



# Aberuthven PS

## COVID Communication Plan

Dear Parents/ Carers,

We thought it may be useful to provide a School Communication Plan to share with you which would be followed in the event of any future School closure. **Please note that the Scottish Government have instructed that 'Full-Time Home Learning' will be in place from Monday 11<sup>th</sup> January for all pupils.**

### Communication with School

The table below offers guidance of how learning will be provided:

-Should a pupil be required to isolate

-Should there be a need for blended learning (part time learning in school: part time learning at home)

-In the event of a full lockdown

Seesaw remains our core platform in which to provide learning and individual feedback during closure for all of our pupils.

Method of Communication	Pupils isolating due to +ve covid result or being a close contact	Blended Learning	Full-Time Home Learning
P1/2/3	Seesaw	Seesaw	Seesaw
P4/5/6/7	Seesaw	Seesaw	Seesaw
Class Teachers	Seesaw	Seesaw	Email & Seesaw
School Eg. Office/ HT	Email, Seesaw & Telephone	Email, Seesaw & Telephone	Email & Seesaw

## **How to contact a member of Staff**

Due to Covid-19 restrictions we are currently unable to invite Parents into our School building for face to face meetings. Contact can continue to be made in the following ways:

### School Admin Assistant

Mrs Miller can be contacted:

by telephone – 01764 661410

by email - [aberuthven@pkc.gov.uk](mailto:aberuthven@pkc.gov.uk)

### Class Teacher:

Mrs Connolly & Mrs Ritchie can be contacted via Seesaw message function for day to day, informal, occasional updates.

For more formal responses they can be contacted:

by telephone – 01764 661410

by email - [aberuthven@pkc.gov.uk](mailto:aberuthven@pkc.gov.uk)

### Head Teacher:

Mrs Tyrrell can be contacted via Seesaw message function for day to day, informal, occasional updates.

For more formal responses can be contacted:

by telephone – 01764 661410

by email - [aberuthven@pkc.gov.uk](mailto:aberuthven@pkc.gov.uk) or [ntyrell@pkc.gov.uk](mailto:ntyrell@pkc.gov.uk)

**In the event of blended learning or a full-time home learning, contact can continue to be made in the following ways:**

School Admin Assistant

Mrs Miller can be contacted:

by email - [aberuthven@pkc.gov.uk](mailto:aberuthven@pkc.gov.uk)

Class Teacher:

Mrs Connolly & Mrs Ritchie can be contacted via Seesaw message function for day to day, informal, occasional updates.

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Head Teacher:

Mrs Tyrrell can be contacted via Seesaw message function for day to day, informal, occasional updates.

For more formal responses can be contacted:

by email - [aberuthven@pkc.gov.uk](mailto:aberuthven@pkc.gov.uk) or [ntyrrrell@pkc.gov.uk](mailto:ntyrrrell@pkc.gov.uk)

Parents can request for Staff to telephone them. This would be organised for a set date and time. Please note this would be on a limited, essential basis only and may not always be available. **Staff will endeavour to respond to all communication as quickly as possible.**

## Home Learning

Pupil work will be uploaded to Seesaw by your child's Class Teacher every day during lockdown. Each Class will be issued a grid with activities to complete that day. Staff will also post extra ideas, information and extension activities which can be done on a voluntary basis. Pupils should post photographs or completed activities on Seesaw to allow for Staff to provide feedback to each individual pupil. We encourage the completion of Literacy, Numeracy and Health & Wellbeing tasks as a priority with any additional tasks an extra.

## 'Live' Circle Time, Lesson Opportunities and Drop In Sessions

Pupils may have the opportunity to attend some 'live' circle time and learning sessions during the period of school closure. Each will take place via Microsoft Teams. A link will be sent to Parent email addresses to allow pupils to access the Teams 'meet' online with their peers and Class Teacher. All Class Teachers and Head Teacher will provide drop in sessions on a weekly basis as a support for Parents.

## Attendance

It is our duty to continue to record attendance for all pupils during term time, even during a lockdown. An attendance question will be posted each weekday morning. Those who respond to the question within 24 hours of it being posted will be marked as present. If your child is unable to 'attend' their learning at home, contact must be made with School. **Please note that unless we are otherwise informed, a concern will be raised following 3 days of 'non-attendance'.**

## Feedback

Staff will endeavour to provide individual feedback to pupils on all work submitted as quickly as possible.

Online Learning Timetable during Full Lockdown	Class 'Home Learning' Daily Grid Uploaded to Seesaw each weekday	Daily Attendance Question Posted on Seesaw
P1/2/3	09:00	09:15
P4/5/6/7	09:00	09:15