

## **Dr Thomlinson CofE Middle School - Contingency Management Plan January 2022**

This plan has been created in line with the latest government advice regarding contingency planning as set out in the DfE's '[Contingency framework: education and childcare settings](#)' and '[Schools COVID-19 operational guidance](#)' documents. The government has made it a national priority that education and childcare settings should continue to stay open as much as possible during the coronavirus (COVID-19) pandemic. Any restrictions on education would only be as a last resort and should only be initiated following a ministerial decision on a case-by-case basis.

The DfE have confirmed that the 'outbreak management plan' that schools should have in place, according to DfE guidance, is the same as the contingency plan. We have used the phrase 'contingency plan' throughout.

In line with Schools Covid-19 Operational Guidance, Dr Thomlinson CofE Middle School has written this plan following Government Guidance that recommends that it is no longer necessary to keep children in consistent groups ("bubbles"). However the guidance does ask that schools "make sure your outbreak management plans" cover the possibility that in some local areas it may become necessary to reintroduce "bubbles" for a temporary period, to reduce mixing between groups. This document shows how the school will address the control measures all schools should follow as well as outline how this should change in the event of an outbreak. Possible changes in the event of an outbreak are marked in *red italics*. Any decision to implement our contingency planning will not be taken lightly and will be done in consultation and/or following advice with Public Health.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

This plan and the school risk assessment are "living documents" and It was agreed that these arrangements and risk assessments would be reviewed regularly. All the dates on which these were reviewed can be found at the end of the document. This document was last reviewed in November 2021.

From Nov 1st, 2021 - following advice from Northumberland Public Health - we implemented these additional measures:

### **Testing for household contacts:**

Where a family member has tested positive for COVID we will be advising that all household members should arrange a PCR test. In addition, staff and secondary school age pupils (KS3 and above) who are household contacts are advised to undertake daily lateral flow testing at home until they have received a negative PCR result.

### **Face Coverings worn by adults and Key Stage 3 children in corridors**

All adults and secondary age children (Year 7 and above) are advised and encouraged to wear face coverings in corridors.

**All meetings; parents evenings and school worships to be conducted online**

During this next half term all parents evenings; Key Stage Worships / Whole School Worships and staff meetings will be conducted online and not face-to-face

**Public Health Advice to minimise coronavirus risks**

The school will continue the system of controls as recommended by Public Health England.

**Risk Assessment**

The school will continue to revisit and update its current risk assessment

[Coronavirus Risk Assessment](#)

**Arrangements for Fire Drill**

Fire evacuation will stay the same, i.e Teaching staff to stay with their group, exit building via nearest fire exit and assemble in year 5 yard as normal, line up in Form Classes

**Clean hands thoroughly more often than usual**

The school will continue with its hand cleaning schedule promoting regular and thorough hand cleaning. Since June 2020 Staff will ensure that pupils clean their hands when they arrive at school; when they return from breaks; when they change rooms; before and after eating. Everyone is advised to clean their hands thoroughly and more often than usual. All classes are advised to clean their hands with hand sanitiser half way through each lesson.

**Use of toilets**

All Year groups will once again use the main Boys & Girls toilets in the main building.

***Further Possible Contingency Planning***

*Our management plan would mean that in the first instance:*

- i) Year 5, 6 & 7 would continue to use the main toilets in the main building*
- ii) Year 8 would use the toilets in the boys & girls changing rooms. This would mean that children would not get changed for PE and would, instead, come dressed in leggings or tracksuit bottoms. They would also be allowed to wear trainers on days they had PE*

*If the school were required to make further changes in the event of an outbreak Year 5 would be moved to Coquet House and only Year 6 & 7 would use the main toilets with Year 5 using the toilets in Coquet House*

**Ensure good respiratory hygiene continues to be important and the school will continue to promote the “catch it, kill it, bin it” approach**

The school will continue to promote good respiratory hygiene - "catch it; kill it; bin it" - there will be lidded bins in all rooms. All children will be asked to bring tissues with them to school.

