



**PRIORY SCHOOL**

# **CORONAVIRUS (COVID-19): CONTINGENCY PLAN**

Version	Authorised	Approval Date	Effective Date	Review Date
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## 1. THE AIM OF THIS PLAN

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- 1.1 If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area, and different tiers of restrictions.
  
- 1.2 This document outlines how the school will operate if a local lockdown or restrictions are implemented. 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.
  
- 1.3 This is a live document that will be reviewed by the Headteacher in conjunction with other key stakeholders as and when the situation develops.

## 2. TIERS OF RESTRICTIONS

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2.1 The government has advised that it anticipates schools will usually remain fully open to all pupils in local areas where restrictions have been implemented.

2.2 There may be exceptional circumstances in which some level of restriction to schools is required in a local area. In these cases, restrictions will be implemented in a phased manner, known as the 'tiers of restriction'. Under the Coronavirus Act 2020, the decision to order the closure of schools rests with the central government.

2.3 This plan sets out how the school would operate at each tier in the event that the restrictions become necessary in our local area. At each tier, the school will maintain communication with pupils and parents to ensure they understand who needs to be in school at any given time.

### 2.4 Tier 1

The school will remain open to all pupils.

### 2.5 Tier 2

The school will remain open to all pupils.

Where pupils eligible for FSM are not attending on-site provision during scheduled time at home, the school will continue to provide them with FSM, e.g. via food parcels.

Staff can operate across different rota groups, as well as bubbles. Staff will maintain social distancing with each other and pupils as much as possible. If shielding measures are reintroduced in the local area, clinically extremely vulnerable staff will not be expected to continue working on site.

### 2.6 Tier 3

The school will remain open to all pupils.

Where pupils eligible for FSM are not attending on-site provision during scheduled time at home, the school will continue to provide them with FSM, e.g. via food parcels.

Staff can operate across different rota groups, as well as bubbles. Staff will maintain social distancing with each other and pupils as much as possible. If shielding measures are reintroduced in the local area, clinically extremely vulnerable staff will not be expected to continue working on site.

### 2.7 Tier 4

The school will allow full-time on-site provision to vulnerable pupils and the children of critical workers and selected year groups (which have not yet been identified by the DfE).

### 3. INFECTION PREVENTION AND CONTROL

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- 3.1 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.
- 3.2 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.
- 3.3 If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area 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. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.
- 3.4 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.
- 3.5 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.
- 3.6 If an individual tests positive, the school will contact the DfE Helpline on 0800 046 8687 and select Option 1, where a team of NHS advisers will decide what action is needed based on the latest public health advice. The school will follow the expert advice, which could include working with the local HPT if the situation is escalated by the advisers. 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.
- 3.7 The setting will notify Ofsted of any confirmed cases, be that a child or staff member, in the setting through the usual notification channels. It will also make Ofsted aware if the setting is advised to close as a result.
- 3.8 From 26 September 2020, if the setting is in an area subject to a local lockdown, the Headteacher will consider if temporary changes are applied in regard to the disapplying and modifying of a number of requirements within the EYFS, in line with the DfE's 'Early years foundation stage: coronavirus disapplications'. This is in order to provide flexibility amid possible changes in workforce availability and fluctuations in demand while ensuring children are kept safe.

### 4. TRANSPORT

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- 4.1 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 those over the age of 11 are required to wear a face covering while travelling; it is also advised that they wear face coverings on dedicated school transport.

## 5. REMOTE EDUCATION

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5.1 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 Pupil Remote Learning Policy.

### 5.2 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:

Different learning methods such as some work set directly by the teacher through TEAMS

- Workbooks
  - Comprehension
  - Quizzes
  - Online materials.
- 5.3 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.
- 5.4 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.
- 5.5 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.
- 5.6 In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.
- 5.7 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.
- 5.8 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 6
- 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

5.9 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.

5.10 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.

5.11 See remote learning plan for details

## 6. RETURNING TO SCHOOL

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6.1 The Headteacher will work with the LA 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.

6.2 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.

6.3 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.

## 7. SAFEGUARDING

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

7.2 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.

7.3 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 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.

## 8. FOOD PROVISION

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- 8.1 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 ensure we can continue offering FSM to pupils and families who are eligible. This includes eligible pupils who are not in attendance because they are self-isolating Have had symptoms or have tested positive
  - Are a close contact of someone who has coronavirus
  - Are not attending due to local lockdown arrangements, including rota systems
- 8.2 Parents whose children who are not attending school but are eligible to benefit-related free school meals will be able to use the national free school meal voucher scheme.

## 9. COMMUNICATION

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- 9.1 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, any reviews of the protective measures as part of its risk assessments, 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.
- 9.2 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
  - Pupils – their class teacher or member of pastoral staff
  - Parents – the SLT and headteacher

## 10. MONITORING AND REVIEW

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- 10.1 This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE).
- 10.2 Any changes to the plan will be communicated to all relevant stakeholders.

## APPENDIX A: POLICY DETAILS

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Date Approved	20 September 2020
Date for Revision	Ongoing
Responsibility	Headteacher
Consultation	
Approved by Full Governing Body	
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