

Coronavirus: planning for tiered local restrictions

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
<p>These areas are commonly addressed throughout all tiers</p> <p>Pupil Wellbeing</p>	<ul style="list-style-type: none"> Free school meals given out in the form of food parcels Bagels given out in the morning to ensure pupils have had breakfast. Regular assemblies, both in house and remotely, to keep students up to date with latest information. All students to trained on how to use Teams Teams step by step guide created. Intervention to be put in place to be put in place to support year 11. Additional staff employed to support and mentor students. Providing free face masks to students who cannot afford them. Key members of staff identified to contact vulnerable students should they have to self-isolate. Students have the ability to self-refer to see a mental health first aider. Students shown where to access a list of external support channels to support their mental wellbeing if the students need it during a closure lock down. Continued access to feedback from students regarding the use of teams during an extended school closure. Laptop loaning for pupils who are self-isolating. 	<ul style="list-style-type: none"> Arrange food parcels for collection Collection of Bagels organised Arrange for computing lessons to deliver Teams training to all year groups Step by step guide created and on the website Intervention plan for year 11 Purchase face masks Systems set up for monitoring pupils engagement and wellbeing including registers for self-isolation and phone call log Website up-to-date Student council set up Laptop loaning system set up to ensure pupils who are self-isolating have the resources to access lessons. All DFE laptops applied received and set up
Staff Wellbeing	<ul style="list-style-type: none"> Morning briefings cut from 5 to 2 short 10 minute meetings a week. INSET programme temporarily cancelled and time given over to training for TEAMS. No expectation for classroom 	<ul style="list-style-type: none"> Notes for the day produced each day with updates highlighted to facilitate effective communication Review homework DT system and adjust to fit with Covid. Duty rota created

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
	<p>teachers to do homework detentions. (except for year 11) These will be dealt with through the normal DT system.</p> <ul style="list-style-type: none"> • Reduced duty time for staff – no longer have morning (first 5 minutes) or lunch time (last 5 minutes) duty • Weekly LM meeting for middle leaders with workload assessed timetable of expectations to avoid pinch points. • Weekly staff celebration article in newsletter • Fortnightly remote social gathering for staff via teams • Staffroom facilities – quick ready meals available • Staffroom computers updated to newer specification • More tables placed in staffroom to provide further workspace • Staff access to magic breakfast • Secret friend scheme • Half termly wellbeing meetings • Noticeboard in staffroom – further support, top tips, envelope for anonymous suggestions to improve wellbeing/workload 	<ul style="list-style-type: none"> • Set up secret friend scheme • Treat box updated • Order additional magic breakfast provided to staff. • Adjustment to INSET programme to create time for Teams training
Supporting parents including parents' and information evenings	<ul style="list-style-type: none"> • Parents' evening will still take place but they will be held virtually through Teams, email and telephone calls as appropriate. All staff to be trained on how to do this. • TEAMS guides created and available on the school website. • Open Evening video created for year 6 parents. • Information evening to still take place but these will be done 	<ul style="list-style-type: none"> • SLT to complete training on delivering remote parents' and information evenings. • Train staff on how to deliver a parents' evening through TEAMS using the Ribblesdale Training that SLT took part in. • Create TEAMS guide and ensure that it is on the website. • Year 11 information evening pre-recorded and ready to send out as a live meeting.

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
	virtually. SLT to create these.	<ul style="list-style-type: none"> • Year 7-10 information evenings planned for half term 2 (as per year 11) • Letter sent out to parents regarding expectations during isolation. • Year 6 video created.

Here's what the 4 'tiers of restriction' will mean for our school and the actions we'll take for each one.