**The school will maintain appropriate cleaning regimes, using standard products as detergents.**

Frequently touched surfaces will be wiped down twice a day.

Every classroom being used by children will have a disinfectant "hygiene kit".

[Cleaning Materials in Classroom Risk Assessment](#)

**Minimise contact between individuals and maintain social distancing wherever possible**

At Step 4 there is no longer a requirement for children to be kept in consistent groups ("bubbles"). This will mean that whole school worship will return. This will take place in the main hall at 1:20pm following the 20 minute Form Time silent reading beginning at 1pm.

***Further Possible Contingency Planning***

*Our management plan would mean children once again being taught in their form rooms. We would have a recorded whole school worship.*

*This would mean that 8N would be taught in the main hall.*

Due to the possibility of form classes being part of our Outbreak Management Plan. From September 2021 Form Classes will be near to one another to aid the moving to a possible outbreak plan.

Therefore from September 2021 Form Rooms will be:

5H will be Room 5

5T will be Room 3

6O will be Room 1

6M will be Room 2

7I will be Room 9

7L will be Room 10

8N will be the Science Lab (*this will move to the main hall in the event of an outbreak*)

8S will be the Library

From September children will move to classrooms for lessons and teachers will move to form rooms for form classes.

**Staff Room / Kitchen / Work Room / Toilets**

From September there will be no one way system or occupancy limit to work areas in staff room/kitchen/work room/toilets.

***Further Possible Contingency Planning***

*Our management plan would mean a one way system in operation through the staff room/work area - please enter at the entrance opposite the playground and exit through the door past the staff kitchen.*

*The room occupancy limit to the main staff room is 8.*

*The room occupancy limit to the staff kitchen is 3. There can be no shared crockery; cutlery; food or drink*

*The room occupancy limit to the staff work area is 3.*

*The room occupancy limit in the shared office space is three - therefore there can only be one other person in the office at any time*

*The room occupancy for the staff toilets in the main building is two; for the staff toilet in Coquet House the room occupancy is one*

### **Seating Plans**

From 16th August close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Therefore seating plans will not be required to be used for this specific purpose

All classrooms and work areas have lidded bins

Children will hang their coats and bags in their respective cloakrooms at the beginning of the day.

Year 5 near room 5

Year 6 along corridor between Rm 5 & Rm 6

Year 7 in cloakroom area opposite meeting room

Year 8 along wall next to main hall opposite Library

### ***Further Possible Contingency Planning***

*Our management plan would mean children will take their coats and bags with them to their respective classrooms where they will be left during the school day.*

### **Keep Occupied spaces well ventilated**

When our school is in operation, it continues to be important. It is well ventilated and a comfortable teaching environment is maintained. Teachers are reminded that all windows and doors are to be kept open where possible to aid ventilation - please note that external doors may be used for ventilation as long as they are not fire doors and where it is safe to do so. Windows will be opened in all classrooms before the start of the day. In cooler weather windows should be opened just wide enough to provide constant background ventilation. Staff will balance the need for increased ventilation while maintaining a comfortable temperature

If an individual is in a room alone the window can be closed.

The school uses extraction systems in some classes however these work in conjunction with windows being open and this should continue.

CO2 monitors have been provided so staff can quickly identify where ventilations needs to be improved. Further guidance can be found here -

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm#how-to-use>

CO2 levels consistently higher than 1500ppm in an occupied room indicate poor ventilation.

### **School day**

Y5 - access point - Year 5 door in front yard - line up in form classes along each wall

Yr 6 & 7- access point - door near the boys toilet - line up in year groups along wall and fence

Yr 8 - access point - line up along dining hall windows

On a very wet morning before the bell, KS2 come in to dining hall, KS3 come in to main hall

8:50 - 9am Form Registration

9- 9:55am Lesson One

9:55 - 10:50 Lesson Two

10:50 - 11:05 Morning Break

11:05 - 12:pm Lesson Three (Yr 5 have lunch at 11:45am in the first few weeks of September Term)

Lunch - 12:pm - 1pm

Afternoon Registration / Reading in Form Groups / Worship 1pm - 1:40pm

Lesson Four 1:40 - 2:35pm

2:35pm - 3:30pm Lesson Five

Y5 - exit point - Year 5 door in front yard

Yr 6 & 7 - exit point - door near the boys toilet

Y8 - exit point - main school door

Children will line up for school buses in the front yard

The current one way system will remain in place for September 2021

School staff meetings will be face-to-face.

