

COVID Contingency Plan

This document is designed as a contingency plan for the full or partial closure of the school due to a positive COVID-19 diagnosis or a new local or national lockdown.

This document is intended to be read alongside the [COVID Risk Assessment](#) and the [COVID Policy](#)

Expectations of the Department of Education:

From 22nd October 2020, we must offer immediate remote education if:

- Individuals or groups of pupils need to self-isolate, but the rest of the school is still open; or
- There are local or national restrictions that mean most pupils need to stay at home.

When teaching remotely, the DfE will expect us to:

- Plan a programme that's of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers
- Set assignments so that pupils have work each day in a number of different subjects, and monitor pupils' engagement with these assignments
- Teach a planned and sequenced curriculum so that knowledge and skills are built incrementally, with clarity about what's intended to be taught and practised in each subject
- Provide frequent explanations of new content, delivered by a teacher in your school or through curriculum resources and/or videos
- Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks, and set a clear expectation on how regularly teachers will check work
- Enable teachers to adjust the pace or difficulty of what's being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- Avoid an over-reliance on long-term projects or internet research activities
- Use a curriculum sequence that allows access to online (e.g. teaching videos, tests) and offline (e.g. resource packs, reading books) resources, and that is linked to our curriculum expectations
- Give access to those remote education resources
- Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- Provide printed resources, such as textbooks and workbooks, for pupils who don't have suitable online access
- Recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so we will need to work with families to deliver our curriculum

There are no expectations for how many weeks of remote learning we need to plan for, but as most pupils will self-isolate for 14 days, at least 2-3 weeks for each year group should be appropriate. The important thing is that we have something pupils can use immediately.

As we cannot know when our plans might be needed, it has been suggested that we don't worry too much about making it a seamless transition between what pupils would be learning in school and what they learn remotely. Classes may need to abandon some topics you were teaching in the short term.

Local Lockdown Strategy:

The government has introduced a [tiered system of restrictions](#) to help pupils access face-to-face education for as long as possible in the event of local outbreaks. The tiers below will only apply if our school is in an area of [local restriction](#). Local and national authorities will decide which tier to implement. Bear in mind that they will make decisions on a case-by-case basis, and may need to restrict pupil school attendance in different ways.

Tier	What it means for our school	Actions we will take
1	<p>All schools will remain open for all pupils.</p> <p>Staff and visitors will be asked to wear face coverings when moving around communal areas in school where it's difficult to maintain social distancing, unless they're exempt from wearing one.</p>	<p>We will put up this poster in areas of the school, such as in classrooms, so that people know how to properly remove their face coverings.</p>
2 & 3	<p>As above except secondary schools will move towards a mix of remote and on-site learning.</p>	
4	<p>Primary Schools will only remain open for vulnerable pupils and the children of critical workers</p> <p>We will provide remote education for all other pupils</p> <p>We will maintain the same rules on face coverings on-site as in tier 1</p>	<p>We will scale up our blended learning approach so that all pupils (except vulnerable pupils and children of critical workers, who will be on-site) will be able to access remote education from home. See government advice on the full opening of schools for more information.</p> <p>Vulnerable pupils</p> <p>We will strongly encourage vulnerable pupils to continue attending school.</p> <p>Free school meals</p> <p>We will work with Autograph Foods to prepare meals or food parcels for all pupils eligible for free schools meals, whether they are at home or on-site.</p>

Scenario Planning:

Alongside planning for a potential local lockdown, there are several other scenarios for which the school needs to have arrangements in place. The possible scenarios include::

Scenario	Why might this happen?	Likely length of	Location of Class	Staffing Changes	Curriculum Changes	Other Actions
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		time				
Child has to isolate	Child has symptoms, or household is isolating	10-14 days	In School	None	Seesaw/Tapestry activities to be available for remote education	
Class teacher has to isolate	Class Teacher has symptoms or has to isolate due to test and trace	10-14 days or until negative test	In School	Supply Class Teacher Required		Class teacher to be provided with test kit
Member of support staff has to isolate	Staff member has symptoms or has to isolate due to test and trace	10-14 days or until negative test	In School	Internal Cover required if possible		Staff member to be provided with test kit
Whole class has to isolate (including staff team) but teacher remains able to work from home	Member of the class (Staff or Pupil) has positive Covid-19 test	14 days	At Home	Staff Team at home	See Remote Education Plan Below	
Whole class has to isolate, teacher cannot work from home	Class teacher has positive Covid-19 test and is too unwell to deliver activities remotely	14 days	At Home	SLT will need to deliver activities remotely	See Remote Education Plan Below	
Partial Closure of the school	Local tier 4 or national lockdown	Unknown	Most at home, vulnerable and key workers at school	See Staffing Arrangements for Partial Closure Below	See Remote Education Plan Below	

Remote Education Plan

In the event of a large number of children requiring remote education, the following plan will be put into place.

As during the previous lockdown, remote education will work best when it is based on existing practice. It will therefore vary from class to class depending on age and previous experience.

Early Years will adopt a similar approach to the previous lockdown, using Tapestry.

All other classes will use the class email addresses to communicate with parents, and will then use Seesaw or Google Classroom as a platform upon which work can be set and assessed.

Loom and/or Zoom can be used to provide video content and interactive sessions for pupils.

