

Dorothy Barley Junior Academy Contingency Plan for Covid-19 Outbreaks March 2022





Government Guidance- what is expected of schools?

Although national restrictions have now been removed, in the event of a local outbreak, the PHE health protection team, the DfE or the local authority may advise school or number of schools to close temporarily to help control transmission. Schools are required to have a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.

Remote education support

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, schools need to have the capacity to offer immediate remote education. At DBJA we have considered how to continue to improve the quality of our existing offer whilst having a strong contingency plan in place for remote education should it be required. This plan is in place to support a scenario in which the logistical challenges of remote provision are greatest, for example, where large numbers of pupils are required to remain at home.



Microsoft Teams Handbook

Introduction



Preparing for an uncertain future means being able to provide a blended learning offer, where pupils have the opportunity to learn remotely and in school. At DBJA Microsoft Teams provides this opportunity. Teams will help us to prepare our children for the new 'normal' by developing skills they need for their future lives.

Supporting staff/ training- how have we prepared staff for this challenge?

Staff training has been provided which ensures staff can:

- Understand the advantages of synchronous and asynchronous learning
- Assess student learning
- Spark student engagement through discussions
- Provide students with feedback and right-on-time support
- Support students with accessibility tools
- Support student voice and creative expression
- Include students with intermittent internet access
- Provide students with bite-sized resources and materials
- Engage students in cross-curricular Project Based Learning
- Communicate Distance Learning effectively to families

Launching Microsoft Teams- how have we set up Microsoft Teams at DBJA?

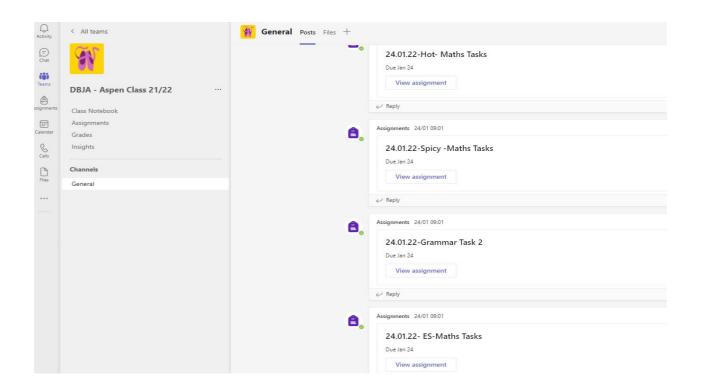
- Children have been provided with Teams logins and passwords which are in their Reading Diaries
- Children have used Teams as part of their learning in the school ICT curriculum.



Managing behaviour online/ E-safety- how can children ensure they stay safe online and follow remote behaviour expectations?

On the class channel pupils have the opportunity to ask questions and discuss the classwork and the teachers canprovide help there and then. However, there may be times when it is best to disable the message option so that only teachers can post. Teachers will decide when they would like the class to comment and when they do not want the class to comment.

If we allow pupils to comment, they should only talk about school work in the 'Channel' and we may 'mute' them, i.e. stop them from posting or commenting if they post anything that is inappropriate or bullying in nature. This helps ensure that comments are relevant and appropriate.





Safeguarding pupils and teachers online- how do we ensure the school community is safe online?

As set out in the <u>Coronavirus (COVID-19)</u>: <u>safeguarding in schools, colleges and other providers</u> guidance, online education will follow the same principles set out in our school's staff behaviour policy (known as a Code of Conduct).

Keeping teachers safe when providing remote education is also essential.

The Government has provided guidance on teaching online safety in school. This allows staff to understand how to follow safeguarding procedures when teaching remotely during the coronavirus (COVID-19) outbreak.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8117 96/Teaching_online_safety_in_school.pdf

At DBJA our pupils and staff sign an Acceptable Usage Agreement which is then kept by the ICT Lead.

Providing Feedback- how will children receive feedback on their work?

Without the opportunities for responsive and interactive teaching and learning in an actual classroom, feedback in a virtual classroom is vitally important in order to help to deepen learning. Responding to pupils' work constructively acknowledges their achievements, supports raising standards and promotes positive attitudes towards learning and active engagement.