Staff briefings will be in the Main Hall in Coquet House 8:35 - 8:50 Monday & Wednesday.

### **Further Possible Contingency Planning**

*Our management plan would mean*

#### **School day**

*Y5 - access point - Coquet House, ICT door*

*Yr 6 - access point - previous Year 5 door in front yard*

*Yr 7 - access point - normal school entry door near the boys toilet*

*Yr 8 - access point - Main Entrance of school*

*8:45 - 9am Form Registration*

*9- 9:55am Lesson One*

*9:55 - 10:45 Lesson Two*

*10:45 - 11:05 Morning Break*

*11:05 - 12:05pm Lesson Three (Yr 5 have lunch at 11:45am)*

*Lunch - 12:05pm - 1pm (Y8 lunch may run over so Y8 form tutors go to Dining Hall at 1pm to take over from BS who is supervising)*

*Afternoon Registration / Reading in Form Groups 1pm - 1:20pm*

*Lesson Four 1:20 - 2:15pm*

*Worship in Form Groups 2:15pm - 2:35pm*

*2:35pm - 3:25pm Lesson Five*

*Groups start to dismiss from 3:25pm*

*Yr 5 dismiss from Coquet House*

*Yr 6 dismiss through Year 5 entrance*

*Yr 7 dismiss through Year 6 boys toilet entrance*

*Yr 8 dismiss through Main Entrance*

*The current one way system will remain in place each day until five minutes before the end of the school day*

*Staggered Breaks / Lunchtimes*

*Break: 10:45am - 11:05am. There will be a twenty minute break time.*

*Between 10:45 am and 10:55am Year 5 and Year 6 will be outside - Year 5 in the cage / field and Year 6 in the front yard. Between 10:55am and 11:05 am Year 7 & 8 will be outside with Year 7 in the front playground area and Year 8 in the Caged Tennis Court Area / Field. When children are inside they will remain in their classrooms as in the case of a wet break. Duty will be staffed by 2 teachers outside as normal, 1 in each area, plus TAs monitoring those in form rooms*

*Lunch 11:45 - 1pm - Y5 to go in at 11:45 every day*

*Children should come to school with a filled water bottle. There will be an opportunity to refill their water bottle when queueing up for lunch.*

*Each lunchtime sitting receives a fresh set of cutlery*

### **Start & Finish Times**

*The school day will be as normal yet children shall begin to be dismissed from 3:25pm. Children not coming to school on the bus will be told to arrive on the school site no earlier than 8:45am. Children arriving on school transport will be directed to go straight to their year group access point to line up until 8.45. We ask that teachers are in their form rooms from 8:45am. There will be a staff*

*briefing via google meet on Monday and Wednesday 8:30 - 8:45am. All Staff Meetings will be conducted virtually*

### **School Buses at the end of the day**

Children will continue to assemble for school buses in the Year 5 yard at the end of the day

### **PPE**

PPE will only continue to be used where an individual child becomes ill with COVID 19 symptoms while at school

[3 Rivers PPE Procedures](#)

### **Face Coverings**

Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.

Year 7 & Year 8 Pupils are recommended to wear face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure. From January 4th, it is also recommended that face coverings should be worn in classrooms for these pupils. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure.

It is not ordinarily expected that teachers wear a face covering in the classroom if they are at the front of the class, to support education delivery, although Dr Thomlinson Middle school is sensitive to the needs of individual staff should they wish to do so.

Health advice continues to be that children in primary schools should not be asked to wear face coverings.

No pupil will be denied education on the grounds that they are not wearing a face covering.

