



St. Anne's Catholic Primary School Covid-19 Contingency Plan

ST ANNE'S CATHOLIC PRIMARY SCHOOL, FREE PRAE ROAD, CHERTSEY, SURREY KT16 8ET
Tel: 01932 562251

“With Christ at the centre of our lives, we live out our call to serve the young; **“It is not enough to love children, they must know they are loved.”**
St John Bosco

This document is designed to prompt considerations and record actions in preparation for scenarios ranging from an individual bubble needing to be isolated to a partial or full lockdown occurring.

Contents

- 1) Potential scenarios
- 2) Planning Checklist
- 3) Remote Learning Plan Template
- 4) Summary of partial closure guidelines

Underlying assumptions

The position of the UK Government is that schools will remain open if possible. It has identified 4 tiers of response to rates of infection:

Tier 1 – Specific areas are subject to local restrictions. Within this context schools should remain fully open to all pupils, full time, with face coverings required in corridors and communal areas for pupils in Year 7 and above. Local authority and national leaders will take all other possible measures, including implementing restrictions on other sectors, before considering restricting attendance in education.

Tier 2 - If all other measures have been exhausted, Tier 2 would advise secondary schools and colleges in a restricted area to use rotas to help break chains of transmission of coronavirus, while primary schools remain open to all pupils.

Tier 3 – Secondary schools and colleges will remain open for disadvantaged and critical worker children and selected year groups as identified by the DfE.

Tier 4 – At this point, schools would introduce remote learning full time for wider groups of pupils, with vulnerable children and children of critical workers continuing to attend.

In addition to the government's tiers outlined below, schools also expect to experience varying levels of disruption – either several individual isolations, year group/bubbles level isolations following a positive case or potentially suffer staff shortages to such an extent that year group level closure must be considered.

In that instance, please follow the steps as needed. The current XCET guidance is that if individuals are isolating on a clinically advised basis, remote learning provision will be via Oak Academy content relevant to the current curriculum plan. If a full bubble isolation happens (including staff), then a wider remote learning provision may be considered.

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Preparation checklist

Category	Suggested Action
1. Risk Management	Calculate teacher absence tipping point for invoking contingency plan
2. Communication	Prepare comms plan to staff and parents: draft letters, plan website updates, SMS systems etc. Office staff briefed. Plan to communicate to key partners – e.g. catering/ cleaning contractors
3. Workforce	List of vulnerable staff to be revisited for enhanced RA's - consider if working from home can be accommodated. Understand any complex home situations of teachers that might limit ability to deliver remote learning plans. XCET can advise on any pay/attendance implications for queries. Devise staffing rota
4. Remote Learning	Remote learning plan in place by year group – see template below from SAFE Do all staff have access to devices, can existing resources in school be deployed to fill gaps? Consider compiling an up to date list of pupil device access. In the case of local lockdown, XCET Ops can access devices for disadvantaged y3 and above via DfE but suspect stock will be limited. Do all pupils have log ins provided? If relevant, have MS Teams groups been refreshed since start of the year? Have expectations re online behaviour been clearly communicated? XCET policies have relevant content if needed.
5. Rotas	Refresh data available re vulnerable pupils/ critical worker classification Plan structure of attending groups and staff. Consider if fully remote provision is needed for clinically vulnerable pupils.

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Remote Learning Statement

Introduction

In the event of a child entering self-isolation, but is feeling healthy, our school will make continuing provision in the following ways:

- *A link to Oak Academy will be uploaded to eSchools. This will be chosen by the class teacher to ensure that the child is learning the same content as the children still in school. This will last for up to the first two days, after which, the class teacher will send home the PowerPoints of lessons being delivered at school.*

In the event of a whole school closure or a year group “bubble” having to isolate at home our school will make continuing provision in the following ways:

FOR THE FIRST 24 HOURS, THE CHILDREN WILL BE DIRECTED TO OAK ACADEMY (LINK ON ESCHOOLS FOR SPECIFIC SESSIONS)

