

Halesbury 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](#)'.

Last updated: 29th September 2020



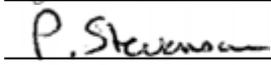
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Signed by:


_____ Headteacher

Date: 29.09.2020


_____ Chair of governors

Date: 29.09.2020



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 Head Teacher 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 pupils 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 pupils 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 pupils.

Face coverings will be worn by adults and pupils age 11+ when moving around the premises, outside of classrooms, e.g. in corridors and communal areas where social distancing cannot easily be maintained. Pupils who cannot handle face coverings safely and responsibly, or who have health conditions exacerbated by face coverings, will be exempt.

Tier 2

The school will remain open to all pupils.

In addition to the above...

In the event that shielding is resumed within the local area, clinically extremely vulnerable pupils will not be required to attend school.

Where pupils eligible for FSM are not attending on-site provision during scheduled time at home, the school will continue to provide them with FSM which will be available for collection in the form of Grab Bags or if directed from the Government Meal . Parents/carers should contact the school to pre-order meals each week in advance.

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 remain open to all pupils.

All arrangements to remain the same as for tier 2.



Tier 4

The school will allow for full-time on-site attendance of all pupils.

All other arrangements will remain the same as for tier 2.

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 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.

Any staff members or pupils who have been in close contact with a symptomatic individual on site 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 DfE helpline. 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 given by the DfE helpline, 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.

Dedicated school transport will remain in operation and have their own risk assessment in place.

Remote education

If pupils are required to self-isolate and are well enough to continue with their education, the school will offer immediate access to remote education for pupils who are required to remain



at home. If 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 Policy.

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:

- **Teams online lessons with the class staff**
- **Class Dojo**
- **Printed worksheets and activities (delivered to parent's doors or posted if there are difficulties accessing material.)**
- **Instructions to carry out practical activities e.g. P.E., cooking, science, art**
- **Links to learning activities online**
- **Access to school education websites e.g. Lexia, Education City**
- **A range of subjects and topics to offer a broad curriculum**
- **Staff will also provide social times for pupil and staff to interact**

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 assignments 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, ideally including daily contact with teachers.

All provisions for remote learning will be subject to the class group's age, ability and special educational needs and disabilities.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the class teacher in conjunction with their team 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 against pupils' SOLAR targets.



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.

Returning to school

Prior to the return of shielding pupils and staff, all relevant risk assessments will be reviewed.

Where a period of self-isolation is required, school will inform parents when their child will be able to return to school.

The class teacher 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 for pupils who are self-isolating, shielding or learning remotely 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.
- 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.



Food provision

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

- The school catering team will work with our food providers to ensure we can continue offering FSM to pupils and families who are eligible. This includes eligible pupils who are not in attendance because they are self-isolating
- Have had symptoms or have tested positive
- Are a close contact of someone who has coronavirus
- Are not attending due to shielding or other COVID-19 related reasons

Communication

The school will communicate the COVID-19 Contingency Plan with parents, any reviews of the protective measures as part of its risk assessments and when remote learning/working may be necessary. 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 – their line manager
- Pupils – their class teacher or member of pastoral staff
- Parents – the class teacher or a member of the Senior Leadership Team

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.