When wearing a face covering, staff, visitors and pupils should:

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose
- avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination

When removing a face covering, staff, visitors and pupils should:

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips

- not give it to someone else to use
- if single-use, dispose of it carefully in a household waste bin and do not recycle
- Once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric

### **Further Possible Contingency Planning**

*Our management plan would mean*

*First the reintroduction of face coverings in the corridors or communal areas of school for children in Key Stage Three. Advice given may mean the wearing of face coverings during lessons*

### **Asymptomatic Testing**

Testing remains important in reducing the risk of transmission of infection within schools. Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged. Dr Thomlinson Middle School will also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. Our school will ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.

There is no need for pupils in Year 5 & Year 6 to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.

Our school will offer LFT tests to all pupils in Key Stage Three on January 4th, 2022 before they return to school on 5th January, 2022.

### **If members of school community displays symptoms**

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.

Any member of the school community who displays symptoms of coronavirus will be required to self-isolate and encouraged to get a confirmatory polymerase chain reaction (PCR) test.

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 socially distance, 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 with a confirmatory



PCR test as soon as possible. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.

If a staff member develops symptoms while on site, they will be directed to go home immediately to self-isolate and to get a PCR test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual at school will not need to self-isolate unless they develop symptoms themselves. From 16 August, fully vaccinated adults, and pupils under the age of 18 who have been identified as close contacts of a positive case via the NHS Test and Trace service will not need to self-isolate unless advised by a healthcare professional.

### **Tracing close contacts and isolation**

Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.

### **Confirmatory PCR tests**

Staff and pupils with a positive LFT test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFT test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Staff / Students may now take LFT tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. If both these test results are negative, and the person taking the test does not have a high temperature, they may end their self-isolation after the second negative test result and return to school from day 8.

### **Vulnerable Children**

When a vulnerable pupil is asked to self-isolate, our school will:

- notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head
- agree with the social worker the best way to maintain contact and offer support You should have procedures in place to:
- check if a vulnerable pupil is able to access remote education support
- support them to access it (as far as possible)
- regularly check if they are accessing remote education
- keep in contact with them to check their wellbeing and refer onto other services if additional support is needed.

### **School Transport**

Face coverings are still recommended to be worn by children in Year 7 & 8 (Secondary School age) on dedicated transport to school and on public transport

### ***Further Possible Contingency Planning***

*Pupils and staff attending 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 not be required to wear a face covering while travelling unless enforced locally by a Director of Public Health.*

*If directed, pupils and staff may also need to resume wearing face coverings on dedicated school transport unless they are exempt in line with government guidance, e.g. due to a disability.*

*Transport services to and from the school will continue to operate as normal during times of local restriction where pupils are still attending. In the event that such services are not able to operate as normal, the headteacher will consider alternative options and communicate these to all parents and pupils in advance.*

### **Attendance Expectations**

School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.

## **Behaviour Routines**

We will apply all routines as set out in the school's behaviour policy in class

## **Pupil Wellbeing**

Our PHSE programme that is delivered in form classes on a rolling weekly lesson through the timetable will focus on the following materials provided by the Government and part of the initial September Training Day will have training in this

[Mental Well Being Resources](#)

Teachers need to continue be mindful of these children's well being and need to contact SENDCO / SLT with concerns that pupils need support.

All staff need to remember that some pupils may be experiencing a variety of emotions in response to the Covid 19 pandemic such as anxiety, stress or low mood.

## **Staff Wellbeing**

Our school has great regard to our staff's work-life balance and well being and will continue to do so. The school has set up a Well Being Committee which has met twice. This committee meets half termly and organised a staff social event on Tuesday, July 13th - the event being an action recommended by the committee during its first meeting.

## **3Rivers Staff Counselling Service**

The service are keen to support staff across the Trust. This is not limited to face to face work but can be via online platforms such as google meet/zoom etc.

