

**Spalding St Paul's  
Primary and Nursery School**



**Coronavirus (COVID-19): Contingency Plan**

**Contents:**

- [The aim of this plan](#)
- [On-site education](#)
- [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.

This document outlines how the school will operate if a local lockdown is 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 and adapted as necessary by the Senior Leadership Team (SLT) in conjunction with other key stakeholders as and when the situation develops.

## **On-site provision**

### **Pupils**

The school will continue to offer on-site provisions for eligible pupils – eligible pupils are likely to be vulnerable pupils and children of critical workers.

The number of pupils who will be attending school from these groups will be identified by contacting parents via email and text – this number will be used to agree what staffing resource is required.

Vulnerable pupils and children of critical workers are permitted to travel into and out of the area for education – this includes parents taking their children to school.

In circumstances where a parent or carer of a child with a social worker does not want their child to attend the school, the school and the child's social worker will explore the reasons for this directly with the parent or carer, and work together with them to support the child to attend.

SLT will work with all relevant staff to decide appropriate pupil bubbles. We will work on the basic principle that class sizes are halved (with no more than 15 pupils per bubble) and that one teacher will be allocated to each bubble. Where there are teacher shortages, support staff may be asked to lead groups under the direction of a teacher. We will also ensure that support is in place for those pupils with SEND who are attending school.

Pupils will be kept in the same bubbles at all times each day, and different groups will not mix during the day, or on subsequent days. The same staff will be assigned to each bubble and, as far as possible, staff will stay assigned to the same bubble during the day and on subsequent days.

Pupils on site will be expected to complete the learning that has been set by their class teachers on Padlet and Zoom. Adults supporting the bubble will assist the children in completing their learning.

### **Staff**

Critical workers, which includes school staff, are permitted to travel into and out of the lockdown areas to get to work, in order to maintain provision for pupils who will be attending on-site provision.

If shielding measures are reintroduced due to the local lockdown, affected members of staff will be supported to work from home or the appropriate leave or pay measures will be discussed.

Staff with roles that must be undertaken on site (e.g. teachers) will be asked to come into school to deliver provision, unless they are shielding or self-isolating. Staff members who are able to carry out their role from home will be supported to do so.

An audit of all staff will be conducted to assess who is able to work on site and who will need to work from home due to their underlying health issues or those of the people they live with. The audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.

If any staff member has concerns regarding working on the school site, they will discuss these concerns with a member of SLT.

### **Infection prevention and control**

The school's COVID-19 Risk Assessment will continue to be adhered to – this 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 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 maintain social distancing, 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. 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 to self-isolate and to get a test. Cover arrangements will be put in place if possible.

Any staff members or pupils 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**

Pupils and staff that have to attend 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 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 pupils 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 **Pupil Remote Learning Plan** (See Appendix 1).

### **Teaching and learning**

All pupils 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:

- Educational videos
- Class discussions
- Comprehensions
- Quizzes
- Online resources
- Differentiated tasks
- Direct instruction
- Inquiry based learning
- Game based learning

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

When teaching pupils who are working remotely, teachers will:

- Set tasks so that pupils 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 pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, including daily contact with teachers through Zoom and/or Padlet.

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 offer to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' 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.

The school will utilise the support available through the DfE's '[Get help with technology during coronavirus \(COVID-19\)](#)' scheme. Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice

- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

As a school we will be using two online platforms to support pupils with remote learning. Zoom will be used to communicate in person and hold class discussions, answer questions about work set, and deliver reading sessions. Padlet will be used to set work for pupils to complete each day and to provide feedback on completed tasks.

Staff training to be put in place so that all staff are able to access and competently use Zoom and Padlet. This will take place prior to remote learning being required so that online systems can be used effectively to deliver distanced learning.

### **Returning to school**

SLT will ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

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

SLT 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 pupils safe during the coronavirus pandemic – 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, supporting their wellbeing, welfare and mental health needs.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- My concern is still the system used to record and manage concerns.
- A DSL or deputy DSL is always available via work telephone/ email during the school day.

- Vulnerable children are contacted by DSL/DDSL, speaking to the children where possible, through phone calls/ video calls.
- All pupils are contacted weekly, if bubble closure through class teacher or individual's self-isolating then through DSL/DDSL. Any non-attendance is raised as a concern by class teacher on my concern.
- Pupils additional needs, health needs and SEND are all met effectively and through support plans.
- Vulnerable children have risk assessments updated to identify their level of risk.
- Referring to external agencies for support or to address safeguarding concerns are still completed promptly.
- Support parents to meet the needs of their children, working with other professionals if needs are identified.
- 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 by providing online support and guidance to pupils and parents and supporting any concerns raised.
- Written permission has been obtained from parents/carers for children to access online learning.

