

S PETER'S COLLEGIATE SCHOOL

Coronavirus (COVID-19): Contingency Plan

Please note: this plan has been created in line with the advice regarding contingency planning in the DfE's ['Full opening guidance: schools'](#). National guidance has been issued by the DfE for how schools should operate during a local lockdown, and a tier system has been established by the Department of Health and Social Care as part of its ['Contain framework'](#). This operates on the basis of four tiers. Tiers 1-3 only apply to schools with students in Year 7 and above and range from introducing the use of face coverings to creating a rota system for attendance, whereas Tier 4 necessitates that all education settings only remain open to vulnerable children and the children of critical workers. It is important, however, that schools remain aware that every local lockdown may be different depending on the circumstances of the area. If a local lockdown is implemented in your area, you must follow the specific guidance for your area. We will ensure this plan is updated in line with national government guidelines regarding the operation of schools during local lockdowns.

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Contents:

- [Tiers of restriction](#)
- [Infection prevention and control](#)
- [Transport](#)
- [Remote education](#)
- [Safeguarding](#)
- [Food provision](#)
- [Communication](#)
- [Monitoring and review](#)

The aim of this plan

If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area, and different tiers of restrictions.

This document outlines how the school will operate if a local lockdown or restrictions are implemented. If a local lockdown is implemented in our area, the school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the Principal and Senior Leadership Team in conjunction with other key stakeholders as and when the situation develops.

Tiers of restriction

The government has advised that it anticipates schools will usually remain fully open to all students in local areas where restrictions have been implemented.

There may be exceptional circumstances in which some level of restriction to schools is required in a local area. In these cases, restrictions will be implemented in a phased manner, known as the 'tiers of restriction'. Under the Coronavirus Act 2020, the decision to order the closure of schools rests with the central government.

This plan sets out how the school would operate at each tier in the event that the restrictions become necessary in our local area. At each tier, the school will maintain communication with students and parents to ensure they understand who needs to be in school at any given time.

Tier 1

The school will remain open to all students.

Face coverings may be worn by adults and students when moving around the premises, outside of classrooms, e.g. in corridors and communal areas where social distancing cannot easily be maintained.

Tier 2

The information in this section is based on the DfE's 'How schools can plan for tier 2 local restrictions.'

- Rota groups will consist of 'bubbles' that avoid mixing with one another
- Students likely to come into contact outside of school will be placed in the same rota group, where possible
- Different rota groups can use the same classroom and facilities and enhanced cleaning measures will be implemented as normal
- Vulnerable students and children of critical workers will be integrated into rota groups, even if they continue to remain on-site during weeks their rota group is scheduled to be at home

The school's relevant risk assessments will be updated to reflect the rota system.

Face coverings will be worn by adults and students (unless exempt under the Disabilities Act) when moving around the premises, outside of classrooms, e.g. in corridors and communal areas where social distancing cannot easily be maintained.

Students will be directed to continue to adhere to public health advice while they are scheduled to be at home. Students must not return to on-site provision if they are self-isolating, even if their rota group is scheduled to be at school that week.

All students must attend during their rota group's scheduled time on-site. Attendance will be recorded using the usual attendance codes, in line with the **Attendance and Absence Policy**. In the event that shielding is resumed within the local area, clinically extremely vulnerable students will not be required to attend school.

Remote education will be delivered on a rota basis, in line with the **Student Remote Learning Policy**.

Where students eligible for FSM are not attending on-site provision during scheduled time at home, the school will continue to provide them with FSM, e.g. supermarket vouchers.

Staff can operate across different rota groups, as well as bubbles. Staff will maintain social distancing with each other and students as much as possible. If shielding measures are reintroduced in the local area, clinically extremely vulnerable staff will not be expected to continue working on site.

Tier 3

The school will allow full-time on-site provision to vulnerable students and the children of critical workers and selected year groups (which have not yet been identified by the DfE). All other students will not attend on-site provision – remote education will be provided to these students.