Our aims for marking and feedback using Microsoft Teams are:

- to provide constructive feedback
- to offer encouragement, acknowledging pupils' efforts and achievements
- to correct mistakes and give suggestions for improving learning
- to assess progress and inform future planning

The feedback tool on Teams is the main function to use for feedback. There will be a consistent approach to teacher feedback as discussed by the Year Group Team.

This could include:

- a comment praising the children for their effort or achievement
- a comment reminding children to check and edit their spelling, punctuation and/or grammar
- a moving on comment that encourages children to reflect further or try a related challenge
- a comment that asks them to check a common error

One comment by a teacher on each piece of submitted work is our expectation.

Marking and feedback will also be provided when setting tasks as quiz assignments. The quiz tool allows the correct answers to be keyed in so children will receive instant feedback when they complete the quiz; they will also be checked by staff as answers can vary.

Adding comments to a class channel

If the teacher finds that there was a common mistake that needs to be addressed as a whole class, then



the class channel will be used to address this.

Addressing specific misconceptions on a child's work

Suitable comments or pieces of feedback on a child's work may include:

- Can you check for sense?
- Please check your spellings and punctuation.
- What might you need to change here?
- Look back at ... and think about your use of ...
- What is your favourite part of this piece? What did you enjoy the most?



- What new things have you learnt whilst doing this?
- Did you make any mistakes along the way? What did you learn from them?

Learning Centre Feedback

Children will be given feedback via Class Dojo when parents send in pictures and videos and on Purple Mash once activities have been completed.

IT resourcing

Staff

The ICT Lead has assessed which staff have access to a Chromebook, laptop or desktop computer at home. If staff do not have webcams or microphones inbuilt, they can use a school V4K visualizer. These devices **must** be returned in the condition they were taken out in. They will need to be signed out and the serial number logged with the SBM. Any issues with devices should be reported to the ICT Lead and SBM.

Pupils

Pupils will have access to (should they need) to devices which the school will loan out. These devices will be logged out and paperwork will need to be signed. There is an expectation that the device **must** be returned in the condition it was borrowed in otherwise there will be a charge.

The Curriculum and logistics

Whole School or Class (Bubble) closure

General principles

A daily timetable for years 3-6 learning at home should follow the structure set out below. See Annex 5 for a time table for the Learning Centre. For mainstream SEN children, YGLs and Class Teachers will differentiate resources as part of the main lessons, as they would do if the children were present. If a class (bubble) closure occurs, the class teacher will be responsible for recording all the videos (there may be a delay of 24 hours depending on when the bubble closes and staff availability in the bubble). If a year group or school closure occurs, the year group leader will determine how this is managed. Each teacher will then be responsible for planning and recording these lessons. The teaching and modelling will be recorded through Loom.

Curriculum expectations

Spellings – A copy of the relevant spellings for the term and the statutory word lists will be sent home with the children. Electronic copies will also be re-posted on Class Dojo and Team. In addition, resources can be used from the Oak National Academy. Children do not need to submit this work and the teacher will not be expected to mark it.



Guided reading – Guided reading lessons will be planned and recorded by a year group member. The recorded video link will be shared between the year group teachers. On Fridays, alongside the videos teachers will need to upload a google document/ google quiz with the Big Picture lesson questions that the children can answer. Teachers will provide feedback.

Literacy - Literacy lessons will be planned and recorded by a year group member. The recorded video link will be shared between the year group teachers. Along with this, class teachers will assign the pupils a task on Teams as a quiz or Word document, which they will 'turn in' daily. Teachers will provide feedback.

Maths - Maths lessons will be planned and recorded by a year group member. The recorded video link will be shared between the year group teachers. Along with this, class teachers will assign the pupils a task on Teams as a quiz or Word document, which they will 'turn in' daily. Teachers will provide feedback.

