

CONWAY PRIMARY SCHOOL

Covid-19 Contingency Plan September 2021

To inform our thinking and planning there are a number of important factors we have to consider.

Clear and effective communication strategies between home and school are essential. We will continue to

- use our school website, school app and social media platforms to provide updates
- follow up website posts with targeted school app and sims texts to alert parents/carers
- email and telephone parents/carers as appropriate given the context we are in

For learning at home to be effective, in any scenario, we must ensure

- All children can access relevant J2e and using their login; this includes their Year Group and each class space.
- All children have access to appropriate digital devices to engage with home learning; please contact the school in the first instance if your child does not have access to a suitable device, we will then work with the LA/Department for Education to secure access.
- Teachers have the skills and confidence to lead Online learning.
- Class work is routinely uploaded to J2e to support ongoing home learning.
- Work is set for core subjects and where possible P.E and foundation subjects
- Senior leadership team are able to delegate staff to plan and deliver home and/or classroom teaching, as required.
- Our tracking and monitoring processes reflect the scenario we find ourselves in, reports will continue to be based on ongoing assessments and classwork evidence.
- Information required for Key Worker pod arrangements in event of full or partial closure.
- Who are the children of essential workers who will require childcare?
- Who are the children with significant Additional Support Needs that we need to support? Role of SEND support staff in event of full or partial closure.
- Wellbeing calls for identified children.
- Targeted calls to children not engaging with home learning.

Wherever possible, children will be in school, however this is only possible where the physical capacity of buildings and staffing capacity is able to accommodate this. We will be guided by Public Health and the Local Authority in terms of who attends in-school lessons.

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Scenario 1

Due to an outbreak confirmed by the Public Health Team, we may need to keep a year group(s) at home to self-isolate

Teachers deliver home learning for their 'isolating' children in that year group using Google Classroom. All other year groups not affected by Public Health guidance attend and follow their timetables in school.

Where practicable home learning should take place at a designated time in the child's home learning timetable. This could be through a 'live' online lesson or it is more likely that the teacher will allocate work for each session of timetable in the week. Teachers will work within LA guidelines to deliver the best learning experience for all.

In the event of a partial closure appropriate assignments and materials will be posted to the class file within J2e. The work set may directly reflect the work being completed in class. However, in some circumstances, including practical subjects, where completing practical activities may be restricted at home, there will be appropriate theory or consolidation work to complete instead. Work may be posted over the course of the school week, rather than by in school class timetable.

Whilst at home, children should communicate questions about the work to staff via private message on the assigned work.

Depending on the teacher's professional judgement, we may use Zoom meetings to lead a 'live' lesson, if this is the most appropriate way to deliver content.

Whilst school remains open, staff time will be focused on 'in class, in person' learning. We are working to support teams with the time and resources required to support all children learning at home, but please be aware that due to staffing levels across the school, there may be differences in approach.

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Scenario 2

Due to staffing levels affected by self-isolation we have to keep a year group(s) at home

Leadership Team to plan cover within year groups to ensure minimal disruption to children's learning.

Some teachers who are self-isolating may be able to deliver aspects of the at-home learning timetable.

In the event of a partial closure appropriate assignments and materials will be posted to the class file within J2e. The work set may directly reflect the work being completed in class. However, in some circumstances, including practical subjects, where completing practical activities may be restricted at home, there will be appropriate theory or consolidation work to complete instead. Work may be posted over the course of the school week, rather than by class timetable.

Whilst at home, children should communicate questions about the work to staff via private message on the assigned work.

Depending on the teacher's professional judgement, we may use Zoom meetings to lead a 'live' lesson, if this is the most appropriate way to deliver content.

Whilst school remains open, staff time will be focused on 'in class, in person' learning for children. We are working to support teams with the time and resources required to support all children learning at home, but please be aware that due to staffing levels across the school, there may be differences in approach.

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Scenario 3

Due a significant outbreak confirmed by the Public Health Team, or insufficient levels of staffing due to self-isolation, we are advised to have a FULL closure of our school

All classes follow an at-home learning timetable. Where practicable learning at home, should take place at the designated time the child's normal timetable. However, we know from our lock-down experience this is not always possible. Depending on the teacher's professional judgment this may be through 'live' on-line lessons, through J2e, or it is more likely that the teacher allocates work for the equivalent of each lesson in the week. Teachers will work within LA and DfE guidelines to deliver the best learning experience for all.

