

Contingency planning for restrictions during the coronavirus pandemic

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Introduction

Whilst schools are fully open from September 2020, it is important that we are mindful that a number of factors may still require us to offer remote education with little or no notice. These factors include, but are not limited to:

- Self-isolation for pupils with COVID-19 symptoms or those isolating as a part of a household.
- Individual students in isolation due to updated advice from PHE around vulnerability to COVID-19.
- Pupils isolating as a part of Government measures such as quarantine when returning from abroad.
- Whole school 'bubbles' isolating as a result of a local outbreak.
- Staff (either individually or as groups) isolating due to a confirmed case of COVID19.
- Localised lockdowns.
- National lockdowns.

This document sets out the actions the school will take to ensure pupils and staff remain as safe as possible in the event of additional restriction being imposed on the school or in the event of a confirmed case causing a significant number of pupils and/or staff to isolate.

For confirmed cases within the school, this document focuses on the most likely scenarios.

The national system for contingency planning involves different tiers of restrictions; the decision with regard to which tiers are imposed on education settings will be made by the Department for Education (DfE), Department for Health and Social Care (DHSC) or local directors of public health. For reference, the tiers of restrictions have been reproduced at the end of this document (Annex A).

For local restriction imposed on the school, this document focuses on tier 2 restrictions which are the most likely in the first event. Experience of tier 3 and 4 from last year means that the school has some experience of these already.

Expectations of staff who are self-isolating

Staff may be required to isolate if they have symptoms of COVID-19 or as a close contact of someone with COVID-19. If staff are isolating as a close contact or have symptoms that are mild and would ordinarily have come to work (e.g. a very mild cough), they will be expected to work from home. This is likely to happen with no or very little notice. It is therefore imperative that staff have their school laptop or a means of accessing the school network with them at all times.

When staff are absent from school, they **MUST** send adequate cover work for ALL classes. Cover work should be self-contained, last for the whole lesson and be able to be covered by a non-specialist. Staff who are isolating should be in regular contact with their Curriculum Director and/or Line Manager and work under their direction. Some examples of what may be appropriate are:

- Recording video lessons for the topics they would have taught ordinarily at school on the days they are isolating. These can be via Loom and the cover teacher can play these in the lesson. They can also be uploaded to Google Classroom and pupils can access these at any point.
- Preparing resources or homework for classes or year groups that are in an 'easy access' format.
- Planning or producing revision material as requested by the Curriculum Director (worksheet, notes, video lessons, etc.).
- Revising or updating schemes of work, overviews, etc.

- Planning for exam revision.
- Teaching live lessons through Zoom if the whole class is also at home isolating.
- Teaching live lessons through Zoom if the whole class is at school. For classes Y11 and below this would be done with a cover teacher in the room.

Staff should familiarise themselves with the staff guidance and be aware of how to do all of these things, especially those aspects involving technology.

Response to a confirmed case of COVID-19

The school has in place plans should a case of COVID-19 be confirmed in the school community. Depending on the case and the specific circumstances, it may lead to significant numbers of pupils/staff having to self-isolate. Below are the most likely scenarios and the school's response to them. When a case is confirmed, the school will contact the DfE who, together with the NHS Business Services Authority and PHE if necessary, will carry out a rapid risk assessment and advise the school on the actions it needs to take. Other than in exceptional circumstances, it will only be on their advice that the decision is taken to ask large numbers of pupils/staff to isolate. The additional safety precautions within the school (hand washing, social distancing where possible, keeping groups separate, etc.) will help to mitigate the risks of spreading COVID-19. It is essential that these are adhered to by staff so as to minimise the numbers of staff/pupils who may be required to isolate at any given time.

Self- or household-isolation for some pupils

All pupils have access to their online learning classes through Tapestry, Oak National Academy, Google Classroom or Zoom (depending on the nature of the topic and the age of the students). This will be updated regularly with all the lesson resources that staff are using for the delivery of classes. Pupils will be asked to work through their lessons and will be able to correspond with staff for extra help and support if needed. Teachers will ensure that the materials on Google Classroom are self-explanatory so that pupils would be able to follow them from home with minimal direction.

