School Closure Contingency Plan

At Abbey College, Ramsey 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. With this in mind we will take all steps possible to keep school open, whilst having robust contingency plans in place should school ever need to close.

This document operates in conjunction with the remote learning policy and the associated policies contained within it. We ask all parents and carers to take the time to familiarise themselves with the **remote learning policy**, which can be found here along with the information below, so that the whole school community can support our students and ensure minimal disruption to their learning, should we be forced to close for any reason.

To enable teaching and learning to continue as effectively as possible during the school closure:
- We will expect students to complete all work set to the best of their ability.
- We will keep expectations clear that all work set must be completed and will not set any additional homework during closure.
- Students will need to have access to the internet (please contact us on welfare@abbeycollege.cambs.sch.uk as soon as possible if you require support with this, so that we can arrange hard copy resources for collection).
- Students will follow their normal school timetable, so that students can plan their day accordingly, however lesson time will be reduced to 40 minutes.
- We will allocate a member of our Learning Support or Welfare Team as a link, to provide remote support and enable students with additional needs to access the work and liaise with teachers.

Our staff will:
- Set work that is released to students on a daily basis according to the usual timetable.
- Set work on Microsoft Teams, which will become available at 9.00am each morning.
- Be available at designated times to respond to student questions about the work and to provide feedback.
- Contact parents via email if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- Monitor the academic progress of pupils with and without access to the online learning resources and arrange strategies for support accordingly.
- Mark work that is submitted in line with the Marking and Feedback Policy and return to the pupil by an agreed date.

Our students will be expected to:
- Check their class TEAMs at 9.00am every day to view their allocated work.
- Complete the work to the best of their ability.
- Submit their completed work according to the deadline set by the relevant member of staff, by uploading it on to Microsoft TEAMS.
- Students can complete work in exercise books/on paper, but will need to take clear photographs of it and upload in to their class TEAM.

Parents are responsible for:
- Adhering to the remote learning policy during periods of remote learning.
- Ensuring that their child is available to learn remotely according to their normal timetable and that schoolwork is completed on time, to the best of their child's ability.
- Ensuring that their child is familiar with the expectations for remote learning and that any absences are reported accordingly.

Information regarding our learning platform
The following links are to Microsoft TEAMS, which will be used to set work during a contingency closure of school, along with tutorials on how to use MS TEAMS. Parents and carers are asked to support students in familiarising themselves with these systems and let the school know if they cannot access them.

Microsoft TEAMS
https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams
Microsoft TEAMS is an online website/application that enables your child to access work and communicate with their teachers. Your child is already a member of a TEAM, however if they are having any difficulties in accessing MS TEAMS, or if they have not received an invitation to join TEAMS, they should contact **IT Support,** who will help.

To learn how to upload work on to a TEAM please follow this tutorial:
https://www.loom.com/share/319c0250dedb4526a69bd5db528c6527

Communication
The school will ensure adequate channels of communication are arranged in the event of an emergency, as stated in Section 10 of the Remote Learning Policy.

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