



## COVID-19 Contingency Plan – September 2022

This Contingency Plan should be read alongside:

- TWHF Delivering Remote Education Guidance
- HSF 90.1 COVID-19 Outbreak Management Plan for TWHF Schools
- GRA 90.3 COVID-19 School Operation RA V.14

<b>SCENARIO 1: What will we do if there is no change to the number of cases/Government guidance impacting on our school's ability to operate?</b>		
Action(s)	Completed by	Responsibility
Maintain existing measures detailed within COVID-19 School Operation RA	Ongoing	LE
Maintain increased measures outlined in MMP's RA detailing what has been stepped up since November (YG bubbles; wearing of masks)	Ongoing	LE
Continue to follow advice from DfE and be alert to changes/developments	Ongoing	LE
Continue to report any positive cases to the Local Health Protection Team <a href="mailto:CovidResponse@swindon.gov.uk">CovidResponse@swindon.gov.uk</a>	Ongoing	LE & LRO
Work books to be posted/mailed home & sign-posting parents to Oak Academy resources for isolating pupils who are well enough to engage in learning	Ongoing	LRO

<b>SCENARIO 2: What will we do if we have multiple cases within a class that results in remote education for some pupils?</b>		
Action(s)	Completed by	Responsibility
Continue to report any positive cases to the Local Health Protection Team <a href="mailto:CovidResponse@swindon.gov.uk">CovidResponse@swindon.gov.uk</a>	TBD	LE
Contact Public Health England for advice and follow guidance	TBD	LE
<i>In the event that multiple cases may look to prevent face to face teaching for a class/year group/phase:</i> Liaise with CEO and Director for Primary – (CEO has legal right to close the school, not the Principal)	TBD	LE
Provide home learning through use of work books & sign-posting parents to Oak Academy resources (case by case)	TBD	Office team
Phone calls on a weekly basis to vulnerable pupils within case/group who are isolating.	TBD	Office team
Office staff to inform Safeguarding team of these children on the day a pupil begins isolating.		Safeguarding team

<b>SCENARIO 3: What will we do if the level of staffing affects our ability to operate?</b>		
Action(s)	Completed by	Responsibility
All teaching staff to check that their IT operates effectively from home (Wi-fi; server; ActivInspire; E-mail; MSTEams) and report any issues to IT department	Sept 2022	LE IT Dept
<i>In the event that the level of staffing affects our ability to operate in anyway:</i> Liaise with CEO and Director for Primary – (CEO has legal right to close the school, not the Principal)	As needed	LE
Communication with parents/carers: Warn & Inform letter; clear time frames set; consider reintroduction of staggered start/pick up on playground	As needed	LE  Marketing for website update
Identify vulnerable children for daily contact by Inclusion team; home visits to sight children once per week	As needed	HS
See Remote learning guidance – live teaching or prepared timetables with links if unwell.	As needed	LE/KH/LB
Determine whether a child needs to borrow advice and collect Loan Agreements	As needed	LE
Staff check in for well-being through absence phone	As needed – weekly	LFR