Whole bubble self-isolating / majority of a bubble self-isolating

For pupils that are at home, they will follow their normal timetable for the school day and teachers will deliver lessons remotely via Zoom for older students or uploaded videos and learning materials to Google Classroom for younger students. All pupils will be provided with a clear timetable and learning time will equate to the same as learning time in school. All lessons delivered via Zoom will be recorded and available online for pupils to access them later on if needed. Online resources are provided in line with curriculum expectations to ensure parity between online and in school learning.

Some (a few) staff self-isolating from across the school

Assuming the numbers are small, the school would continue to operate as normal and those members of staff covered for their lessons. Staff will work from home under the direction of their line manager (see above).

Many staff self-isolating from across the school

In this instance, it will not be possible to cover lessons individually. It is likely that significant pupil absence will happen alongside this. In order to ensure pupils are supervised, the school may need to take the following actions while ensuring bubbles are kept separate at all times:

Collapse classes within a year group/band so that fewer teachers are needed for covering lessons. As a last resort and if pupils cannot be safely supervised on site, year groups will be sent home to engage in remote learning.

All other staff would be expected to attend the school site as normal unless otherwise directed.

Other groups (e.g. kitchen staff, support staff, etc.) self-isolating

In addition to teaching staff, support staff may also be asked to stay at home and isolate. The following scenarios may happen:

- **Kitchen staff** – the catering company have a rotating menu and practice social distancing. In the event that they all needed to self-isolate they would use staff from another site. They have frozen meals ready to go in the oven should staff who are unfamiliar with the kitchen need to step in.
- **Support staff** – each role within the support staff functions can be undertaken by another individual within the school or completed off site. In particular, the following staff would be covered:
 - Beck Owen and Matilda Brown would handle cover in the event that Ciaran Fitzgerald is unable to work.
 - Members of SLT have keys and are trained in opening and closing the building in case Jack Butcher is unavailable. If many staff were self-isolating and weekends / evenings were not able to be covered then lettings would need to be cancelled.
- **Senior Leadership Team** – in this unlikely event, it is likely that some year groups would be sent home and in an extreme case, the school will close. This will depend on how many members of the SLT are available to work.
- **Cleaning staff** - in the event that the cleaners need to self-isolate the agency would send other staff to cover their duties. With our in

Response to local or national restrictions

In the event of additional restriction being imposed on the school at local or national level, the school will take the following actions to ensure the continuity of education for all pupils.

Tier 1

In the event of tier 1 restrictions, the school will continue to be fully open to all pupils and staff. However, all pupils and staff MUST wear face coverings while indoors and where full social distancing is not possible. This includes assemblies, corridors, dining halls (except while pupils are sat down to eat), toilets and any other area where full social distancing is not possible. Face coverings will not be required outside of the school building but they may be worn if staff and pupils wish. Staff may continue to wear visors when teaching if they wish. In addition, the school will do the following:

- Activities that can be delayed (e.g. trips) will be delayed.
- The school will consider if further staggering is needed for pupils' arrival to and exit from the school site or if further measures are needed in spaces such as the main hall and the central spaces.

- Key messages around hand hygiene, respiratory hygiene and social distancing will be reiterated even more regularly.

Tier 2

In this scenario, year groups in secondary (Years 7-13) will spend one week in school and then one week at home on a rota basis. We have made this decision because we know that relationships and regular touchpoints are key drivers of success when remote learning systems are in place. Strict measures in place, such as social distancing will mitigate the risks associated with this system.

For the week pupils are at home, all pupils will be expected to take part in remote education. In addition, vulnerable pupils and children of critical workers will be able to remain on site for the period they would have normally been learning at home. For vulnerable pupils, the decision will be made in conjunction with parents/carers and, if appropriate, social workers.

When this system is enacted, the following year groups will be grouped together in the two-week rota system.

Year 8, 10, 12 ODD WEEKS

Year 7, 9, 11, 13 EVEN WEEKS

Vulnerable pupils and the children of critical workers will take part in normal lessons during the weeks when their year groups are scheduled to be on site.

