



## January 2021 – Spring Term Tier 4 Plan

Purpose The objective of this plan is to share with parents and stakeholders, how Oak Lodge School will manage the return school on 4th January 2021. In order to do this we will create a flexible plan to accommodate last minute directives from the government and Wandsworth LA.

Please do take time to read the document carefully.

The Government and Wandsworth LA have currently stated that special schools are to remain open, to vulnerable pupils and those of parents who are key workers. Further to yesterdays ministerial announcement, please find below the link to the contingency framework for education and child care settings. This framework is designed to set out how such restrictions would be implemented as a containment measure for the rare circumstances in which they are required to address transmission within education settings and the community.

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

I have also attached the implementation guidance for the contingency framework, outlining the LAs which the framework currently applies to and this includes Wandsworth.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/948580/Contingency\\_framework\\_implementation\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948580/Contingency_framework_implementation_guidance.pdf)

“Regarding the contingency framework implementation, this means the following for our schools:

**Special schools/APs are expected to open for all children from 4<sup>th</sup> January, as they would fall into the vulnerable cohort.”**

We are not expecting any major changes, however it would be prudent to check the school website noticeboard on a regular basis. Any important messages will be shared here. Below is a schedule of our opening plan.

The school office and email system will be closed for the majority of the Christmas. Although some staff will be working from home for a part of the Christmas break, please do not expect any response until the 4<sup>th</sup> January. All staff will be onsite to plan and deliver online learning to pupils at home.

If your child is isolating / absent from school during the week of the 4<sup>th</sup> of January – we will be sending work packs home. Our online learning platform will not be updated until January 11<sup>th</sup>. If you have any concerns or questions, please contact school on or after January 4<sup>th</sup>.

We will be planning our final arrangements regarding testing for staff and pupils during the week of the 4<sup>th</sup> January. We will communicate these to parents as soon a

### **Spring Term Start.**

<b>Week commencing 4<sup>th</sup> January</b>		
Monday 11 <sup>th</sup> January	9.30am -3.30 pm	<b>All Pupils in School Taught as Class bubble see arrangements below</b>
Tuesday 5 <sup>th</sup> January	8.40am -3.30 pm	<b>All Pupils in School in class / group bubble</b> Normal timetable for Years 7-11 6 <sup>th</sup> form Skills for Life no Pre Voc

## **First Day Back Routines Spring Term 2021**

Pupils arrive 9.30 On the Monday of the first week – thereafter school will start at 8.40.

- **Classes A – G** (vulnerable groups and key workers).
- Go straight to pastoral room for registration followed by pastoral time, then lessons will be in pastoral class bases as per normal timetable.
- Class G to move to room 13 as class base.
- There will be no breakfast provided by the wellbeing team. Parents please provide a cereal bar or additional snack for your child if they are likely to be hungry on arrival to school.
- Teachers will move to each teaching base and such, some learning activities will be adapted.
- Break time will be extended by 10 minutes to allow for “snack time” in class and outside time.
- Lunchtime – Packed lunches will be served in class bases – a rota and designated outside / inside play times and spaces will be allocated to each group. Staffing rota will be published on the 4<sup>th</sup>.
- Teaching & class based staff for groups A – G will remain within the main school building.

### **6th Form –**

- Skills 4 life students go to the 6<sup>th</sup> form (Acorn building) – all lessons, break and lunch will be in these areas. The timetable will be flexible enough to provide “outside time” staffing rota will be published on the 4<sup>th</sup>.
- Pre vocational students go to the Deaf 1<sup>st</sup> Teaching room – all lessons, break and lunch will be in these area for the first week back. “outside time”
- 6th form staff will remain based in the 6<sup>th</sup> form bases.

### **Residential**

- Residential will offer places starting the week of the 4<sup>th</sup> January Please note this will be a staggered start due to staffing the provision. Our Head of care will inform parents of arrangements.