They can arrange this by emailing [counselling@the3rivers.net](mailto:counselling@the3rivers.net) anytime and we will get them booked in ASAP. Ongoing tips, tools and support are available on our twitter <https://twitter.com/T3RCounselling>

The school will continue to promote the [Educational Support Helpline](#) with staff The helpline can be contacted in the following ways:

UK-wide: **08000 562 561 day or night**

Txt: **07909 341229 (answered within 24 hours)**

We also have a School Chaplain - Nick Rowark who staff can speak to - either when he is in school (Monday afternoons) or at a convenient time elsewhere in the week.

We will make use of the Govt Workload Reduction Toolkit

The school will continue to enable staff who are eligible for a vaccination to attend booked vaccine appointments

We will continue to consult with all staff the measures we propose putting in place as well as monitoring existing measures. We have had meetings with all staff concerning all stages of this ongoing response to Covid 19 and this consultation process has involved the answering of over 100 questions; five google meetings; two face to face meetings with teaching staff; the opportunity to respond further via a google document and three subsequent meetings with

especially concerned staff.

### **School Uniform**

Children will be required to wear school uniform as per school policy from September 2021. Form tutors are asked to monitor uniform for their form. If tutors have any concerns then please pass these onto the Headteacher or Deputy Headteacher. Training in this area will form part of our September Inset Day.

Form Tutors will monitor homework and parent to school communication via a weekly signing of children's homework diaries

### **Performance Management**

We will carry out performance management and we will ensure that teachers are not penalised during the appraisal process or in respect of decisions on subsequent pay progression decisions as a result of the decision to restrict pupil attendance at schools

### **Safeguarding**

Ensuring safeguarding arrangements remain effective during periods of restricted attendance is a key priority. Our Child Protection and Safeguarding Policy has been updated to include provisions for keeping pupils safe during the coronavirus pandemic, both at home and in school – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

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.

A trained DSL or deputy will remain on-site where possible. Where this is not possible, e.g. they are required to self-isolate, the school will ensure that the DSL or deputy, or a DSL or deputy from another school, are available to contact at all times. In addition, the headteacher will take responsibility for coordinating safeguarding on-site during this time.

### **Food provision**

We will provide meal options for all pupils who are attending school.

We will provide FSM vouchers or food parcels to eligible pupils who are not attending school, where they:

- Are self-isolating.
- Have had symptoms or have tested positive.
- Are not attending due to the implementation of local restrictions advised by the government.

The school catering team will work with our food providers to prepare meals or food parcels, for collection or delivery, to eligible children during their time at home.

### **Curriculum**

We want our curriculum to be broad and ambitious and that all children continue to be taught a wide range of subjects. The Government's priority for schools is that they deliver face-to-face, high quality education to all pupils.

Staff have been encouraged to make effective use of formative assessment and a range of formative assessment strategies have been shared with staff with a weekly reminder of ways in which staff have made use of them. Our Teaching for Learning policy has been updated to reflect this.

### **Educational Visits**

We will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice is included as part of the risk assessment.

### **Remote Education**

Our school will maintain its capacity to deliver high quality remote education.

We will continue to follow the daily schedule of lessons and time will be given to staff to post lessons from Oak Academy that best fit their current subject curriculum. The following information given to parents outlines our expectations

Dr Thomlinson Cof E Middle School Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

In the first day of pupils being sent home we direct pupils to our google classroom remote learning platform where there will be work for those children who need to self-isolate. There will be work in each subject classroom for children to complete.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

Following the first few days of remote education children will be taught broadly the same curriculum as they would if they were in school. The details of how this is scheduled can be found below.

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Key Stage 2 (Yrs 5 & 6)	4 hours a day
Key Stage Three (Yrs 7 & 8)	5 hours a day

It is important that pupils realise that the work set is to complete during those hours. If there is some work for that lesson that pupils are unable to complete during the hour allocated there IS NO REQUIREMENT for the pupil to complete the work. Any issues concerning pupils needing additional time than the allocated time above can be discussed with the member of staff who will contact home to discuss each day of remote learning carried out by your child.

Daily schedule of lessons will appear here

### Accessing remote education

How will my child access any online remote education you are providing?