TIER	WHAT IT MEANS FOR OUR SCHOOL		ACTIONS WE'LL TAKE
1	Safety	<p>All schools: We'll remain open for all pupils.</p> <p>Everyone 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>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>Risk assessment created and regular reminders given to staff.</p>	<p>Face coverings</p> <p>We'll share factsheets on face coverings with parents and staff so that everyone knows what to expect.</p> <p>We'll 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> <p>Please see risk assessment in Teams – All staff files.</p>

TIER	WHAT IT MEANS FOR OUR SCHOOL		ACTIONS WE'LL TAKE
	<p>A staff member is self-isolating at home but is NOT unwell.</p>	<ul style="list-style-type: none"> The staff member will teach their lessons remotely using Teams. A cover teacher will be used to cover the lesson – they will settle the class, access Teams through the computer and then facilitate the lesson. Bernice will contact Phil Tomlinson each day and then an invite will sent out from the IT team to the cover teacher. The staff member will deliver the content and the specialist part of the lesson 'live'. When pupils are working independently, the staff member can just be available through the chat function where the cover supervisor will facilitate asking any questions about the work. If necessary, the teacher can then return to the lesson and re-explain content. However, we do not want the staff member 'live' on the microphone for the full lesson as they will need time to prep for lessons and complete all the admin tasks associated with Teams. <p>Core PE will double up lessons and utilise Will.</p>	<ul style="list-style-type: none"> Cover supervisors will need sufficient training on Teams to make sure they are able to facilitate the lessons. Create a step by step guide. Check all electronic boards are working and that they have sound . Trial a lesson – setting up a lesson and projecting onto board Step by step guide for staff Training for staff on how to start a lesson etc Order visulisers (with mics) Order mics for rooms where the visuliser doesn't have a mic All staff to be given a laptop – spare visualizers available for home use – order these.
	<p>A staff member is not in school due to illness.</p>	<p>Option One When lessons within a subject are taught at the same time. The lesson will be covered and facilitated by a cover supervisor, but the class will be taught through Teams. - Another member of the department will deliver their lesson both live to their normal</p>	<ul style="list-style-type: none"> Training on how to project a Teams lesson onto the board. And work out the logistics of delivering 'live' and through Teams at the same time needs figuring out – how can you ensure both classes are able to view the presentation? Subject leaders who are option 2 will come up with a plan. This is the majority

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
	<p>class, and through Teams to the class with 'no teacher'. Phil to allocate a cover email address.</p> <p>Option Two subject lessons are taught at different times. This will be managed by the subject leaders. Options will include a colleague recording their lesson via Teams and then playing it to a future class.</p>	<p>of subjects. Subject leaders to update their plan with how they will manage this and then resend to MPN.</p> <ul style="list-style-type: none"> • This will need trialling by staff members and cover supervisors to ensure that it goes 'smoothly' when it needs to be put into effect. • Guide for cover teachers created.
Individual or groups of pupils are self-isolating at home	<ul style="list-style-type: none"> • All of the lesson PowerPoints and resources will be uploaded onto Teams in clearly labelled folders. This will allow pupils to access the lesson content electronically at home. • Where appropriate staff will deliver lessons via Teams. • An announcement will be made within the class Team to inform pupils that are self-isolating what work they are completing during the half-term and where they can find the lesson resources. • A booklet containing all the lesson resources for the current unit of work being studied will be put together. This will then be passed to heads of year. If a pupil is then absent from school, the head of year can create a photocopy of the booklet and send it home for the pupil. This will reduce teacher workload as they will not have to constantly respond to emails from heads of year asking for work for individuals. When the class 	<ul style="list-style-type: none"> • Subject leaders to ensure all resources are accessible via Teams . • Pupils at home will need informing that this is the expectation – if they are not unwell and just self-isolating or shielding, then they will be expected to log into Teams and participate in the lesson. They will also need to ensure their camera and microphone are turned off, so they do not cause any disruption to the live lesson. • Audit conducted to ascertain which pupils have internet access and a device of their own. • Pupils need training on Teams so that they can successfully access the lessons. • Self- help booklet created for Pupils/parents which will on the website • Training for staff on Teams eg assignments, rubrics etc. • Subject leaders to ensure Pastoral leaders have resources and booklets. • Staff start to use Teams regularly so that pupils become familiar with it eg set home work • Staff need to be able to change pupils passwords. This will enable students to access their learning quickly.

