



TROON PRIMARY SCHOOL & EARLY YEARS CENTRE

COVID CONTINGENCY PLAN
TROON PRIMARY SCHOOL
JANUARY 2021



JANUARY LEARNING MODEL

Following the Scottish Government announcement, we will have a period of remote learning from 11th until 29th January. Learning experiences for this time will be prepared by each class teacher using a learning grid which will be shared on Teams in the general channel; a blank example copy can be found on page 6 of this information booklet. All supplementary materials are located in the learning resources channel of your child's class team – these are then organised in daily folders under the files tab. Take it one day at a time and split the learning into daily tasks for the children. Do what you can, when you can.

The weekly learning grid and daily tasks will be explained to the children each Monday, Tuesday, Wednesday and Thursday during an audio meeting within the new **year group 'live sessions' team** (not the individual class teams); this is to allow both classes to come together and will ensure a consistent approach with both class teachers present. Children will join the meeting by clicking the link within the year group team at their allotted time. Meetings for each year group will be staggered – details are provided on the whole school timetable at the end of the information booklet (page 5).

On Friday, classes will have an additional opportunity to come together again with their class teachers to share feedback and reflect on the learning across the stage, again, this will take place during an online meeting within the full year group 'live sessions' team.

Each day, children should complete a quick Glow Form to check in/register for the day ahead and again at the end of the day to share the learning they have completed – both forms will be available each day within the 'Check-in Together' channel in their own class team.

During the week, children can upload their completed tasks to the 'Sharing the Learning' channel and/or in the assignments tab.

TECHNOLOGY AND DIGITAL PLATFORMS

To support home learning during the period of full lockdown, Teams has been identified as our main digital platform to communicate with pupils. Whole school communication will also continue to be sent to parents via email/Xpressions and text.

Troon Primary staff will adopt a uniformed approach to planning to ensure consistency for parents and pupils. Detailed weekly learning grids will be shared each Monday along with all tasks and resources. All written tasks can be completed electronically, on paper or in homework jotters. These can be shared online within the 'Sharing the Learning' channel or in the Assignments tab by uploading digital documents and/or photographs. Children have been issued with Glow and Sumdog passwords.

Further information has already been shared with you through our 'Teams @ a Glance' User Guide – this is a new infographic designed to help you navigate Teams at home which we hope you find helpful. Please note, the check-in together channel will now only be used for completing daily registers and check-out forms. Daily audio meetings will be in the full year group 'live sessions' team only. We will re-issue updated 'Teams @ a Glance' guidance which reflects this change.



FULL LOCKDOWN: JANUARY 11TH – 29TH

During the initial period of lockdown, learning across the full school will focus on Scotland, our heritage and culture. This will reflect the learning and teaching that would have taken place in school.

Teaching staff will be available on Teams to support pupils between the hours of 9am-3pm, with the exception of breaks and at times of planning (Wed/Thu afternoon). During the school day staff will:

- ✓ Plan learning appropriately.
- ✓ Explain and discuss the daily learning grid during a year group live session (Mon-Thu).
- ✓ Build in time to review engagement on Teams.
- ✓ Answer questions that pupils may ask via email/Teams (class teacher or SLT).
- ✓ Check in with pupils via an online meeting each Friday to review the week and share the learning together.
- ✓ Provide appropriate feedback on learning activities.
- ✓ Share a whole school assembly PowerPoint via Teams.
- ✓ Engage in a zoom call with the class reps (Senior Leadership Team only).
- ✓ Call each child once per fortnight.

Some identified children may require to be in school - please note the provision in school will be similar to a homework club where there will be adults supervising but not directly teaching. Teachers will be fully occupied organising remote learning for all children. It is not the case that some pupils in school will be taught as normal and those at home will be learning remotely. All children will be provided with equitable experiences and support.

COMMUNICATION WITH PARENTS AND PUPILS

Staff will communicate directly with pupils each day via an online meeting on Teams. Pupils can also send their teacher a message via the 'Questions' channel on Teams should they encounter any problems with the tasks set. If the question/queries require a simple answer then staff will message back as soon as they can – please see our 'Teams @ a Glance' guidance for further help and support which may answer many of your queries and also explains the channels in your child's class Team. If the question/query is more complex, then the class teacher may require a little more time to answer.

Please note, if the period of remote learning continues beyond January 29th, all children will continue to receive a telephone call each fortnight from their class teacher, or a member of the leadership team, to check in personally with the children.

Updates and information will be provided to all parents to ensure they are fully informed of progress, any changes and next steps.

HOW ELSE CAN I HELP?

Family learning is just as important, and sometimes more effective, than worksheets or written tasks. For example, playing a board game is an opportunity to discuss strategy, turn taking, patience, gracious winning and losing. Going out for a walk is a chance to discuss the environment, help with a beach clean, gather materials for some outdoor art or focus on positive mental health by enjoying the fresh air and chatting as a family.



If you want to do a little more at home to help with learning, our 'Learning at Home 5-a-Day' approach is always beneficial.