From after the first 24 hours:

- *Wherever possible, children will be taught online via “live-lessons” using Zoom (with the link being sent to the children’s email address/parents). This provision will be supplemented with additional work set via the Home Learning link on the school website and links to the Oak National Academy curriculum.*

Daily Maths lessons with voiceovers will be uploaded to eSchools

Daily English PowerPoints with voiceovers will be uploaded to eSchools

Wider curriculum lessons on PowerPoint will be uploaded to eSchools

- *Families who are unable to access suitable technology will receive support from the school either to access a borrowed device and where these are not available provided with alternative resources (Please note: Resources are limited and will be given on a first come, first served basis. Please try and make alternative arrangements to access technology if you can)*
- *All online learning and teaching will be carried out in accordance with the updated Xavier CET Safeguarding policy.*
- *Additional information:*

Weekly RE lessons will be provided by a specialist within the Xavier MAT

Weekly Art lessons will be provided by a specialist within the Xavier MAT

Weekly Science lessons will be accessed through www.developingexperts.com

Please note: Every child has a list of their log ins and passwords in their reading diary so there are no issues with accessing learning immediately.

Our staff will:

- *Take registration every morning at 9am via Zoom*
- *Be available online for at least half of every normal school day*
- *Teach lessons as per the normal school timetable and curriculum (see remote learning plan)*
- *Set aside time each day to offer additional support to pupils who are struggling*

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- *Provide each pupil with individual feedback on a weekly basis*

Please note:

If class teacher is on the rota to attend school for key worker children, they will not be contactable that day. The year group team teacher will be available to administer the learning and answer any questions.

Every morning, the class teacher will Zoom the class. This is to touch base, and outline the day (this would be when class teacher would tell the class if they are on the rota to be in school)

If the class teacher is ill, the year group team teacher will upload the week's learning to eSchools for the class to access.

Class teacher will be available on Zoom during English and Maths, daily.

Our pupils/students will be expected to:

- *Be present online each morning from 9am to 3pm. This period will include break times and allocated slots for independent learning (see timetable in remote learning booklet)*
- *Abide by the normal expectations of pupils in the classroom*
- *Submit work online on Seesaw to teachers as requested*

Please note:

If there are siblings within a household, it is expected that with best endeavours, the children will attend as much of the week's learning as possible

Learning to be uploaded to Seesaw.

Expectations of learning uploaded to Seesaw:

- Daily English learning

- Daily Maths learning

Wider curriculum learning set in the afternoons

All children will receive a personal comment on their English and Maths learning that they upload daily.

All children will receive a minimum of one comment a week for the wider curriculum lessons.

Parents are responsible for:

- *Ensuring that children are able to access home learning and that where possible they have a suitable space to do this from*
- *Ensuring that children are present each day between the hours of 9am and 3pm and appropriately supervised*
- *Ensuring that everyone in their household understands and complies with the Xavier CET Safeguarding policy*

Please note:

We understand that many parents will continue to work from home and know that with best endeavours, will encourage and support the children in accessing their learning from home.

Vulnerable and Key Worker Children

In certain situations where the school has not been forced to close completely, limited provision will be made in school for vulnerable children and those where both parents carry out certain key worker roles.

Communication

Communication between school and home will predominantly be carried out via email but the school phone line will continue to be in use during normal opening hours regardless of any school closure. Given the volume of

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communication that is likely to go during any school closure, please give careful consideration before contacting the school. Most parental queries can be answered by referring to information on the school website.

Supporting Notes for Tier 2 and partial closing planning - summary of guidelines dated 28/08/20

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Principles

1. Early years providers, primary schools, AP settings and special schools should continue to allow all children to attend full-time if possible.
2. Mainstream secondary schools (including sixth forms) and any primary school within the Trust that does not have the staffing to provide a full offer can operate a rota system. Full-time on-site provision should remain available for all vulnerable children and young people, who are expected to attend full-time, and for the children of critical workers who require this.
3. Where a rota system is in operation, group sizes do not have to be reduced.

