

KEY/CRITICAL WORKER & VULNERABLE PROVISION

Key/Critical Worker & Vulnerable Provision; Devices/4G Routers/Mobile Data Support; Individual Student Support & Contact

Summary document to outline for parents the support that Yateley School is offering during the national lockdown.

Key/Critical Worker & Vulnerable Provision

The school has on-site provision for students to access on a daily basis that fall into the following categories:

- **Key/Critical Worker** – parents sign up for this provision via the schools Google Form. Parents need to make the school aware of the days of the week they would like to access to the provision (this is important due to how attendance is recorded during COVID lockdown – see the schools attendance policy). Parents are also able to contact the school directly to discuss support.
- **EHCP, Child Protection, Child in Need, Looked After Child, Early Help Hub Students** – it is expected for these students to attend the provision 5 days a week. If students do not attend then their attendance will be recorded as non-attending and the relevant Head of House and/or SEND staff member will contact home to discuss the non-attendance and also make any other professionals working with the students and family (for example Social Services) aware. The school will update Hampshire every Friday with the attendance for all these students (except EHCP students) and what actions if any are needed.
- **Vulnerable** – Heads of House and/or members of the SEND team will contact and work with parents where either the school and/or parents feel that a student could be in the category of vulnerable (please see the Hampshire and DfE criteria guidance) and therefore benefit from accessing the on-site support. It will be agreed which days of the week the student should attend this support (this is important due to how attendance is recorded during COVID lockdown – see the schools attendance policy). Parents are also able to contact the school directly to discuss support.

Devices/4G Routers/Mobile Data Support - DfE

The school has provided the opportunity for disadvantaged parents to complete a Google Form to request support from the DfE with a device and/or 4G wireless router for remote learning at home for their child. Following the responses, the school will then be applying to the DfE for this support and will keep the relevant families informed.

All parents (not just those classified as disadvantaged) are also able to contact the school if they are having issues with technology for remote learning and the school will work with each individual case separately to see what is possible for support. Parents can also contact the school if they would like us to look into contacting the DfE for support with an increase in mobile data charges and allowance at home to allow improved access for remote learning.

Student Support & Contact

- **Remote Lessons** - Students are expected to access remote lessons (as per their normal school timetable which is 3 double lessons per day) either at home or at school if they are attending the onsite provision. All lessons are conducted via MS Teams.
- **Attendance & Behaviour in Remote Lessons** - Teachers will use the schools SIMS system to log concerns where a student does not attend a remote lesson or behaves poorly in the remote lesson. The school will procedure a daily internal report which is shared with Heads of House and Heads of Department for them to track the non-attendance to remote lessons and any poor behaviour. These middle managers when then (either themselves or delegated to members of their staff team) address the concerns and contact the student and parent.
- **Tutor Time & Contact** – All staff tutors will contact each one of their tutees at least once every two weeks for a welfare check. Tutors can do this via a tutor group MS Teams session which is then followed up by individual contacts to those tutees that did not attend, or contact tutees individually to begin with. Tutors will be expected to prioritise the contact of students based on individual concerns and need. Heads of House will support tutors with this and also contact the homes of the most vulnerable as required. Monitoring of all student contact by tutors will be organised by Heads of House.

Further Reference Links

- School attendance policy (COVID related update on pages 5 and 6) – school website
- Student remote learning guides and how to use MS Teams – school website
- Staff guide on logging of non-attendance and poor behaviour in remote lessons – school website
- School behaviour, child protection & safeguarding policies – school website