History/Geography/RE/ Science/ICT/ART – Afternoon lessons will have a more creative approach. Most lessons will have a recorded lesson and the work set will be done on either Word, PowerPoint or a quiz. Teachers will provide feedback. Teachers may also use the resources available on the Oak National Academy site, Purple Mash and Espresso.

Music – Children to use Oak National Academy resources

PHSE- Children to use Oak National Academy resources

PE- To encourage children to be active they will be signposted to Espresso PE.

Assemblies- Children to use Oak National Academy resources or those posted by staff on Class Dojo/school website via Twitter/ Teams

Assessment – Should DBJA need to carry out assessments whilst pupils are at home teachers will create quizzes, which can be used for a range of subjects.

Timetable (mainstream)

Class Bubble, Year Group or whole school closure timetable

	8.45am- 9am	9-9.30am	9.30am- 10.30am	10.30- 10.45am	10.45am- 11.45am	11.45am- 12.45pm	12.45- 1.15	1.15-3pm Order many vary
Monday	Spelling/ Oak National videos	Guided Reading	Grammar	Break	Maths	Lunch	Catch up Session	History/ Geography/RE + Jo Wicks PE
Tuesday	Spelling/ Oak National videos	Guided Reading	Literacy	Break	Maths	Lunch	Catch up Session	ICT + Jo Wicks PE

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Wednesday	Spelling/	Guided	Literacy	Break	Maths	Lunch	Catch	Music and PHSE
	Oak	Reading					up	Oak National
	National						Session	Academy
	videos							+ Jo Wicks PE
Thursday	Spelling/	Guided	Literacy	Break	Maths	Lunch	Catch	Science
	Oak	Reading					up	+ Jo Wicks PE
	National						Session	
	videos							
Friday	Spelling/	Guided	Literacy	Break	Maths	Lunch	Catch	Art +
	Oak	Reading					up	Jo Wicks PE
	National						Session	
	videos							

Class bubble closure or individual isolation

Those who are in a mainstream class and do not have access to a device or the internet will be provided with CGP books/learning pack. Children who are in the Learning Centre will be provided with level appropriate work set by the class teacher and SENCo to take home.

Whole school closure

Those who are in a mainstream class and do not have access to a device or the internet will be provided with a home learning pack. Children who are in the Learning Centre will be provided with level appropriate work set by the class teacher and SENCo to take home.

Please see Annex 5 for Learning Centre timetable.



Individual/household isolation timetable (mainstream)

For mainstream children who are isolating due to suspected cases or household isolation, a paper pack will be sent home for Reading, SPAG and Maths. In addition, the following timetable and links can be used to support and structure each day.