### **Guidance for staff**

- All staff – where possible minimise “cross contact” with different class / staff groups.
- All staff where possible observe social distancing form students (we are aware that this is not fully practical)
- All staff to be encouraged to wear visors when in class rooms and visors and or masks in corridors and communal spaces / moving about the school. However; we will also follow government guidance on **Exemptions as many staff and pupils rely on lip reading and facial expression to communicate.**

Some individuals are exempt from wearing [face coverings](#). This applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate
- The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.

- To ensure that there is adherence and observance to the school COVID risk assessment, one way system and government guidance. Encourage and challenge students and colleagues to follow school protocols.

## **The School Day**

We have had to make a few minor adjustments to manage recent government guidance.

Activity	Time
Registration	8.40 – 9.00
Lesson 1	9.00 – 10.00
Break	10.00 – 10.25
Lesson 2	10.25 – 11.25
Lesson 3	11.25 – 12.25
Lunch 1	12.25 – 12.55
Lunch 2	12.55 – 1.25
Lesson 4	1.25 – 2.25
Lesson 5	2.25 – 3.25
Hall & Dismissal	3.25 – 3.30

## **Essential COVID 19 Measures**

We will be following the Governments Guidance ensuring essential measures are followed. These include:

- Following Catch it, Bin it, Kill it – parents to provide personal tissue box for pupils. <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>
- a requirement that people who are ill stay at home
- we have robust hand and respiratory hygiene routines – through the use of wash stations and hand sanitiser regularly throughout the day.
- enhanced cleaning arrangements – additional cleaning of surfaces
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable – observance of one way system.

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together (Class groups)
- avoiding contact between groups (where possible)
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

## **Prevention**

1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or those who have been advised to self-isolate by NHS Test and Trace, do not attend the setting.

2) Where recommended, the use of face coverings in settings.

3) Clean hands thoroughly more often than usual.

- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keep occupied spaces well ventilated.

*Numbers 1 to 5, and number 8, must be in place in all settings, all the time.*

*Number 6 must be properly considered, and settings must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.*

### **Response to any infection**

- Engage with the NHS Test and Trace process.
- Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.
- Contain any outbreak by following local health protection team advice.

The above must be followed in every case where they are relevant.

**Risk assessment** – we have been operating a risk assessment since the 23<sup>rd</sup> March – this has been revisited to ensure that it has sensible and proportionate control measures to reduce the risk to the lowest reasonably practical level. Our risk assessment can be found at:

<https://www.oaklodge.wandsworth.sch.uk/web/covid - 19 parent information /486281>

### **Bubbles Children will now be in class Bubbles.**

There will be no mixing of classes in January and possibly for the remainder of this period of Tier 4 restrictions.

This means that the school day as well as lunch and break times will still need to be carefully managed and staggered. There will be no daily whole school assemblies or staff meetings – these will be held virtually to ensure communication and community spirit continues. Within the class Bubbles, there will no longer be the requirement for strict social distancing between children, although hygiene guidance will still be followed and no physical contact permitted. Teachers and class staff will do their best to socially distance.

We will continue practice that all desks should be faced forward in order that the 'breath zone' sharing is limited, when pupils talk. Whilst the guidance suggests that most children should be seated at forward facing desks, sat side by side, with distancing, exceptions exist to allow a different approach for some of our learners and support effective communication.

Adults will need to keep to social distancing guidance when possible, and will still be asked to limit close contact with the children.

There are three key protective measures that schools must take. Where one measure cannot be adhered to strictly, then one or both other measures should. These measures are:

1. Bubbles – keep groups of children separate/not mixing
2. Hygiene – extra hand washing, cleaning, sanitizers, catch it-kill it-bin it

### **Online Learning**

If there is another school / bubble closure / National or more likely, a local Lockdown, then the school will revert to providing online learning through zoom sessions and Seesaw. If a Class Bubble has to isolate then these children will revert back to learning online. This will also be the case for any pupil who is shielding.

The online learning programme has been reviewed following our recent closure. Teachers will follow the timetable published on the website, which mirrors pupil's timetables when in school. We will contact you with a list of passwords to access lessons to ensure online safety. Please do not share these.