations to make alternate arrangements for students who are at a high risk, where required.
- Identifying the level of support or intervention required while students learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable students receive the support required during the period of remote working.
- Ensuring all causes for concern are adequately recorded and reported.

Staff members are responsible for:

- Always adhering to this procedure during periods of remote learning.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the Designated Safeguarding Lead and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this procedure
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Head of School.
- Always Adhering to the Staff Code of Conduct.
- Ensuring that students with EHC plans continue to have their needs met whilst learning remotely, and liaising with the Head of School and other organisations to make any alternate arrangements for students with EHC plans.
- Identifying the level of support or intervention that is required whilst students with SEND learn remotely.
- Ensuring that the provision put in place for students with SEND is monitored for effectiveness throughout the duration of the remote learning period.

Parents/carers are responsible for:

- Always adhering to this procedure during periods of remote learning.
- Ensuring their child is available to learn remotely during school hours and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any issues to the school as soon as possible.
- Ensuring completed schoolwork is posted back to school within the specified time frame.

Students are responsible for:

- Always adhering to this procedure during periods of remote learning.
- Ensuring they are available to learn remotely during school hours.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.

Returning to School

After a period of self-isolation, shielding or the lessening of local lockdown rules, the Head of School or the Pastoral Care Manager will inform parents/carers when their child will return to school. A pre-screening questionnaire will be undertaken prior to entry.

The Head of School will listen to all concerns that parents/carers may have about their child returning to school and will advise them of the measures in place to ensure the safety and well-being of their child.

Monitoring and Review

This policy will be reviewed in line with any updated to government guidance.

All changes to the policy will be communicated to the relevant members of the school community.

Key Staff Contacts and Roles

Ursula Castillo – Head of School, SENDCo and Designated Safeguarding Lead
ursulacastillo@aspriscs.co.uk

Lynne Westley –Pastoral Care Manager and Designated Safeguarding Officer
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Kingsbrook School's Remote Learning Contingency Plan Flowchart of Two Week Rolling Plan

