

Covid-19 Contingency Planning

- Local/National Lockdown
- Remote Learning
- Bubble Closure

Willen Primary School



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1. PURPOSE

As directed by the DfE (Guidance for Full reopening of School, September 2020), all maintained schools must have contingency plans in place should one of the following situations apply:

- a) contingency for local restrictions that may/may not include schools
- b) contingency plans for the partial closure of the school (e.g. bubbles closing as a result of a confirmed case)
- c) contingency for remote learning should it be required (for the whole school, groups of children or individuals)

The purpose of this policy is to set out the plans in place for Willen Primary School staff and pupils in any of these eventualities.

2. SCOPE

The school acknowledges that it is untenable to attempt to cover all possible scenarios and eventualities within this document. This is an unprecedented time.

This document lays out the principles of its continuity planning but may be adapted as a result of unforeseen circumstances or on the latest advice from either Public Health England or the DfE. Any changes can only be made by the Headteacher, with approval from the Governing Body where relevant.

This policy applies to all children in the school (on roll).

3. LOCAL RESTRICTIONS

Should Milton Keynes suffer a spike in local infections, there may be local restrictions put into place that may or may not directly impact on schools. In such times, the DfE will advise schools regarding specific actions they may need to take. Examples may include (but are not limited to):

- further staggering of school start/finish times (e.g. more time between year group drop off times to minimise parent to parent contact)
- a reduction of pupil numbers allowed on site at any one time (i.e. half day sessions for smaller classes of children or rotations of children on a 2 week rota)

-further control measures being introduced (e.g. mask wearing for adults and children during times outside of the classroom situation)

Families will receive a communication from the Headteacher as soon as practicable after any local restriction announcement to explain any changes required.

4. PARTIAL CLOSURE (Closure of certain year groups)

If there is a confirmed case (or cases) of Covid-19 within our school, the Headteacher will immediately inform the DfE and Public Health England.

They will advise the Headteacher of the necessary actions to take. This will vary based on the number of cases and the potential for close contact with other people (pupils and staff).

Should the advice be to close the class or Year group Bubble, families will be informed with immediate effect. This decision to close may be during a school day. Families should be prepared on a daily basis to come to collect their child immediately and should have additional plans in place should they personally not be able to collect from school at short notice.

As soon as is practicable after this decision to close the Bubble, the school will contact families with regard to alternative arrangements for the education of children affected by the closure. Please refer to details regarding REMOTE LEARNING below. The school aims to have this in place within 24 hours after the Bubble closure where possible.

It is essential that families understand that the closure of a bubble does NOT mean that a) their child needs a test (UNLESS they are themselves showing symptoms) or b) that the rest of the household needs to self-isolate.

Other children (siblings) in our school or in other schools should continue to go to school. It is only if a member of your household displays symptoms that the rest of the family should self-isolate.

The period of closure will be determined by the DfE/PHE but would typically be 14 days from the first day of closure.

Remote learning will be provided for the affected Bubbles/Year groups only; 5 days a week, term time only. Weekends will not be catered for.

There is NO on site provision for children of Key Workers in this instance.

5. FULL LOCKDOWN

Should the school be required to close to all year groups, the plans regarding REMOTE LEARNING below would be actioned.

Families would be advised of full closure as soon as possible after announcements at Government level.

The school would aim for access to remote learning to be within 48 hours of closure.

6. KEY WORKER CHILDREN

Depending on the situation, the school may need to remain open for those children of **Key Workers**. Applications for Key Worker places will open as soon as closure is confirmed. Families who secured a place for their child during the previous national lockdown (March-July) will **NOT** automatically have a place in the event of a second lockdown.

All key worker families will need to reapply for a place.

Due to staffing restrictions (as all teachers will be working from home during any lockdown, providing online learning and live lessons under this new arrangement), places for key worker children will be very limited. Other classroom based staff will be utilised for Key Worker provision.

Key Workers who can work from home OR those that have another parent/carer who is NOT a Key Worker will not be eligible for a place.

Key Worker applications will be triaged upon receipt- with priority given to frontline Emergency Service and Government personnel.

Children who have social workers or EHCPs will be considered on an individual basis, based on the needs of the child and the potential risk to their safety and wellbeing as a result of any lockdown. Again, places are not automatic and should not be assumed. All families would need to apply for a place in our 'Key Worker Club'.

7. FREE SCHOOL MEALS ENTITLEMENT

In any situation whereby a) the school closes (and specifically, are no longer supplying free school meals) for a child who is currently eligible for LIVE free school meals or b) an eligible child is unable to attend school for MORE than 5 days (specifically, from day 6 of absence) due to self-isolation or their requirement to personally shield, the school will endeavour to continue to supply Free School Meal entitlement.

This will be delivered as either food packages to the value of £15 per week, per child OR via supermarket vouchers via Wonde online. Mrs C. Dale (School Business Manager) will liaise with families concerned via telephone or email (cdale@willenprimary.com) in these cases.

8. SAFEGUARDING

The school does **not** relinquish its ultimate responsibilities for the safeguarding of children in any event of school closure. All safeguarding procedures and policies remain **fully in place** at all times. The school's safeguarding team (Miss Matthews, Mrs Cole and Mrs Orr) will meet on a weekly basis to monitor **all** children's engagement with remote learning and communications through Class Dojo. Any children/families not engaging will be monitored and will be contacted if we are concerned for a child's wellbeing, safety or whereabouts. The local MASH and Police teams will be contacted to support in this matter if all other attempts to make contact (such as home visits, emails etc.) have been exhausted. It is important that all families stay in touch with the school throughout any period of closure.