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	8.45am-9am	9-9.30 am	9.30am- 10.30am	10.30- 10.45 am	10.45am- 11. am	11am-12pm	12pm- 12.45pm	12.45-1.30	1.30-2pm	2.30pm
Monday	Spellings Oak National Academy videos https://classroo m.thenational.a cademy/subject s-by-key- stage/key-stage- 2/subjects/engli sh-spelling	Guided Reading Bug Club https://www.ac tivelearnprimar y.co.uk/login?c =0	Grammar Oak National Academy https://classro om.thenationa l.academy/sch edule-by-year	Break	Assembly https://cla ssroom.th enational. academy/a ssemblies	Maths Oak National Academy https://class room.thenati onal.academ y/schedule- by-year	Lunch	History Oak National Academy https://class room.thenati onal.academ y/schedule- by-year	PE Joe Wicks YouTube https://www.youtub e.com/watch?v=Rz0g o1pTda8	Mathleti cs https://l ogin.mat hletics.c om/
Tuesday	Spelling Oak National Academy videos https://classroo m.thenational.a cademy/subject s-by-key- stage/key-stage- 2/subjects/engli sh-spelling	Guided Reading Bug Club https://www.ac tivelearnprimar y.co.uk/login?c =0	Literacy Oak National Academy https://classro om.thenationa l.academy/sch edule-by-year	Break	Assembly https://cla ssroom.th enational. academy/a ssemblies	Maths Oak National Academy https://class room.thenati onal.academ y/schedule- by-year	Lunch	Science Oak National Academy https://class room.thenati onal.academ y/schedule- by-year	PE Joe Wicks YouTube https://www.youtub e.com/watch?v=Rz0g o1pTda8	Mathleti cs https://l ogin.mat hletics.c om/
Wednesday	Spelling Oak National Academy videos https://classroo m.thenational.a cademy/subject s-by-key- stage/key-stage- 2/subjects/engli sh-spelling	Guided Reading Bug Club https://www.ac tivelearnprimar y.co.uk/login?c =0	Literacy Oak National Academy https://classro om.thenationa Lacademy/sch edule-by-year	Break	Assembly https://cla ssroom.th enational. academy/a ssemblies	Maths Oak National Academy https://class room.thenati onal.academ y/schedule- by-year	Lunch	Music Oak National Academy https://class room.thenati onal.academ y/schedule- by-year	PE Joe Wicks YouTube https://www.youtub e.com/watch?v=Rz0g o1pTda8	Mathleti cs https://l ogin.mat hletics.c om/
Thursday	Spelling Oak National Academy videos https://classroo m.thenational.a cademy/subject s-by-key- stage/key-stage- 2/subjects/engli sh-spelling	Guided Reading Bug Club https://www.ac tivelearnprimar y.co.uk/login?c =0	Literacy Oak National Academy https://classro om.thenationa l.academy/sch edule-by-year	Break	Assembly https://cla ssroom.th enational. academy/a ssemblies	Maths Oak National Academy https://class room.thenati onal.academ y/schedule- by-year	Lunch	Geography Oak National Academy https://class room.thenati onal.academ y/schedule- by-year	PE Joe Wicks YouTube https://www.youtub e.com/watch?v=Rz0g o1pTda8	Mathleti cs https://l ogin.mat hletics.c om/
Friday	Spelling Oak National Academy videos https://classroo m.thenational.a cademy/subject s-by-key- stage/key-stage- 2/subjects/engli	Guided Reading Bug Club https://www.ac tivelearnprimar y.co.uk/login?c =0	Literacy Oak National Academy https://classro om.thenationa l.academy/sch edule-by-year	Break	Assembly https://cla ssroom.th enational. academy/a ssemblies	Maths Oak National Academy https://class room.thenati onal.academ y/schedule- by-year	Lunch	PSHE Oak National Academy https://class room.thenati onal.academ y/schedule- by-year	PE Joe Wicks YouTube https://www.youtub e.com/watch?v=Rz0g o1pTda8	Mathleti cs https://l ogin.mat hletics.c om/



The School's expectations for completing work

Individual/household isolation- children/parents are expected to take a picture to evidence the work the child has completed and submit via a Class Dojo message daily by 3.30pm. The minimum daily expectation for mainstream children is Reading, SPAG and Maths. The minimum daily expectation for Learning Centre children is Reading, Phonics and Maths.

Bubble/school closure- children are expected to login to Microsoft Teams daily and complete the lessons set throughout the day. All lessons need to be submitted by 3.30pm. There may be delay of posting lessons depending on when the closure occurs and staff availability. If children do not have access to the internet, CGP books/home learning packs will be provided for Maths, SPAG and Reading. For The Learning Centre children, who do not have access to the internet, level appropriate packs will be provided that will include reading, phonics and Maths. Children/parents are expected to take a picture to evidence the work the child has completed and send in via a Class Dojo message daily by 3.30pm (the workbooks should be returned at the end of isolation period for teachers to assess).

Teachers will monitor and track pupil responses to the work set and, where there are issues, follow up phone calls will be made to discuss lack of engagement.



Annex 1: Remote/blended learning letter to Parents & Carers

Dear Parent/Carer,

In event of bubble or school closure related to the ongoing COVID- 19 pandemic, Dorothy Barley Junior Academy will provide online resources to support remote education through the *Microsoft Teams* platform.

In the event of an individual isolation, a pack of work for reading, writing and maths will be provided along with links to useful sites such as The Oak National Academy for subjects such as Science.