Rota system

1. Schools should ideally operate a rota system that means pupils spend 2 weeks on-site followed by 2 weeks at home. However, schools can choose to operate a one-week rota if this is necessary for the effective delivery of the curriculum.
2. Rota lengths should not be any shorter than one week as this does not provide sufficient time off-site for symptoms to present. 5 days on site, followed by 9 days at home (5 school days plus 2 weekends) will still allow symptoms to present in most cases (SAGE).
3. Rota groups should consist of 'bubbles' that avoid mixing with one another, in line with the [full opening guidance](#).
4. Vulnerable children and young people and children of critical workers should be integrated into rota groups. This is likely to mean they will be in their own 'sub-bubble' when their rota group is scheduled to be at home but see point 3 below in 'Full time provision'.
5. Whilst a rota system aims to limit the total number of pupils on-site at any one time, the numbers on-site will be higher where there is a sizeable cohort of vulnerable children and children of critical workers. It is important

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that full-time provision is available for these pupils and there is no fixed percentage of pupils on-site that schools should not exceed.

Risk Management

1. In all respects, the system of controls outlined in the XCET Risk Assessment & [full opening guidance](#) should continue to be applied when implementing a rota system.
2. It is important that pupils continue to adhere to public health advice while they are scheduled to be at home. They should also not return to on-site provision if they are self-isolating, even if their rota group is scheduled to be at school that week.
3. During time at home, parents and carers should still inform the school as soon as possible if a pupil tests positive for coronavirus (COVID-19) and the COVID response plan should still be invoked – i.e. work with MAT Leadership who will co-ordinate with DfE and Local Health to determine if others need to self-isolate. This will in part depend on how long it has been since the pupil was on-site.

Full-time provision for priority groups

1. Children of critical workers and vulnerable children and young people will be expected to be able to access full-time on-site provision at all tiers of restriction.
2. All instances of non-attendance from vulnerable children and young people should be followed up by the school.
3. Schools should make every effort to prioritise and encourage vulnerable children's full-time attendance. However, if the parent of a vulnerable child wishes for their child to be absent from school during their rota group's scheduled time at home, schools should grant this leave of absence. It should only be granted for the weeks their rota group is scheduled to be at home.
4. Where critical worker parents and carers notify a school that their child requires full-time on-site provision during the weeks that their rota group is scheduled to be at home, the school should make this available.
5. Where schools are operating a rota system, pupils in both these priority groups should be integrated into rota groups and attend on-site provision in the same way as other pupils from their rota group during their scheduled time on-site.
6. During the period the rest of their rota group is at home, children in these priority groups should avoid mixing with the other rota group on-site.

Attendance

1. All pupils must attend during their rota group's scheduled time on-site. Pupils should be recorded using the usual school attendance codes.
2. If shielding is resumed within the local areas, clinically extremely vulnerable children will not be required to attend school.



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DfE provided laptops

The DfE has allocated a defined number of laptops to each school, dependant on the number of pupils on roll and proportion on FSM. These are made available when either a local lockdown is imposed, or when the PHE Health Protection Team agrees that one or more year group bubbles needs to isolate for 14 days. Please contact Darren Smith or Ceri Murray for details,

Free school meals

Where children on benefits-related free school meals are not attending on-site during scheduled time at home, schools should continue to provide free school meals. We are awaiting further guidance on this from DfE, their current suggestion is that food parcels can be delivered or collected. We will investigate alternative options as we did in the summer.

Workforce

1. Teachers and staff can operate across the different rota groups, as well as different bubbles.
2. In most cases [existing guidance on the school workforce](#) to apply in the event of most local restrictions. This includes current advice that clinically extremely vulnerable staff can continue to attend their workplace.

In the unlikely event that shielding was reintroduced in a local area, clinically extremely vulnerable staff would not be expected to continue working on-site.