



# **Coronavirus (COVID-19): Contingency Plan**

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**Please note:** this plan has been created in line with the advice regarding contingency planning in the DfE's '[Full opening guidance: schools](#)'. There is currently no national guidance on how schools should operate during a local lockdown. Every local lockdown will be different depending on the circumstances of the area. If a local lockdown is implemented in our area, Galley Hill will follow the specific guidance for our area. We will ensure this plan is updated in line with national government guidelines regarding the operation of schools during local lockdowns.

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## **The aim of this plan**

If our local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, the appropriate authority will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area.

This document outlines how Galley Hill Primary School will operate if a local lockdown is implemented and our school needs to close to all but the children of critical workers and vulnerable children (Tier 4 of CONTAIN). If a local lockdown is implemented in our area, the school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the Headteacher, Mr Anthony McGeeney, in conjunction with other key stakeholders as and when the situation develops.

## On-site provision

### Pupils

The school will continue to offer on-site provisions for eligible pupils – eligible pupils are likely to be vulnerable pupils and children of critical workers. This list will be updated at the start of every term, via conversations with our parents. As before, the school will openly communicate with parents regarding eligibility.

The number of pupils who will be attending school, on any day, from these groups will be identified by asking parents to contact the school office to secure the place. This number will be used to agree what staffing resource is required.

Vulnerable pupils and children of critical workers are permitted to travel into and out of the area for education – this includes parents taking their children to school.

In circumstances where a parent or carer of a child with a social worker does not want their child to attend the school, the school and the child's social worker will explore the reasons for this directly with the parent or carer, and work together with them to support the child to attend. A specific plan, including a risk assessment, will be in place in order to support the family.

The Headteacher, Mr Anthony McGeeney, will work with all relevant staff to decide appropriate pupil bubbles. We will work on the basic principle that class sizes are at least halved (with no more than 15 pupils per bubble) and that at least one teacher will be allocated to each bubble. Where there are teacher shortages, support staff may be asked to lead groups under the direction of a teacher.

We will also ensure that all appropriate support is in place for those pupils with SEND who are attending school, with interventions and specific pupil work continuing to take place during this time as much as possible.

Pupils will be kept in the same bubbles at all times each day, and different groups will not mix during the day, or on subsequent days. The same staff will be assigned to each bubble and, as far as possible, staff will stay assigned to the same bubble during the day and on subsequent days.

### Staff

Critical workers, which includes school staff, are permitted to travel into and out of the lockdown areas to get to work, in order to maintain provision for pupils who will be attending on-site provision.

If shielding measures are reintroduced due to the local lockdown, affected members of staff will be supported to work from home or the appropriate leave or pay measures will be discussed.

Staff with roles that must be undertaken on site (e.g. teachers) will be asked to come into school to deliver provision, unless they are shielding or self-isolating. Staff members who are able to carry out their role from home will be supported to do so.

An audit of all staff will be conducted to assess who is able to work on site and who will need to work from home due to their underlying health issues or those of the people they live with. The audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.

If any staff member has concerns regarding working on the school site, they will discuss these concerns with their line manager.

### **Infection prevention and control**

The school's Infection Control Policy will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus will be encouraged to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing. The flow chart will be circulated to parents and carers on a weekly basis throughout any lockdown.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated Isolation Room (The Hub) while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the pupil's age or needs, they will wear PPE (this PPE is kept in a box within the 'Isolation Room'). After the pupil has left the premises, any areas they were in will be thoroughly cleaned. The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate for at least 14 days – remote education will be arranged for them immediately.

If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate, unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the local HPT and PHE. The individual's close contacts at school will be sent home to self-isolate for 14 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

### **Transport**

Pupils and staff that have to attend school will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they will be reminded that currently only those over the age of 11 are required to wear a face covering while travelling.

## **Remote education (for Tier 4 of the CONTAIN Framework)**

If a local lockdown is implemented, the school will offer immediate access to remote education for pupils who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote learning for that group.

All remote learning will be delivered in line with the School's Home Learning Policy.

### **Teaching and learning**

All pupils will have access to high-quality education when remote working.

The school will use a range of teaching methods to cater for all different learning styles. This includes:

- comprehension, quizzes, online materials, videos, games, questioning and response

Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- 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.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Headteacher, Mr Anthony McGeeney, will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

The school will utilise the support available through the DfE's '[Get help with technology during coronavirus \(COVID-19\)](#)' scheme. Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11

- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process. Galley Hill Primary School will make available any school iPads and, if possible, laptops, compatible with remote learning. An agreement will be signed by parents and the school before these devices are loaned.

If further devices are made available through the [DfE laptops and tablets for disadvantaged children to access remote education](#) if local COVID-19 restrictions are required, these will be issued in line with the guidance to:

- Pupils in years 3-6;
- Clinically extremely vulnerable children across all year groups who are shielding on official advice;
- Children in all year groups unable to access remote education whilst attending school on a hospital site

### **Our approach to remote learning (please see Appendix A detail)**

In the event of a full closure, pupils will be sent home with:

- Exercise books to record their learning in
- A timetable of learning to help to organise the day
- An equipment pack including items appropriate to their age and stage, e.g. pencil, ruler, rubber, sharpener, dry-wipe board pen
- A list of their logins to appropriate online learning platforms e.g. Spelling Shed; TTRS

(Key Worker and Vulnerable Pupils remaining would have their equipment and information sent to their new Bubble).