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
	<p>teacher starts a new unit with their class, they will create a new booklet and pass it on to the head of year so they always have an up to date copy of the work being completed in class. Alternatively, subjects may give out booklets to all pupils at the start of each half term.</p> <ul style="list-style-type: none"> • Pupils should complete all the tasks and worksheets in the booklet and bring it into school to hand in when they return. Any missing work can then be chased up at this point. Again, this will reduce teacher workload as they will not have to constantly monitor chase up work from individual pupils across many different classes during the week who are self-isolating. • Pupils will also be encouraged to ask for help and assistance with any work or tasks using Teams. 	
2	<p>We'll remain open for all pupils.</p> <ul style="list-style-type: none"> • We'll remain open full-time for vulnerable pupils and the children of critical workers • For all other pupils, we'll move to a rota model, combining on-site provision with remote learning. • We'll maintain the same rules on face coverings as in tier 1 • In the event that we are asked to bring students in on a rota we will prioritise years 10 and 11 and they will be in full time. • Week A will be Year 8 and Year 7 	<p>Secondary schools, and primary schools asking staff and visitors to wear face coverings:</p> <p>Face coverings</p> <p>We'll share factsheets on face coverings with parents and staff so that everyone knows what to expect.</p> <p>We'll 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> <p>Our rota model</p> <p>We'll split pupils into 2 groups, making sure:</p> <ul style="list-style-type: none"> • 'Bubbles' of pupils don't mix with other

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
	<p>sets 1,2 , 3 (ASH) Week B will be Year 9 and Year 7 sets 4,5,6,7 (TONC)</p> <p>When students are not in class teachers will deliver lessons via TEAMS. Technology, PE and Art will sit outside of this as they are not part of the stream. These subjects will teach students on a 2 week basis with lessons being repeated to ensure all students access practical work with follow up theory work being completed during the two weeks at home</p>	<p>rota groups</p> <ul style="list-style-type: none"> • Where practical, pupils who are likely to come into contact outside of school (e.g. those who live in the same house) are in the same group • We'll include vulnerable pupils and the children of critical workers in rota groups, even if they will be at school full-time <p>Risk assessment</p> <p>We'll update our risk assessment to reflect our rota model, and we'll communicate our plans with all staff and parents.</p> <p>Vulnerable pupils</p> <p>We'll strongly encourage vulnerable pupils to continue attending school. To do this, we'll:</p> <ul style="list-style-type: none"> • Work with our local authority (LA) • Contact a pupil's parent or carer, and (where applicable) social worker if the pupil doesn't attend, to find out why and discuss their concerns <p>Absence requests</p> <p>Vulnerable pupils: we'll only grant absence requests for parents who want their child to be absent during their rota group's scheduled time at home. All pupils should attend school when their rota group is scheduled to be on-site.</p> <p>Children of critical workers: we'll grant absence requests for children of critical workers if their parents tell us in advance that their child won't be attending school when their rota group is scheduled to be at home.</p> <p>Remote learning arrangements</p> <p>Free school meals</p> <p>We'll work to prepare meals or food parcels for all pupils eligible for free schools meals, whether they are at home or on-site.</p> <ul style="list-style-type: none"> • Subject leaders to ensure all resources

