# Contingency planning and information for staff regarding Covid 19 (Coronavirus) and potential school closure

Guidance for schools:  Please read:

https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19

**Education for pupils:**

**NHS Washing hands song:   https://youtu.be/S9VjeIWLnEg**

KS1 learning resources

https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands
https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes

KS2 learning resources

https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene
https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Respiratory%20Hygiene

In the event that we need to close and take advice from Health Services (Health Protection agency, the Local Authority) we will adopt the following procedures:

1. ## Communication and logistics

At present there is no indication that our school will be required to close. However, some schools have closed owing to staff or pupil infection and it is possible that schools may be required to close as either a local response to heightened infection or as a blanket measure to prevent further cross infection from the government.  While we hope that this does not happen as it is very disruptive, we should be proactive for what we would do in the event of a closure.

If the school is required to close, the duration of the closure will probably be known at the outset.  However, an indefinite closure is also possible.  **The school will not**

**make the decision to close without careful consultation with the Governors, the Local Authority and the Health Protection Agency.**

The decision to close will, most likely, not be made during a school day, but rather would be effective from the next school day. This will allow us to send children home as normal. In the unlikely event that the school is forced to close within the day, snow day procedures will apply, with staff remaining in school until their pupils are safely collected. Staff should at this point ensure that they also have materials they might need at home in order to carry out their job effectively, for instance assessment information, planning folders, logins for subscriptions and so on.

Parents will be informed of any closure, including its projected duration, via the School App and the school website. We will also show clear and regularly updated information about closure and its duration. It is the responsibility of all staff to check the school app at least daily for updates, during a closure.

Staff will also receive regular email communication to keep them updated and to discuss what tasks can be carried out online/remotely. **Please make sure that you are able to log on to your school email account and my School App as this will be the main means of communication.**

The school will continue to follow advice from the HPA and any other agencies throughout any closure.

### 2. <u>Provision for distanced working</u>

While any closure continues, staff would not be expected to attend school. Helen Smith will provide information about accessibility of the school site if staff wish to come in to collect items, but it is most likely that the school will enter a state of shutdown.

**While school is closed, you are still expected to be available for work and to be able to work remotely as much as possible.**

Obviously, work that can be carried out remotely will vary for different staff and, for some, much of their work is immediate and pupil facing. However, there is an expectation for teachers to be able to provide work at home as well as answer and send emails and so on.

Working patterns will not be as usual, but school closure should not be seen as holiday time, and there is a responsibility for us to maintain quality learning for pupils as much as is possible bearing in mind the constraints we have.

### 3. **Provision for distanced learning for pupils**

The main access for distanced learning will be the school website followed by the school app. A list of digital learning experiences will be sent home with each child in the event of closure as well as a opportunity to take part in a family learning project and a list of recommended experiences.

While most children will have access to online learning, some may not. Some may also not have functioning printers, so it is probably better to avoid massive use of worksheets.

If children will need to access any online subscriptions to complete their work, eg TT Rockstars, teachers need to make sure that pupils have their log-ins.

I think it's also vital that we don't end up with one class looking less effective than another – so **consistency is key** here. SLT will agree a minimum what would be provided and then discuss what 'enrichment' activities might be possible so we are all offering similar.

| Event/Timescale | What Needs to be Done? | By Whom? |
|---|---|---|
| Notification of closure | All staff informed via emergency briefing if needed or at the end of the morning / afternoon as appropriate | HT/SLT |
| | All parents / carers informed by My School App. If collection needs to be instant, arrange for all children to go to usual exit points for the end of a day then bring any children not collected to main office / dining hall / classrooms depending on numbers. | Office |
| | If collection is at the end of the day, ensure that ALL children's items are removed from classes and corridors. | Teachers/TAs |

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| | App messages to parents will explain the reasons for the closure and how we will communicate over the period of closure. | Office |
| | Sign placed on school gate and on website to explain about the closure, with website address clearly visible. | Office |
| | Contact all external people who visit the school to let them know that we are currently closed | Office |
| Communication during period of closure | Daily website class page updates with work | Teachers |
| | App messages re messages to parents | HT/Office |
| | Staff to check website and work emails daily during period of closure | Everyone |
| Work for pupils | - Creative /project work/practical activities for home<br>- Recommendations of enrichment activities<br>- Range of digital resources given that children can access during the closure | SLT |
| Tasks for staff (teachers) | - Medium-term planning for this/next half term<br>- Curriculum updates<br>- Action Plans updated and any actions that can be done completed<br>- Beginning to think about pupil reports<br>- Updates to website pages, e.g. class page, subject page<br>- Update curriculum policies<br>- Research your subject - good practice elsewhere, possible next steps etc<br>- Planning ahead for return<br>- Update iTrack<br>- Complete online Prevent Training module | Teachers |

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| Tasks for staff (TAs) | - Research ways to enhance the learning environment<br>- Book labels for the coming academic year<br>- Research Summer Term topics and contribute to Medium Term Planning<br>- Complete online Prevent Training module | TAs |
| Tasks for staff (SLT) | - Review school improvement plan and take any actions possible<br>- Monitoring of website to ensure consistency of messages<br>- Provide distance learning<br>- Reply to any parental concerns via email<br>- Documentation for Ofsted/SIAMs other stakeholders prepared<br>- Regular communication with staff re any updates<br>- Complete online Prevent Training module | AHTs/HT |
| Tasks for staff (Office) | - Manage office@ email address and redirect emails<br>- Get ahead on any paperwork that can be done at home<br>- Complete online Prevent Training module | Office staff |
| Tasks for staff (Caretaker) | - Respond to any reports of intruders/alarms etc from asset management etc<br>- Ensure the site remains secure<br>- Update any policies/paperwork<br>- Update any risk assessments<br>- Organise a deep clean of the site<br>- Complete online Prevent Training module | Caretaker |
| Tasks for staff (Wrap Around Care Staff) | - Ensure all planning is up-to-date with weekly packs<br>- Develop a long term plan for Summer Term | Wrap Around Care Staff |

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|  | - Plan healthy menus<br>- Plan displays within the provision<br>- Complete online Prevent Training module |  |
| Tasks for staff (Lunchtime Supervisors) | - Complete online Prevent Training module<br>- Revisit Behaviour Policy<br>- Revisit Child Protection Policy | Lunchtime Supervisors |