### **The Headteacher will:**

- Ensure those families entitled to Free School Meals will be provided with food or vouchers
- Ensure the home learning tasks set are to a high standard in line with year group expectations
- Monitor the phone logs (Via CPOMS) to ensure families are called regularly and any issues are followed up
- Monitor the engagement of pupils learning

- Communicate regularly with families through ParentMail, Twitter, Facebook, emails and phone calls
- Organise events to promote spirit in the community
- Communicate with staff to address any positives and next steps (this could be in person or through virtual media)
- Responds to parents' queries and concerns
- Ensure the day to day running of 'remote' education and the learning and safety of those on site (Key Worker and Vulnerable Pupils)
- Provide remote assemblies via Microsoft Teams.

**Class Teachers will:**

- Follow their usual planning for all subjects
- Follow their usual timetable of learning each day, through a virtual platform
- Provide opportunities to ensure children understand their learning tasks, through Teams and Vimeo videos
- Feedback to pupils on their uploaded learning
- Provide additional support for children/parents through phone calls, email or explanations via video messages
- Share a story time video each week.
- Speak with all pupils on at least a weekly basis, either through remote live teaching, Teams Class Gatherings or phone calls
- Monitor the daily engagement of pupils and contact the families of those not engaging to offer support
- Log any safeguarding concerns by immediately via the CPOMS system. Telephoning the DSL or DDSL where necessary.

**Teaching Assistants will:**

- Support the learning of pupils they usually work with
- Support the class teacher(s) they usually work with
- Where possible, help deliver work and food provision to pupils' homes
- Make phone calls to pupils to check on their learning and well-being
- Log any safeguarding concerns by immediately via the CPOMS system. Telephoning the DSL or DDSL where necessary.
- Help teacher by supporting communication with parents through Teams/Phone

**Safeguarding Team will:**

- Call identified families regularly to offer support and check on children's well-being
- Liaise with outside agencies, including the Police as appropriate to need
- Take part in remote meetings as appropriate to need
- Conduct home visits to families unable to contact or who are causing concern (current social distance guidelines to be followed)
- Follow up any concerns promptly

### **Pupils/Parents will:**

- Log on to the appropriate remote video sessions every day
- Watch all of the learning videos, taking a full and active part in them
- Complete the learning set by their teacher each day and upload their learning as requested by the teacher – photograph/video
- Watch their story time
- Talk with their friends each day through safe streams used
- Use on-line resources such as TTRS and Spelling Shed

### **Parents will:**

- Set a clear routine with each child using the timetable and the daily learning set
- Read all communications that come out to ensure they are fully aware and up to date with news
- Support their children to complete all of the learning set
- Liaise with school staff and seek support on behalf of their child when needed, with class teacher via email or message on Teams
- Ensure courtesy and politeness to any member of staff within any communication
- Provide access to the learning offered for their children
- Support their children by emailing the teacher pictures of completed work for assessment and feedback or uploading these to Microsoft Teams
- Liaise with school staff to communicate how well their child(ren) attempt the work set

### **Key Worker & Vulnerable Children:**

If it is appropriate to be open to Key Worker and Vulnerable Pupils, they will be placed into Bubbles with 2 consistent members of staff.

They will complete all remote learning set by their class teachers on iPads or laptops while in school.

### **Class Closures/Partial Closure**

If a class, a Bubble, a number of classes, or a number of Bubbles have to close due to a positive COVID-19 test, then they will follow the procedure described for full closure by Galley Hill Primary School, if they are part of any closed group due to a positive COVID-19 test.

If the class teacher is ill and unable to work, another member of staff will take over their role and ensure the remote learning is set up and running as described.

### **Returning to school**

The Headteacher will work with the Trust/LA/PHE to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

After a period of self-isolation, or the lessening of local lockdown rules, the Headteacher will inform parents when their child will return to school.

The Headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

## Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.

Our Child Protection and Safeguarding Policy was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or a deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

## **Food provision**

We will ensure measures are in place so that meals can be prepared and served safely for pupils who remain on site.

The school catering team will work with our food providers to ensure we can continue offering FSM to pupils and families who are eligible. Further details regarding this provision will be emailed to all parents in the event of a local lockdown.

## **Communication**

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.

All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school as they develop.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – their line manager (TAs to Phase Leader / Teachers to Headteacher / Kitchen staff and cleaners to Business Manager)
- Pupils – their class teacher
- Parents – the Headteacher

## **Monitoring and review**

This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholders.

Signed by:

A.McGeeney

Headteacher

Date: 27/09/2020

                        

Chair of governors

Date:

**Appendix A**

	Nursery	Reception	Year 1	Year 1 / 2	Year 2	Year 3	Year 4	Year 5	Year 6
Individual self-isolating or shielding									
Group of children									
PROVISION –									

LOCAL LOCKDOWN FOR ENTIRE SCHOOL – CONTINGENCY PLANNING									
<b>Curriculum sequence is aligned to published online resources and teaching videos</b>									
<b>High quality education resources, including online teaching from all staff</b>									
<b>Online tools and resources to communicate</b>									
<b>Online policy for Remote Teaching and Learning</b>									
<b>Interaction – frequent, clear explanations of new content, delivered by teacher in school or high quality curriculum resources or videos</b>									
<b>Assessment</b>									

<b>Feedback – through questioning, dialogue with parents, photos and physical evidence of work</b>									
<b>Printed resources for those who do not have suitable online access</b>									
<b>Additional support for pupils with SEND – Oak Academy resources yet to be printed</b>									
<b>Daily lessons set on Teams with selected timetable for the day</b>									
<b>Objectives for our curriculum</b>									
<b>Curriculum coverage</b>									
<b>Additional Communication</b>									
<b>PROVISION –</b>									