For year groups that are at home, they will follow their normal timetable for the school day and teachers will deliver lessons remotely live or pre-recorded. Lessons will begin at the same time as their school lessons and will last for approximately 60-75 minutes. Attendance will be monitored through the submission of work. Any absence will be followed up by staff. The school will make every effort to ensure pupils (especially disadvantaged and vulnerable pupils) have access to the internet and can access the lessons. All lessons can be accessed via a smart phone and all lesson resources can be opened on a smart phone as well.

All staff will be expected to come to school as normal during this time unless directed otherwise. This is to ensure adequate staffing levels during the day.

In addition to the list of actions for tier 1 restrictions, the school will also do the following:

- Social distancing will be enforced at all times as best as possible using the additional space available on the school site.
- Additional staggering will be introduced so that there is a gap between groups leaving the site.
- Any activity that is deemed higher risk where social distancing is not possible will be stopped. This will in large part depend on the public health restrictions in place (e.g. assemblies can be pre-recorded and then played in classrooms to minimise the number of pupils mixing, or the use of specialist classrooms can be minimised to key classes). Some higher risk activities (e.g. music lessons, PE activities) may need to be restricted to just those that need to do it (e.g. recording for GCSE music exams in Year 11).
- All offsite activities will stop.
- Other than visitors who carry out statutory or necessary functions (e.g. social services, boiler repair, etc.), no visitors will be allowed on site.

Tier 3

In the event of a Tier 3 lockdown, Secondary Phases will all shift to remote learning, except for vulnerable students.

Tier 4

In the event of a Tier 4 lockdown, all Phases will all shift to remote learning, except for vulnerable students.

Annex A: Tiers of restrictions

Tier 1

The default position for areas in national government intervention is that education and childcare settings will remain open. An area moving into national intervention with restrictions short of education and childcare closure is described as 'tier 1'. There are no changes to childcare, and the only difference in education settings is that where pupils in Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. All nurseries, childminders, schools, colleges and other educational establishments should remain open and continue to allow all their children and young people to attend, on site, with no other restrictions in place.

Tier 2

Early years settings, primary schools and alternative provision (AP) providers, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools move to a rota model, combining on-site provision with remote education. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time. Further education (FE) providers should adopt similar principles with discretion to decide on a model that limits numbers on site but works for each individual setting. In all areas of national government intervention, education settings where pupils in Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 3

Childcare, nurseries, primary schools, AP, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools, FE colleges and other educational establishments would allow full-time on-site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by Department for Education). Other pupils should not attend on site. Remote education to be provided for all other pupils. In all areas of national government intervention, education settings where pupils in Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 4

All nurseries, childminders, mainstream schools, colleges and other educational establishments allow full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site. AP, special schools and other specialist settings will allow for full-time on-site attendance of all pupils. Remote education to be provided for all other pupils. In all areas of national government intervention, education settings where pupils in Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Annex B: Priority groups for all pupils on site

In the event of tier 2 restrictions being imposed on the school, we will offer full time onsite provision to vulnerable pupils and the children of critical workers. However, this may need to be limited if the numbers are high to ensure that pupils and staff can work safely and that the risk of transmission is not increased in our community. We will therefore follow the prioritisation protocol set out below in order to offer support to families with workers in critical sectors.

Priority 1: Vulnerable pupils.

Priority 2: Pupils with an EHCP.

Priority 3: Both parents (or the only parent) have a job in list A and require a place for onsite provision.

Priority 4: Both parents (or the only parent) have a job in list A or B and require a place for onsite provision.

Priority 5: Both parents (or the only parent) have a job in list A, B or C and require a place for onsite provision.

Group A NHS Frontline Staff, Care Home Workers, School Staff, Police, ambulance, fire and rescue services, 999 & 111 Services, Prison service staff

Group B Food Production /Sales /Distribution (workers vital to C-19 response only), Pharmaceutical Production or Sales, Hygiene/Healthcare Production or Sales (workers vital to C-19 response only), Oil, Gas, Electricity and Water Sectors (Including Sewerage), Waste Disposal (workers vital to C-19 response only), Transport Workers (workers vital to C-19 response only)

Group C Essential Financial Workers, Postal Services & Delivery, Local Government / Council