Review risk assessment of staff members who are pregnant	September 2023	LE
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<b>SCENARIO 4: What will we do if we have multiple cases within the school or community/Government decision leads to a full school closure and return to remote learning?</b>		
Action(s)	Completed by	Responsibility
Contact Public Health England for advice and follow guidance	TBD	LE
Liase with CEO and Director for Primary – Nick Capstick & Simon Cowley (CEO has legal right to close the school, not the Principal)	ASAP in event of guidance to close	LE
All teaching staff to check that their IT operates effectively from home (Wi-fi; server; ActivInspire; E-mail; MSTeams) and report any issues to IT department	Sept 2022	LE IT Dept
IT equipment such as monitors/leads to be taken home	ASAP after a confirmed closure	
Ensure all pupils, including new pupils, have access to an MSTeams account, with those who have left removed from account list	Sept 2022	IT Dept
Issue MSTeams logins to parents/carers	Sept 2022	JH/SR/DH
Obtain consent from parents/carers that MSTeams lessons will be recorded – obtain consent via MSForm sent home	Sept 2022	SR
Identify vulnerable pupils who should be targeted for face to face teaching	Sept 2022	Welfare Team
Establish Key Worker pupil list	ASAP after a confirmed closure	SLT & Office team
Contact parents/carers of EHCP pupils and ascertain attendance – log outcome on CPOMS	ASAP after a confirmed closure	HS
Identify pupils/families who require support accessing an IT device/internet	4 <sup>th</sup> January	Class teachers
Identify how many devices the school has available to send home	17 <sup>th</sup> December	IT Dept
Distribute IT devices to identified pupils/families – invite parents to collect from site; Loan Agreement to be signed with a copy kept by the school and updated on MSTeams Central record (within Teams group)	ASAP after a confirmed closure	SR/DH IT Dept
Distribute resources and stationery to pupils through organising on site collection from outside station (blank exercise book; pencil case) – if guidance allows this to be done safely	ASAP after a confirmed closure	Welfare Team
Establish rota for staff who will be present on site with responsibility for: <ul style="list-style-type: none"> <li>Supervising identified pupils in school – Support Staff – How many groups of chn needed? Group chn by year group.</li> <li>Administration – (Admin team may be expected to work from school to support operations)</li> <li>Safeguarding &amp; Leadership (leaders expected to be present on site if not isolating or teaching remotely)</li> <li>Inclusion team on site – calls to vulnerable pupils and supporting vulnerable pupils</li> </ul>	Sept 2022	SLT
Remind staff that they are key workers and have priority for spaces in education settings for children and their expectation to work; Key Worker Letter		LE

	ASAP after a confirmed closure	
<p>Timetables to be developed for online teaching following TWHF Delivering Remote Education Guidance. Timetables to be published on school website and e-mailed to parents.</p> <p><i>Expectation:</i></p> <ul style="list-style-type: none"> <li>• 4 hours of live, face to face teaching to be planned and delivered daily to include R W M and Topic</li> <li>• Timetables to include links to other sessions which may not be teacher led (e.g. Oak Academy; Joe Wicks PE)</li> <li>• Teachers to monitor engagement of pupils</li> <li>• Teachers to request work is e-mailed in and feedback provided through Email/Tapestry</li> <li>• Start and finish times of staff to be confirmed – KS1 &amp; KS2 8:50am to 3pm (Live Learning 09:00 – 14:00)</li> </ul>	Finalised form - ASAP after a confirmed closure	<p>Class teachers Send to Marketing/email</p> <p>LRO – send to Marketing (only when timetables confirmed)</p>
<p>Teaching staff to set up MTeams link for remote learning following TWHF Delivering Remote Education Guidance Links to be set up in the same way as in the previous Lockdown Teaching staff to send invites to Senior Leaders for quality assurance of online lessons</p> <p>NB: In the event that a teacher becomes unwell, online learning to be switched to to Oak Academy links for a short period of time.</p>	ASAP after a confirmed closure	<p>Class teachers</p> <p>LE/KH and LB</p>
<p>Staff well-being &amp; check ins:</p> <ul style="list-style-type: none"> <li>• Morning briefing on a Monday &amp; Friday led by Principal</li> <li>• SLT to group staff for fortnightly 1:1 check ins</li> <li>• SLT/MH leads to be contactable via phone/MTeams if staff need to contact</li> <li>• Signpost staff to the Care First service</li> </ul>	ASAP after a confirmed closure	HS/LE
<p>Safeguarding of pupils working remotely:</p> <ul style="list-style-type: none"> <li>• All adults to be reminded to log concerns on CPOMS during remote education &amp; inform DSL/DDSL (share numbers of DSL/DDSL with staff)</li> <li>• Weekly calls to pupils – Inclusion team (identified as concerns or not engaging for 3 days – speak with child)</li> <li>• Attendance phone calls each day if children do not engage – escalated to Inclusion team on Day 3</li> </ul>	ASAP after a confirmed closure	<p>LE</p> <p>Class teachers Welfare Team</p>
<p>Issue vouchers for FSM families (awaiting guidance)</p> <p>Cancel bookings of trips/visits</p> <p>Refund ParentPay</p>	ASAP after a confirmed closure	SR