9. REMOTE LEARNING

In developing contingency plans, the DfE have asked schools to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations
- give access to high quality 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 do not 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 schools should work with families to deliver a broad and ambitious curriculum

When teaching pupils remotely, schools have been asked to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources 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 is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

At Willen Primary School, we have the following in place for children should a call for REMOTE LEARNING be needed:

Year Group	Communication with Class/Teachers	Assignments/Activities	'Live' Contact
Early Years	Class Dojo will be used to communicate messages, tasks and to answer parental queries.	Class Dojo will be used to upload daily activities via a 'virtual classroom' document. The children's 'work' can be photographed/videoed and uploaded, or uploaded as a word document via their portfolios for teachers to 'mark' and give feedback. Pre-recorded videos will be used by teachers to introduce new learning (e.g. daily phonics, new maths concepts) NB: work will only be provided on school days, term time only.	The teachers will organise up to 3 live 'meetings' <u>a week</u> (via Google Meet), with the possibility of more once the children demonstrate readiness to access such methods. These will be fun based (e.g. story times, games) in the first instance but will move to more formal, DAILY teaching (e.g. phonics, maths lessons) as time goes on.

			<p>These sessions will be recorded and made available via the children's Google Classroom for 24 hours.</p> <p>Attendance registers will be taken at these live meetings.</p>
Year 1	<p>Class Dojo will be used to communicate messages, tasks and to answer parental queries. It will also be where children receive their reward 'points' for behaviour, effort and outcomes.</p>	<p>Class Dojo will be used to upload daily activities via a 'virtual classroom' document. The children's 'work' can be photographed/videoed and uploaded, or uploaded as a word document via their portfolios for teachers to 'mark' and give feedback. Pre-recorded videos will be used by teachers to introduce new learning (e.g. daily phonics, new maths concepts)</p> <p>NB: work will only be provided on school days, term time only.</p>	<p>The teachers will organise TWO, 30 MINUTE 'live meetings' (Google Meet) a day, with the possibility of more once the children demonstrate readiness to access such methods. These will be fun based (e.g. story times, games) in the first instance but will move to more formal teaching (e.g. English/phonics, maths lessons) as soon as practicable. These sessions will be recorded and made available via the children's Google Classroom for 24 hours.</p> <p>Attendance registers will be taken at these live meetings.</p>
Year 2-6	<p>Class Dojo will be used to communicate messages, tasks and to answer parental queries. It will also be where children receive their reward 'points' for behaviour, effort and outcomes.</p>	<p>Google Classroom will be used by teachers to post assignments and tasks for the day, each day (5 days a week, term time only). Assessments/tasks will cover a range of curriculum subjects and will be supplemented by daily 'live lessons'.</p>	<p>The teachers will organise TWO 'live meetings' (Google Meet) a day. These meetings will focus on the core subjects of maths and English in the first instance. These sessions will be recorded and</p>

			made available via the children's Google Classroom for 24 hours. Attendance registers will be taken at these live meetings.
Children without the necessary technology required for online learning	Parent surveys tell us that all families have at least one device (e.g. a smart phone). Class Dojo works wonderfully on smart phones and will be used to communicate messages, tasks and to answer parental queries. It will also be where children receive their reward 'points' for behaviour, effort and outcomes.	Tasks and assignments created by the class teachers that are able to be printed will be available to families that request them. However, these will not be available 'on the day' as time to print them off and collate packs will be needed. We anticipate that this will be lagged by as much as 2 days. Packs will be required to be collected from school. As some of the activities created by the teachers will not be able to be printed, we would direct families to access thenational.academy for further work and activities to supplement that being provided by school. Families with the technology but without the printing facility should not require packs as the majority of work will be 'online' and submitted electronically.	Please see year group details. If a child is unable to access live lessons, we would direct families to thenational.academy for supplementary lessons in English and Maths. There may be a limited number of devices available for loan for children eligible for Free School Meals. This cannot be confirmed at this point, however enquiries should be made to the Headteacher should we face closure.
SEND children	Please see your child's Year group information above.	Your child will be able to access the work in Google Classroom for their year group. However, additional activities for SEND children may be provided by our teaching assistant team via Class Dojo. Activities set will be directly linked to your child's achievement plan targets. We aim to provide 3 tasks a week as a minimum. Teachers will work closely with families of children unable to access the regular	Please see your child's Year group information above.

		Year group objectives on an individual basis.	
Individuals self-isolating		Provision of Remote Learning will not be available to individuals self-isolating (i.e. where the school is open to the rest of the year group). In this instance, families are directed to Oak National Academy (thenational.academy).	

The teachers will set work that continues to follow the same curriculum maps we would follow if in school. This means that lessons will be progressive and will match the children's planned curriculum. The full range of curriculum subjects will be included.

The teachers will ask for 'work' to be submitted in a variety of ways (from photos and videos to word documents or PowerPoints etc.). This will help to keep children's engagement levels high and also, exploit some of the incredible technological skills that they have. Staff will provide feedback on all 'work' submitted. Feedback will always include a 'next step' in terms of improving our learning but it may come in different forms e.g. voice notes, written response etc.

The teachers will use the work submitted by the children to plan appropriately for the next day/weeks lessons. This is how we will ensure progress, support and challenge.

Access to Class Dojo has been sent to families at the start of the year and families are signed up in the vast majority already.

Access to Google Classrooms will be sent to families before the October half term. Training videos and other helpful materials will also follow and will be made available via our YouTube channel (Willen Primary). Families should NOT create accounts for their children- these must be created here in school. All log in information will be provided in due course.

10. POLICY REVIEW

This document will need to remain under almost constant review in light of the frequency and speed of change during this pandemic.

All updates will be re-circulated to families via email and also, via the website. Changes made will be highlighted for ease of review.

At a minimum, this policy will be reviewed termly.