During a full school closure, each class will also post work weekly via J2e with work appropriately differentiated to support remote learning. Teachers will respond to questions raised via J2e in a timely fashion. All work will have reasonable and appropriate deadlines for children.

Some planned work in particular year groups may not be appropriate for home learning. In this event, teachers may adapt learning and assessments to take the home context into account.

As above, depending on the teacher's professional judgment, staff may Zoom Meetings to lead a 'live' lesson, if this is the most appropriate way to deliver content.

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
1	<p>We will remain open for all pupils. Operating within the possible scenarios.</p>	<p>Risk assessment All staff aware of Risk Assessment and management. Parents informed of systems in place to keep all users safe. Current H&S arrangements and systems under half termly review.</p> <p>Remote learning arrangements Appropriate work will be posted to the J2e The work set may directly reflect the work being completed in class. However, in some circumstances, including practical subjects, where completing practical activities may be restricted at home, there will be appropriate theory or consolidation work to complete instead. Work may be posted over the course of the school week, rather than by in school class timetable.</p>
2	<p>We will remain open for all pupils. Operating within the possible scenarios.</p>	<p>Risk assessment All staff aware of Risk Assessment and management. Parents informed of systems in place to keep all users safe. Current H&S arrangements and systems under half termly review.</p> <p>Remote learning arrangements As in Tier 1</p>
3	<p>We will remain open for all pupils. Operating within the possible scenarios.</p>	<p>Risk assessment All staff aware of Risk Assessment and management. Parents informed of systems in place to keep all users safe. Current H&S arrangements and systems under half termly review.</p> <p>Remote learning arrangements As in Tier 1</p>

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
4	<p>We will only remain open for vulnerable pupils and the children of critical workers.</p> <p>We will provide remote education for all other pupils.</p>	<p>Risk assessment</p> <p>All staff aware of Risk Assessment and management.</p> <p>Current H&S arrangements and systems under half termly review.</p> <p>Remote learning arrangements</p> <p>As in Scenario 3</p> <p>Vulnerable pupils</p> <p>We will strongly encourage vulnerable pupils to continue attending school. To do this, we will:</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>Staffing arrangements</p> <p>The staff team will be divided into two halves. A & B Teams with a mix of different staff groups.</p> <p>1 team in school whilst 1 team is working from home on J2e an utilizing Zoom Classroom Meetings</p> <p>Skeleton staff model, based on pupil numbers so staff in school is reduced.</p> <p>Free school meals</p> <p>We will work with the school kitchen staff to prepare food parcels for all pupils eligible for free schools meals, whether they are at home or on-site. This may include vouchers.</p>

Our Complex Needs/Pod Provision

Our Pod will try wherever possible to be open Monday to Friday as normal. Staff will be equipped with PPE as required.

In any of the scenarios outlined we will employ a bespoke blended learning experience for children. This will build upon existing home/school means of communication with parents/carers fully involved in the process.

EYFS & Our Nursery

Provision of EYFS face to face, will be a priority due to the age and developmental needs of younger children and to support childcare.

This may be for a reduced number of hours over the week. In any of the scenarios outlined we will work closely with parents/carers to discuss what we may be able to offer. Parents/carers should continue to engage with EYFS staff to discuss possible issues.

Critical Childcare

We understand that in the event of a Contingency Plan being implemented, this may pose a difficulty for some parents and carers in relation to their work commitments. We recommend therefore that you make your employer aware of the potential need for such arrangements, which will only be put into action when absolutely necessary.

The exact arrangements will depend on the individual circumstances requiring the contingency arrangements to be put in place.

Whilst it is not currently a requirement, it may be that the Government requires local authorities to provide critical childcare in the event of further “restrictions”. In order for us to be prepared for that, we will shortly be sending you a survey to support the school to know who Category 1 key workers are.

School Meals

If any Contingency Plans are put into practice we will continue to provide support for those families entitled to Free School Meals. Anyone else in need of support will also be able to apply for help to feed their children when they are not in school. Our school will always fulfil its duty to provide a free school meal. Where applicable, the school may provide the following provision for pupils who receive FSM:
Making food hampers available for collection or providing vouchers to families.

Should contingency arrangements be required at any time we will of course ensure that parents and carers are fully informed of the arrangements, and that all necessary support is in place.

This plan is contingent on the knowledge available about the nature of the outbreak and local prevalence and therefore subject to change when risk is assessed.