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
		<p>are accessible via Teams .</p> <ul style="list-style-type: none"> • Pupils at home will need informing that this is the expectation – if they are not unwell and just self-isolating or shielding, then they will be expected to log into Teams and participate in the lesson. They will also need to ensure their camera and microphone are turned off, so they do not cause any disruption to the live lesson. • Audit conducted to ascertain which pupils have internet access and a device of their own. • Pupils need training on Teams so that they can successfully access the lessons. • Self- help booklet created for Pupils/parents which will on the website • Training for staff on Teams eg assignments, rubrics etc. • Subject leaders to ensure Pastoral leaders have resources and booklets. • Staff start to use Teams regularly so that pupils become familiar with it eg set home work <p>Staff need to be able to change pupils passwords.</p>
3	<p>We'll remain open full-time for vulnerable pupils, the children of critical workers and selected year groups (the DfE will identify these) Where possible we will ensure that we ask for year 10 and 11 to prioritised.</p> <ul style="list-style-type: none"> • We'll provide remote education for all other pupils • We'll maintain the same rules on face coverings on-site as in tier 1 • The staff will deliver their normal lesson through Teams, similar to what was done during the initial lockdown. • The Assignment/ class notebook section on Teams will be used to set and monitor pupil work. All pupils will be expected to access the work using Assignments/ class note books , download it, complete it, and then submit it through Assignments. One of the main issues during the initial 	<p>Vulnerable pupils</p> <p>We'll strongly encourage vulnerable pupils to continue attending school. To do this, we'll:</p> <ul style="list-style-type: none"> • Work with our local authority (LA) • Contact a pupil's parent or carer, and (where applicable) social worker if the pupil doesn't attend, to find out why and discuss their concerns <p>Free school meals</p> <p>We'll work to prepare meals or food parcels for all pupils eligible for free schools meals, whether they are at home or on-site.</p> <ul style="list-style-type: none"> • Pupils at home will need informing that this is the expectation and they should attend their lessons as normal through Teams. The attendance of pupils during

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
	<p>lockdown was some pupils were unable to upload their completed work through Assignments and staff were constantly being sent work through multiple different platforms. This made it difficult to monitor and assess the work and significantly increased staff workload. Assignments on Teams can be marked, pupils can be given feedback and the scores go directly into the class gradebook. Quizzes can be set using Microsoft Forms that mark themselves and the scores are fed into the gradebook. And Rubrix can also be used by teachers to provide feedback to pupils and generate scores for pupil work that again feeds into the gradebook</p>	<p>the initial lockdown was not great for some classes, particularly bottom sets.</p> <ul style="list-style-type: none"> • Pupils will need regular access to Teams at home – this may be difficult if there are numerous pupils in one household and only one device. Audit as above • Pupils will need sufficient training on using Teams. Many pupils struggled to use the Assignment function and upload their work and this needs addressing as soon as possible. • As above, self help guide on website • Teachers trained on using Teams. Assignments, rubrix and quizzes via Teams • All resources on Teams • All staff bought a laptop.
4	<ul style="list-style-type: none"> • We'll only remain open for vulnerable pupils and the children of critical workers • We'll provide remote education for all other pupils • We'll maintain the same rules on face coverings on-site as in tier 1 	<p>.</p> <p>Vulnerable pupils</p> <p>We'll strongly encourage vulnerable pupils to continue attending school. To do this, we'll:</p> <ul style="list-style-type: none"> • Work with our local authority (LA) • Contact a pupil's parent or carer, and (where applicable) social worker if the pupil doesn't attend, to find out why and discuss their concerns <p>Free school meals</p> <p>We'll work to prepare meals or food parcels for all pupils eligible for free schools meals, whether they are at home or on-site.</p> <p>Staff will be in on a rota to cover the vulnerable and key worker children.</p> <p><u>Staffing</u></p> <p>Staff will be on a rota. Support staff will supervise learning for vulnerable and key worker students and staff will deliver their timetables from home. SLT will be on a rota so that someone is in school each</p>

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
		<p>day.</p> <ul style="list-style-type: none"> • Pupils at home will need informing that this is the expectation and they should attend their lessons as normal through Teams. The attendance of pupils during the initial lockdown was not great for some classes, particularly bottom sets. • Pupils will need regular access to Teams at home – this may be difficult if there are numerous pupils in one household and only one device. Audit as above • Pupils will need sufficient training on using Teams. Many pupils struggled to use the Assignment function and upload their work and this needs addressing as soon as possible. • As above, self help guide on website • Teachers trained on using Teams. Assignments, rubric and quizzes via Teams • All resources on Teams • All staff bought a laptop.

Sources

We produced this template based on the following sources (all information is up to date as of 4 September 2020):

- [COVID-19 contain framework: a guide for local decision-makers](#), GOV.UK - DHSC
- [How schools can plan for tier 2 local restrictions](#), GOV.UK - DfE
- [Guidance for full opening: schools](#), GOV.UK – DfE