

Parent or Carer contacts school to notify of absence



### Initial Day

The Safeguarding Team will:

- Contact the family.
- Log absence details on My Concern

The Class Teachers will:

- Schedule a home learning activity in core subjects for 9.30am. This activity can be previous learning or basic skill and will support the creation of routines.
- Make new learning, matched to the class curriculum, available by 5pm.

The Support Staff will:

- Support the class teacher in making resources available by posting work on behalf of the class teacher or covering the class' morning routine



### Day 2

The Class Teachers will:

- Contact the pupil and family by phone, checking family and pupil wellbeing and barriers to accessing learning
- Log the phone call on My Concern
- Create and print a learning pack on previous learning if barriers to access involve internet or device access.
- Make new learning, matched to the class curriculum, available by 5pm.

The Support Staff will:

- Support the class teacher in making resources available by posting work on behalf of the class teacher or covering the class' morning routine.
- Support the class teacher to make wellbeing phone calls by covering the class during shared class reader time or another appropriate time.



### Day 3

The Safeguarding team will:

- Complete a home visit to check on wellbeing and deliver a food parcel or home learning pack where applicable.

The Class Teachers will:

- Make new learning, matched to the class curriculum, available by 5pm.

The Support Staff will:

- Support the class teacher in making resources available by posting work on behalf of the class teacher or covering the class' morning routine.



### Days 4 - 7

The Safeguarding team will:

- Continue to monitor safeguarding and wellbeing concerns through My Concern.
- Contact vulnerable families more regularly.

The Class Teachers will:

- Make new learning, matched to the class curriculum, **available by 5pm everyday.**

The Support Staff will:

- Contact the pupil and family by phone, checking wellbeing and concerns with learning **every 48 hours.**



In the event of a pupil isolating for 2 weeks, this cycle repeats following day 7.

Feedback through virtual learning platforms should be completed daily by all members of the teaching teams.