### **Food provision**

We will ensure measures are in place so that meals can be served safely for pupils who remain on site. SLT, office staff and catering staff will work with our food providers to ensure we can continue offering FSM to pupils and families who are eligible.

If a local lockdown is implemented or a class bubble needs to self-isolate the school will provide supermarket vouchers for pupils and families eligible for FSM who are required to remain at home.

### **Communication**

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, 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.

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 – the Assistant Headteacher
- Pupils – their class teacher or member of wellbeing team
- Parents – their child's class teacher or SLT

### **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.

## Spalding St Paul's Primary and Nursery School

### Pupil Remote Learning Plan



#### School Curriculum

- All teachers have a curriculum folder containing long-term plans for all year groups in all subjects.
- From these, the teachers complete medium term plans and weekly plans.
- All plans are saved on the shared drive, enabling all teachers to have access to all plans.
- We use Read, Write Inc to teach phonics.
- Maths is based around the White Rose Maths Scheme.

#### Remote Learning Online Platforms

- As a school we will be using two online platforms to support pupils and families with remote learning:  
**Zoom** is a communication and collaboration platform which will be used to communicate in person and hold class discussions, answer questions about work set, and deliver reading sessions.  
**Padlet** is a communication platform that connects teachers, pupils and families through communication features, such as a feed for photos and videos. It will be used to set work for pupils to complete each day, a platform for pupils to upload completed work and an area for teachers to provide feedback for pupils on completed tasks.
- Staff have used both Padlet and Zoom throughout lockdown. They feel confident in using both platforms so that they can competently support pupils and families with remote learning. Any staff, including new staff will receive training to support them.
- Early Years Foundation Stage (Reception and Nursery) will continue to communicate and set learning opportunities via **Tapestry**.

#### Proposed Daily Timetable

If pupils are required to learn from home, the following timetable gives you an overview of how their remote learning could be mapped out each day. However, this is only a guide and we fully appreciate how difficult it is to work/learn from home so it can be adjusted to suit individual pupils/families. Where there is an allocated time for a task to be completed this does not necessarily mean that the task will take the full amount of time so please do not worry if your child finishes something in 10 minutes or if they take longer than the suggested time. Providing all tasks are completed each day and uploaded for teachers to review and offer feedback you can create your own timings for the day.

<b>Time</b>	<b>Activity</b>	<b>Teacher</b>	<b>Pupil</b>
<b>8.30 – 9.00</b>	Work uploaded to Padlet	Set work	View work
<b>9.00 – 9.45</b>	Whole Class Morning Meeting on Zoom to share and discuss the daily tasks. Daily Phonics/Reading Task (Delivered live on Zoom)	Explain work for the day. Available to support pupils on Zoom Review completed work.	Ask questions about what is expected for the day. Participate in live lesson on Zoom.
<b>9.30 – 10.30</b>	Daily English Task to include SPaG	Available to support pupils on Padlet. Review completed work.	Complete and upload task on Padlet
<b>10.30 – 11.00</b>	Morning Break & Individual Reading	Break time. Review completed work.	Break time. Read and/or Quiz on books.
<b>11.00 – 12.00</b>	Daily Maths Task	Available to support pupils on Padlet Review completed work.	Complete and upload task on Padlet
<b>12.00 – 1.00</b>	Lunch break	Not available.	Break time.
<b>1.00 – 2.00</b>	Daily Topic Task	Available to support pupils on Padlet Review completed work.	Complete and upload task on Padlet
<b>2.45 - 3.00</b>	Whole Class Meeting on Zoom to discuss the day and share a story	Review work from the day. Share a story.	Talk about work from the day. Enjoy story.

<b>Time</b>	<b>Activity</b>	<b>Teacher</b>	<b>Parents with pupil</b>
<b>8.30 – 9.00</b>	Work uploaded to Padlet-phonics sheets, maths and topic practical tasks	Set tasks	View tasks
<b>9.00 – 9.15</b>	Whole Class on Zoom to sing some songs, and share and discuss the daily tasks.	Explain work for the day.	Ask questions about what is

		Available to support pupils on Zoom Review completed work.	expected for the day. Participate in live lesson on Zoom.
<b>9.15 – 10.15</b>	Daily Phonics lessons (Delivered live on Zoom, in two groups)	Available to support pupils on Padlet. Review completed work.	Complete and upload phonics task on Padlet
<b>10.15 – 10.45</b>	Morning Break	Break time. Review completed work.	Break time.
<b>11.00 – 12.00</b>	Daily Maths Task-White Rose daily video lessons link and linked PDF file	Available to support pupils on Padlet Review completed work.	Complete and upload task on Padlet/Tapestry
<b>12.00 – 1.00</b>	Lunch break	Not available.	Break time.
<b>1.00 – 2.00</b>	Daily Topic Task	Available to support pupils on Padlet Review completed work.	Complete and upload task on Padlet/Tapestry
<b>2.00</b>	Whole Class Meeting on Zoom to share a story	Share a story.	Enjoy story.