In the event of a bubble or school closure children will be able to log into *Microsoft Teams* on a device such as a laptop, desktop computer or smartphone. Please note that children have been shown how to do this.

Teams provides a safe way forus to connect, share content, access homework, participate in discussions and receive class information.

Using Teams allows you and your child to have access to course work at any time through the internet and is accessible online and through any mobile devices with Internet capabilities. This includes iPhones, iPads and Android devices. Additionally, the use of *Teams* will help keep children and parents informed of important dates and expectations.

All children have signed an Acceptable Usage Agreement which they need to adhere to. Our expectations for using Teams are as follows:

- Children must appropriate grammar not text language.
- The site must be used to discuss school-related content only.
- To be kind to one another.

School staff have created accounts for all children. You will be able to see copies of all resources, but you will not have access to the actual files your son or daughter are using unless they share their own login information with you.

The login information for *Teams* is in their Reading Diaries and attached to this letter. Please encourage your child to log in now so that they are familiar with how to do it.

If you have any further questions, please call the school and make an appointment to speak to your child's class teacher. A telephone meeting will then be set up.

Miss Leicester Headteacher Dorothy Barley Junior Academy



Annex 2: Individual work pack expectations letter to Parents & Carers (mainstream)

Dear Parents and carers,

You are receiving this letter as your child is isolating due to Covid-19 symptoms or exposure to Covid-19. As all children have already lost a significant amount of their education, it is important that we continue to try to fill the gaps in the children's learning when they are unable to be present in school. This pack contains work for your children to complete at home (if they are well enough) while they are isolating.

The pack includes:

- x 5 reading comprehensions
- x 5 maths tasks accompanied with a teaching guide
- x 5 SPAG tasks
- A spelling overview and the appropriate Statutory word list.
- A times tables practice resource
- An additional timetable with wider curriculum links for Science, History, PHSE and Music-from the Oak National Academy (a government funded site) https://www.thenational.academy/
- Also included on the timetable are additional Maths and Literacy links.

The school's expectations of completed work

- In the case of an individual/household isolation-children/parents are expected to take a picture to evidence the work the child has completed and submit via a Class Dojo message daily by 3.30pm.
- The minimum daily expectation is Reading, SPAG and Maths are sent in daily.
- Teachers will monitor and track pupil responses to the work set and, where there are issues; follow up phone calls will be made to discuss problems or lack of engagement.
- The completed pack needs to be returned to the child's class teacher when they return.

Parents are expected to liaise with the school if ICT is an issue.

We appreciate any support you can give your child with the home-learning opportunities provided by the school at this tricky time.

Please call or email the School Office if you have any questions.



Annex 2: Individual work pack expectations letter to Parents & Carers (Learning Centre)

Dear Parents and carers,

You are receiving this letter as your child is isolating due to Covid-19 symptoms or exposure to Covid-19. As all children have already lost a significant amount of their education, it is important that we continue to try to fill the gaps in the children's learning when they are unable to be present in school. This pack contains work for your children to complete at home (if they are well enough) while they are isolating.

The pack includes:

- x 5 Bug Club reading questions and books
- x 5 maths tasks accompanied with a teaching guide
- x 5 Phonics tasks
- A spelling overview and the appropriate statutory word list.
- A times tables practice resource
- An additional timetable with wider curriculum links for Science, History, PHSE and Music-from the Oak National Academy (a government funded site) https://www.thenational.academy/
- Also included on the timetable are additional Maths and Literacy links.

The school's expectations of completed work

- In the case of an individual/household isolation-children/parents are expected to take a picture to evidence the work the child has completed and submit via a Class Dojo message daily by 3.30pm.
- The minimum daily expectation is Reading, Phonics and Maths are sent in daily.
- Teachers will monitor and track pupil responses to the work set and, where there are issues; follow up phone calls will be made to discuss problems or lack of engagement.
- The completed pack needs to be returned to the child's class teacher when they return.

Parents are expected to liaise with the school if ICT is an issue.

We appreciate any support you can give your child with the home-learning opportunities provided by the school at this tricky time.

Please call or email the School Office if you have any questions.