The Oak Academy now provides a full set of video lessons for the entire KS1 and KS2 curriculum. These resources could be used as a quick way of producing a set of lessons for individuals or groups of children – see its curriculum plans for 2020/21 [here](#)

The DfE has also suggested the following [list of remote education resources](#)

Staffing arrangements for partial closure:

There is no clear plan for the borough to organise a hub for pupils of critical workers and vulnerable children in the case of local lockdowns. If we do close the school, we would have to immediately contact the borough to find out if plans exist and to request places. We would, more than likely, need to provide some staff members. Alternatively, we would need to provide places at school, or joint with other schools such as Thomas's, like we did before staffing this on a rotation basis.

Class Teacher Tasks to be completed by 22nd October:

1. Produce a two week plan of activities using [Seesaw](#) for use by any individual child who has to isolate. It may be necessary to develop two or three differentiated versions of this for the various ability levels within your class. This set of activities should be generic so that they can be used at any point in time and they do not need to link into your existing topics etc.
2. Ensure that all of your planning has been made available to your partner teacher at the start of each week, so that they can hand this over to a supply teacher in the event of you having to isolate
3. Familiarise yourself with the [Oak Academy](#) website. This website can be used at short notice to provide activities for your class
4. Ensure that all of your children and families are familiar with the remote learning platforms that you would intend to use for remote activities. Use the whole-class email addresses for homework or reminders, set homework using Seesaw or Google Classroom as appropriate to test the systems you intend to use.

In the event of a local or national lockdown, the November 2nd INSET day will be used to further develop our remote education planning.

In the meantime...How will we stay COVID Secure?

Throughout this pandemic, we need to continue to emphasise the following essential measures:

- A requirement that people who are ill stay at home

- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Reducing contacts and maximising distancing between those in school wherever possible

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from pupils and other staff as much as possible

PLEASE SEE PROTOCOL FOR DEALING WITH A SUSPECTED CASE OF COVID IN THE SCHOOL AT THE END OF THIS DOCUMENT.

Pods should remain distant from one another. They may occasionally pass in the corridor but this should be avoided whenever possible. They have separate playtime spaces and are separated during lunchtime by a rota. Lunch tables and seats should all be wiped down in between each use.

Pods should remain in their classrooms as much as possible - previously shared spaces Music Room etc have been allocated to specific pods and should not be used by any other groups.

It has not been possible to allocate particular toilets to particular pods, however an enhanced cleaning regime should be implemented to help keep these areas as clean as possible. (This is currently on hold awaiting cleaning staff DBS sign-off)

The science is clear that the chances of infection transmission are increased the more time people spend close together. It is not realistic to expect staff working within a pod to stay apart from one another at all times, however an awareness of social distancing should remain so that any close interactions are kept as brief as possible.

There will be no whole-school assemblies or other events or gatherings for the rest of this half term, however this will be reviewed on a case-by-case basis as the term progresses.

The person limits in place for shared staff areas remain in place. Staff meetings have resumed, however any meetings involving more than a few people should take place in the hall or in the conference room on the very top floor.

Risk Assessment

[A whole school risk assessment](#) has been conducted and the report shared with all staff. Staff are encouraged to engage with this process and suggest any ideas or concerns to help us all approach the new term as a COVID-secure team.

Staff have been asked to complete a confidential health questionnaire. Further discussions and individual risk assessments have taken place for clinically vulnerable members of staff.



Protocol for Symptomatic Children and Safe Use of PPE.

The main symptoms of COVID-19 are a temperature (37.8°C) or chest/back feeling hot to the touch) and/ or new, continuous cough, and/or a loss or change to the sense of smell or taste.

Please remind the children in your pod to let you know if any of them is feeling unwell.

If any child presents with any of these symptoms, please follow the following procedure:

1. Take the child directly to the Isolation Room (Welcome Room) ASAP.
2. One member of staff should stay with the child, while another goes to alert the office - do not take a child with suspected symptoms to the school office.
3. The member of staff who remains with the child should put on PPE as outlined in the video below. A mask should also be given to the child to wear. While waiting for collection, the windows of the isolation room should be opened and the door closed. The member of staff should remain at least 2m away from the child at all times.
4. Office staff should call parents and ask for the child to be collected immediately. Parents will be advised of the following points:
 - To self-isolate and organise a COVID-19 test for their child.
 - Symptomatic individuals should self-isolate for 10 days, or longer if still unwell or feverish
 - Household members should self-isolate for 14 days.
 - If household members develop symptoms, they should isolate for 10 days (or longer if still unwell) from the start of their symptoms.
 - Tests can be organised for children and parents via the 119 service.
5. Office Staff should log the incident in the COVID-19 incident log
6. Once the child has been collected, any used PPE should be removed and disposed of into the yellow bin as per the attached video. The supervising staff member and the rest of the pod should wash hands thoroughly but do not need to go home unless they develop symptoms or the child subsequently tests positive.
7. The Isolation Room and any classrooms used that day by a symptomatic child should be cleaned with disinfectant - please contact Chris to do this.
8. Unless a negative COVID-19 test result is provided, any child who has been sent home with suspected symptoms will be expected to stay at home for 7 days. On receipt of a negative test result, a pupil or staff member may return.

Enhanced first aid boxes have been provided. This contains the PPE that you should wear if a child presents with suspected symptoms. Additional PPE is located in the isolation room.

If a member of staff develops symptoms whilst in school, they should go home as soon as possible and self-isolate for 10 days. Testing is available for any member of staff who becomes symptomatic.

Follow: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> for more details.

If a pupil or a member of staff tests positive for coronavirus, the whole pod will be sent home and advised to self-isolate for 14 days. Public Health England will become involved at this stage and the school will act on any advice provided at the time.

The other household members of the pod do not need to self-isolate unless the child or staff member within that pod subsequently develops symptoms.