### Proposed Daily Timetable – Reception (Early Years)

Staff may also record themselves reading stories, sharing activity ideas and games on Tapestry for parents to access

### Proposed Timetable for Nursery

Time	Activity	Teacher	Parents
<b>8.30 – 9.30</b>	Padlet chat room 'live'	Ideas for activities today	View activities and ask questions
<b>9.00 – 9.15</b>	Session Zoom to say hello, sing songs, share a story.	Lead songs, story time	Help children join in with group time
<b>9.15-11.00</b>	Time to play at home	Break time. Review observations added to Tapestry	Playing with, reading to and supporting children at home

<b>11.15</b>	Morning session ends	Not available.	Playing with, reading to and supporting children at home
<b>12.30 – 1.30</b>	Padlet chat room 'live'	Ideas for activities today	View activities and ask questions
<b>1.30-1.45</b>	Session Zoom to say hello, sing songs, share a story.	Lead songs, story time	Help children join in with group time
<b>1.45-3.00</b>	Time to play at home	Break time. Review observations added to Tapestry	Playing with, reading to and supporting children at home
<b>3.00-3.15</b>	Session Zoom to talk about the day, sing songs, share a story.	Lead songs, story time	Help children join in with group time

Area to consider	Actions
How do we know if the children are completing the work?	<ul style="list-style-type: none"> <li>▪ Teachers will hold a daily class meetings on Zoom.</li> <li>▪ Teachers will be able to view completed work on Padlet.</li> <li>▪ Teachers to complete attendance record by work submitted. If children fail to attend, teacher to call in first instance. SLT to chase if not improvement in attendance. Home work packs to be offered if unable to access online learning.</li> <li>▪ If work has not been shared with the teacher, the teacher will send a message to the parent/carer, and a follow up phone call if required.</li> </ul>
How do we see completed work?	<ul style="list-style-type: none"> <li>▪ Parents can upload photos or videos of completed work directly to their class teachers using a Padlet.</li> </ul>
How can we provide feedback?	<ul style="list-style-type: none"> <li>▪ Teachers can send messages, photos or videos of feedback using Padlet.</li> <li>▪ Whole class messages etc can be sent on Padlet, as well as private messages to individual parents through Teachers2Parents.</li> <li>▪ Parents/carers can return completed work packs at the end of the week to the delivery box. The work is placed in quarantine over the weekend (48 hrs+ as per Government guidance). Teachers are then able to mark and feedback by phone call/Teacher2Parents message.</li> </ul>
How does the learning fit with our curriculum?	<ul style="list-style-type: none"> <li>▪ Lessons sent remotely to parents will be in line with the curriculum overview.</li> <li>▪ Links to appropriate Oak Academy/BBC Bitesize lessons will also be shared with parents/carers.</li> </ul>
How many lessons will be provided each day?	<ul style="list-style-type: none"> <li>▪ 4 lessons will be provided every day, including English and Maths.</li> <li>▪ Lessons will be uploaded on Padlet.</li> </ul>
How do we ensure children have the resources they need for remote learning?	<ul style="list-style-type: none"> <li>▪ Children will be provided with a stationery set from school, which can be used at home for distance learning.</li> <li>▪ If a bubble closes during the day and children are sent home during the school day, work packs and reading will be sent home with the children.</li> <li>▪ If a bubble closes before children are in school, work packs and reading books will be left in the foyer, and parent/carers will be able to sign to say they have been collected. Any work packs not collected, will be delivered by a staff member.</li> <li>▪ In an emergency situation (isolation, so can't leave the house) paper / work books will be posted through the letter box at home.</li> <li>▪ Whole school questionnaire to parents/carers has identified which children do not have access to the internet/technology devices.</li> <li>▪ If children have siblings and are unable to access the Zoom call at 9am, there is still the expectation for them to complete the learning set on Padlet. It may be possible that children</li> </ul>

	check in on alternate days. Parents/carers should notify teachers if this is how they wish to proceed.
What if parents/carers do not feel confident in using online technology?	<ul style="list-style-type: none"><li>• Guides to using Padlet and Zoom to be emailed to parents/carers at the beginning of any bubble closures or whole school lockdown.</li></ul>
How do we ensure our children are safe online?	<ul style="list-style-type: none"><li>• All staff leading online learning have been directed to read Teaching Online Safely in Schools (DFE, June 2020).</li><li>• Online safety session to be promoted in the classroom and to be reiterated in the first online should whole class online teaching be administered.</li></ul>