Children will access our google classroom through the school website. All children have been shown how to access google classroom during our school computing lessons. If there are any issues accessing our remote learning platform then please get in touch with the school.

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- In the first instance parents/carers should contact the school;
- To support access the school will endeavour to provide an appropriate device and/or support any issues concerning connectivity

How will my child be taught remotely?

- Via Lessons from Oak Academy that have been matched to our school's subject curriculum. Your child will complete a google doc giving an opportunity for your child to RAG rate their learning and/or enter any test scores that have been carried out on Oak Academy

### Engagement and feedback

What are your expectations for my child's engagement and the support that we

as parents and carers should provide at home?

We expect all children to engage in their remote learning on a daily basis. We understand the difficulties of learning remotely, alongside working parents, therefore we know that children will access the daily schedule of lessons at different times of the day. Each day a member of staff will contact your child to check how they have progressed with their work. The school posts whole school worships on Monday and Wednesday of each week in the Learners Classroom of Google Classroom and these reflect the school's Collective Worship timetable.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

At the end of each day a member of staff member of staff will contact your child to check how they have progressed with their work.

Your child will make notes as to their progress on the aforementioned google doc, a document that all subject teachers will have access to and can access to see how your child is progressing.. Each week a member of our SLT will contact the family of the child who is isolating and arrange a google meet where your child can discuss and assess their progress and discuss any issues they are having

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils through regular weekly phone calls from our SENCO, who will also discuss how remote work can be adjusted to suit individual needs

### ***Further Possible Contingency Planning***

#### ***Teaching and learning***

*If restrictions to on-site education are required, the school will offer immediate access to high-quality remote education for all pupils who are required to remain at home. All remote learning will be delivered in line with the school's Pupil Remote Learning Policy.*

*Where advised during a local outbreak, further restrictions may be enforced with regards to certain musical and drama activities, e.g. singing, for pupils attending on-site provision, to help reduce the risk of transmitting coronavirus via aerosols. Restrictions may also be reintroduced to contact and indoor sports. The school will follow the advice provided by the local HPT.*

## **Music and Physical Education**

Music will be taught in full class groups in the Music Room in Coquet House from September 2021

Physical Education will be taught either outdoors or in the main hall from September 2021. For the first four weeks of September 2021 Autumn Term the school will follow AFPE advice regarding PE changing rooms. On occasions when a whole Year Group has a Games lesson they will come to school in PE kit rather than come to school in school uniform then change. This will carry on until January 2022 at the earliest

### **Further Possible Contingency Planning**

*Our management plan would mean*

#### **Singing / Playing instruments that require blowing**

*We will request that children do not sing during the school day, or play musical instruments that involve blowing.*

*Our management plan would require Music to be taught in full class groups in their form class (via maybe tools such as Oak Academy) along with all other lessons that require a specialist room.*

### **Physical Activity in School**

*Pupils will be taught in PE groups and Year groups. Contact sports will be avoided. PE will be taught outside and, in the event of wet weather, children will be either taught PE theory (if this involved reading some material then this would help contribute to the filling of core knowledge of the wider curriculum) or watch a sport film reflecting an area of sport they are studying in their form room. Children will not get changed for PE.*

## **Monitoring and review**

This plan will be reviewed continually, by the headteacher, in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholders as soon as possible.

*Amended January 4th, 2022*

*Consulted on with staff 4th November, 2021 - staff agreed with additional measures that the school had put in place Updated Wednesday, July 14th, 2021*

*Consulted on week beginning March 8th, 2021*

*Amended February 23rd, 2021*

*Amended January 4th, 2021. Amendments followed staff consultation*

*Amended November 9th*

*Amendments followed Staff consultation on November 5th, 2020*

*Thursday - July 9th, 2020*



*These arrangements were consulted on with staff Thursday July 9th - Friday July 17th*

*These arrangements were communicated to staff on July 15th, 2021 then discussed with staff on Sept 6th, 2021.*

## **Appendix: Source Materials for Rationale**

[Actions for Schools during the Coronavirus Period](#)