THE HEART OF YOUR CHILD'S LEARNING - LEARNING AT HOME 5-A-DAY



READ: Read, read and read some more! Comics, novels, kindles, recipes, blogs, instructions – everything counts! Read a book or share a story of your choice for at least 20 minutes per day. Listening to someone read is great too.



WRITE: Practise your writing skills. Write a diary at the end of each day or first thing in the morning, write a letter or card and send it to someone or research a project of your choice.



CREATE, EXPLORE, BE CURIOUS: Nurture your creative skills by building models from Lego or by making an iMovie trailer, animation or presentation online. Alternatively, create a piece of artwork; sing, play or perform a piece of music; dance or create a puppet show. Gardening with your family is great too.



NUMERACY SKILLS: Sharpen your numeracy skills through practising multiplication tables; counting or weighing ingredients for dinner; exploring how many cups of water fill a bucket; playing a board game or maths games online. Hit the button and Sumdog are great options to look at together.



EXERCISE, RELAX, TALK AND PLAY: It's really important to dedicate time to playing, being active and then relaxing every day. Try out PE with Joe Wicks or the South Ayrshire Active Schools videos on YouTube. Create an assault course in your back garden, practise keepy-uppy with a ball or make a target game to play with your family. Relax through colouring in or an activity of your choice.





TROON PRIMARY SCHOOL & EARLY YEARS CENTRE 2021 Home Learning: Whole School Timetable



DAY	9:00	10:30	10:45	12:15	1:15	3:15
MON	LEARNING GRID SHARED - AUDIO (Check-in Together channel) LITERACY	MORNING BREAK	LEARNING GRID SHARED (Check-in Together channel) NUMERACY	LUNCH BREAK	TEACHERS MONITORING TEAMS AND SUPPORTING AS NECESSARY IDL	END OF SCHOOL DAY
TUE	CLASS CHECK-IN – FORM & AUDIO (Check-in Together channel) LITERACY		WHOLE SCHOOL ASSEMBLY (Shared in general channel) NUMERACY		TEACHERS MONITORING TEAMS AND SUPPORTING AS NECESSARY IDL	
WED	CLASS CHECK-IN – FORM & AUDIO (Check-in Together channel) LITERACY		TEACHERS MONITORING TEAMS NUMERACY		WELLBEING WEDNESDAY TEACHER PLANNING TIME HWB	
THU	CLASS CHECK-IN – FORM & AUDIO (Check-in Together channel) LITERACY		CLASS REPS AND SLT MEETING (Zoom) NUMERACY		TEACHER PLANNING TIME IDL	
FRI	SHARING THE LEARNING - AUDIO (Check-in Together channel) LITERACY		SHARING THE LEARNING - AUDIO (Check-in Together channel) NUMERACY		SHARING THE LEARNING - AUDIO (Check-in Together channel) IDL/HWB	

TEAMS GRID AUDIO MEETING: MON-THU		TEAMS SHARING THE LEARNING: FRIDAY	
P1	9.00 - 9.15	P1	9.30 - 9.50
P2	9.20 - 9.35	P2	10.00 - 10.20
P3	9.40 - 9.55	P3	10.30 - 10.50
P4	10.00 - 10.15	P4	11.00 - 11.20
P5	10.20 - 10.35	P5	11.30 - 11.50
P6	10.40 - 10.55	P6	1.30 - 1.50
P7	11.00 - 11.15	P7	2.00 - 2.20



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2021 Home Learning: Primary 1-7



DAY	9:00	10:30	10:45	12:15	1:15	3:15
MON	LEARNING GRID SHARED LITERACY STARTER TASK:	MORNING BREAK	NUMERACY STARTER TASK:	LUNCH BREAK	DAILY MILE STARTER TASK	END OF SCHOOL DAY – GLOW FORM COMPLETED
	Joe Wicks 9am We are learning to: TASK:		We are learning to: TASK:		We are learning to: TASK:	
TUE	CLASS CHECK-IN LITERACY STARTER TASK:		WHOLE SCHOOL ASSEMBLY (Shared in general channel)		DAILY MILE STARTER TASK	
	We are learning to: TASK:		We are learning to: TASK:		We are learning to: TASK:	
WED	CLASS CHECK-IN LITERACY STARTER TASK:		NUMERACY STARTER TASK:		DAILY MILE STARTER TASK TEACHER PLANNING TIME	
	Joe Wicks 9am We are learning to: TASK:		We are learning to: TASK:		We are learning to: TASK:	
THU	CLASS CHECK-IN LITERACY STARTER TASK:		NUMERACY STARTER TASK:		DAILY MILE STARTER TASK TEACHER PLANNING TIME	
	We are learning to: TASK:		We are learning to: TASK:		We are learning to: TASK:	
FRI	SHARING THE LEARNING DAY LITERACY STARTER TASK:		SHARING THE LEARNING DAY NUMERACY STARTER TASK:		SHARING THE LEARNING DAILY MILE STARTER TASK	
	Joe Wicks 9am We are learning to: TASK:		We are learning to: TASK:		We are learning to: TASK:	



CHILLI CHALLENGE

Select your challenge from the options below.



MILD	SPICY	HOT

TROON PRIMARY SCHOOL AND EYC 2021



SUCCESS THROUGH EFFORT