Annex 3: Staff Code of Conduct and for Remote/Blended Learning

Maintaining professional boundaries

Teaching online is different to teaching face-to-face but adults should always maintain professional relationships with children and young people.

Remind staff of your code of conduct and make it clear how you expect them to behave.

When recording or live streaming lessons, teachers must:

- **must** video within their house (not outside)
- **must** be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- must continue to follow dress expectations in staff handbook
- **must** never end up in a one to one video conversation

Please also refer to the general Staff Code of Conduct



Annex 4: Online Safety (extract taken from Keeping Children Safe in Education Annex C)

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm. An effective approach to online safety empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

The following links are also useful guides for promoting a safe remote learning environment at home and at school:

https://swgfl.org.uk/resources/safe-remote-learning/

https://www.lgfl.net/online-safety/default.aspx

https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

https://www.gov.uk/government/publications/keeping-children-safe-in-education--2



Annex 5: Online learning information for ARP children

Time table for the week for whole bubble closure

	8.45am-	9:15-	9.45am-	10.30-	10.45am-	11.45am-	12.45-1.30
	9:15am	9.45am	10.30am	10.45am	11.45am	12.45pm	
Monday	Phonics	Guided Reading – Bug Club	Grammar	Break	Maths	Lunch	History/ Geography/RE
Tuesday	Phonics	Guided Reading – Bug Club	Literacy	Break	Maths	Lunch	ICT Purple Mash
Wednesday	Phonics	Guided Reading – Bug Club	Literacy	Break	Maths	Lunch	Music Oak National Academy
Thursday	Phonics	Guided Reading – Bug Club	Literacy	Break	Maths	Lunch	Science
Friday	Phonics	Guided Reading – Bug Club	Literacy	Break	Maths	Lunch	PHSE Oak National Academy

Individual/household isolation timetable for ARP children

For children who are isolating due to suspected cases or household isolation, a paper pack will be sent home for Reading, Literacy, Maths and fine motor skills activities. In addition, the following timetable and links can be used to support and structure each day.

	8.45am-9:15am	9:15-9.45am	9.45am-	10.30-	10.45am-	11am-12pm	12pm-	12.45-1.30	1.30-2pm	2-
			10.30am	10.45am	11. am		12.45pm			2.30pm
	Phonics	Guided Reading	English	Break	Assembly	Maths	Lunch	History	PE	Mathleti
	Letters and	Bug Club	Oak National		https://cla	Oak National		Oak National	Joe Wicks	cs
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Wednesday	Letters and Sounds https://www.yo utube.com/chan nel/UCP FbjYUP UtldV2K - niWw	Bug Club https://www.ac tivelearnprimar y.co.uk/login?c =0	Oak National Academy https://classro om.thenationa Lacademy/sch edule-by-year	огеа к	https://cla ssroom.th enational. academy/a ssemblies	Oak National Academy https://class room.thenati onal.academ y/specialist/s ubjects/num eracy	Luncii	Oak National Academy https://classro om.thenationa l.academy/unit s/pulse-769c	Joe Wicks YouTube https://www.youtub e.com/watch?v=Rz0g o1pTda8	cs https://l ogin.mat hletics.c om/
Thursday	Phonics Letters and Sounds https://www.yo utube.com/chan nel/UCP FbjYUP UtldV2K - niWw	Guided Reading Bug Club https://www.ac tivelearnprimar y.co.uk/login?c =0	English Oak National Academy https://classro om.thenationa l.academy/spe cialist/subjects /early- development- learning/acces s-points/early- development/ units/seasons- primary-Od2b	Break	Assembly https://cla ssroom.th enational. academy/a ssemblies	Maths Oak National Academy https://class room.thenati onal.academ y/specialist/s ubjects/num eracy	Lunch	ICT Purple Mash https://www .purplemash. com/sch/dor othy-junior	PE Physical Therapy Oaks National Academy https://classroom.th enational.academy/s pecialist/subjects/ph ysical- development/access- points/early- development	Mathleti cs https://l ogin.mat hletics.c om/
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