Face coverings will be worn by adults and students when moving around the premises, outside of classrooms, e.g. in corridors and communal areas where social distancing cannot easily be maintained, unless exempt from so doing.

Tier 4

The school will allow full-time on-site provision to vulnerable students and the children of critical workers and selected year groups. All other students will not attend on-site provision – remote education will be provided to these students.

Face coverings will be worn by adults and students when moving around the premises, outside of classrooms, e.g. in corridors and communal areas where social distancing cannot easily be maintained, unless exempt from so doing.

National lockdown restrictions

The school will follow all guidance as per the DfE's guidelines with regard to attendance by staff and students.

Infection prevention and control

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 encouraged to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing.

If a student 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 student will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the student's age or needs, they will wear PPE. After the student has left the premises, any areas they were in will be cleaned. The student's parents will be encouraged to get their child tested. The student 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 to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or students who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the local HPT. The individual's close contacts at school will be sent home to self-isolate for 14 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Transport

Students and staff that have to attend school will be encouraged to walk or cycle wherever possible and to avoid public transport. If students and staff need to use public transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling.

Remote education

If a local lockdown is implemented, the school will offer immediate access to remote education for students who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote learning for that group.

All remote learning will be delivered in line with the school's **Student Remote Learning Policy**.

Teaching and learning

All students will have access to high-quality education when remote working.

The school will use a range of teaching methods to cater for all different learning styles. This includes:

Virtual Lessons

Pre-recorded lessons

Set work located in Google Classroom

Teachers will ensure lessons are inclusive for all students and can be adapted to account for the needs of disadvantaged students and students with SEND.

When teaching students who are working remotely, teachers will:

- Set assignments so that students have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding.
- Plan a programme that is of equivalent length to the core teaching students would receive in school, ideally including daily contact with teachers.

Secondary schools in the event of a Tier 2 lockdown

For the weeks that a rota group is scheduled to be at home, teachers will include new material planning for a remote programme that is of equivalent length to the core teaching students would receive in schools, in addition to paying attention to the first, second, fourth and fifth above bullet-points.

If a student is unable to engage effectively in remote education at home, e.g. due to a lack of devices or quiet space to study, the school will consider designating them as vulnerable and therefore enabling them to attend full-time on-site provision.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offering to enable students to cope with the workload – the Principal will assess this need, keeping students' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

Returning to school

The Principal will work with the LA to ensure students only return to school when it is safe for them to do so. Prior to the return of more students and staff, all relevant risk assessments will be reviewed.

After a period of self-isolation, or the lessening of local lockdown rules, the Principal will inform parents when their child will return to school.

The Principal will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.

Our **Child Protection and Safeguarding Policy** was updated during the national lockdown to include provisions for keeping students safe during the coronavirus pandemic – we will continue to follow these procedures for students who remain at home, where appropriate, until all students are able to return to school.

We will continue to ensure that:

- The best interests of students always come first.
- If anyone in the school has a safeguarding concern about a student, they act immediately.
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with students or come into contact with students whilst on site.
- Students who remain at home are protected when they are online.

Food provision

We will ensure measures are in place so that food can be prepared and served safely for students who remain on site.

- The school catering team will continue offering FSM to students and families who are eligible.
- Have had symptoms or have tested positive
- Are a close contact of someone who has coronavirus
- Are not attending due to local lockdown arrangements, including rota systems

In the event that the Catering provision is suspended, the school will provide supermarket vouchers to those parents whose child is eligible for free school meals.

Communication

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable students and children of critical workers, any reviews of the protective measures as part of its risk assessments, or if remote working will be applicable for all. All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school as they develop.

Secondary schools in the event of a Tier 2 lockdown

Any concerns about implementing the rota system, e.g. space and staffing issues, will be raised with the local authority and the DfE's regional teams.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – their immediate line manager
- Students – their class teacher or member of pastoral staff
- Parents – the Principal

Monitoring and review

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

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