



All Saints' C of E First School

CONTINGENCY PLANNING AND INFORMATION FOR STAFF REGARDING COVID 19 (CORONAVIRUS) AND POTENTIAL SCHOOL CLOSURE

Guidance for schools: Please read: <https://www.gov.uk/government/publications/guidance-to-educational-settingsabout-covid-19/guidance-to-educational-settings-about-covid-19>

EDUCATION FOR PUPILS:

KS1 learning resources https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes

KS2 learning resources https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Respiratory%20Hygiene

At present there is no information that our school will be required to close. However, this is a quickly changing scenario, and this may change soon. It is possible that schools may be required to close as a local tiered response to heightened infection

In the event that we need to close we will adopt the following procedures:

FULL SCHOOL CLOSURE

If the WHOLE school is required to close, the duration of the closure will probably be known at the outset. However, an indefinite closure is also possible. THE SCHOOL WILL MAKE THE DECISION TO CLOSE IN CONSULTATION WITH THE TRUST AND THE HEALTH PROTECTION AGENCY OR WHEN DIRECTED TO DO SO BY THE GOVERNMENT. Once the decision is made, Kids Club will be informed.

The decision to close will, most likely, not be made during a school day, but rather would be effective from the next school day. This will allow us to send children home as normal.

In the unlikely event that the school is forced to close within the day, snow day procedures will apply, with staff remaining in school until their pupils are safely collected. **Staff should at this point ensure that they also**

have materials they might need at home in order to carry out their job effectively, for instance assessment information, planning folders, logins for subscriptions and so on.

Parents will be informed of any closure, including its projected duration via T2P texts and via Parentpay email, facebook and the school website. This will be the responsibility of the Head and Admin staff. We will show clear and regularly updated information about closure and its duration. It is the responsibility of all staff to check the school Whatsapp AND school email at least daily for updates, during a closure.

The school will continue to follow advice from the HPA and any other agencies throughout any closure.

If school is directed to remain open for keyworkers and vulnerable children, parents will be asked to register and provide evidence of keyworker status if status is unclear. Keyworker parents will also be asked to send their children only to allow parents to work. Registration will be available online.

PARTIAL SCHOOL CLOSURE

If a 'bubble' or several 'bubbles' are required to close, the duration of the closure will probably be known at the outset, as this will most likely be for a two week period. THE SCHOOL WILL MAKE THE DECISION TO CLOSE IN CONSULTATION WITH THE TRUST AND THE HEALTH PROTECTION AGENCY. Once the decision is made, Kids Club will be informed.

The decision to partially close will be made following the advice of the HPA and LOC team.

ALL parents will be informed, and appropriate letters will go to parents of those children who will need to self isolate AND parents of children who will be expected to remain in school. This will be through T2P text links and/or Parentpay emails. Copies will also go on the school website.

Staff who are required to self isolate will be identified, and will be asked to go home as soon as their children have been dismissed.

The headteacher will ensure that the children who remain in school have appropriate staff. If this cannot be done by internal staff or supply staff, other 'bubbles' may also be asked to stay at home.

CLOSURE PROCEDURE AND COMMUNICATION WITH PARENTS

Event/Timescale	What Needs to be Done?	By Whom?
Notification of closure	All staff informed via emergency briefing if needed or at the end of the morning / afternoon as appropriate	HT/SLT
	All parents / carers informed by T2P. If collection needs to be instant, arrange for all children to go to usual exit points and be collected using end of day procedure.	Office

	If collection is at the end of the day, ensure that ALL children's items are removed from classes.	Teachers/TAs
	Communication to parents will explain the reasons for the closure and how we will communicate over the period of closure.	Office / HT
	Contact all external people who visit the school to let them know that we are currently closed	Office
	Class updates with messages from teachers using Seesaw communication app.	Teachers
Communication during period of closure	Messages re T2P and ParentPay email as needed.	HT/Office
	Staff to check Seesaw and work emails daily during period of closure	Everyone
	Staff to ensure wellbeing checks are carried out. Class teachers to report any concerns to SLT urgently.	Class teachers

PROVISION FOR DISTANCED WORKING

While any full school closure continues, staff would not be expected to attend school (unless the government requires provision for keyworker children). The Headteacher will provide information about accessibility of the school site if staff wish to come in to collect items, but it is most likely that the school will enter a state of shutdown.

While school is closed, staff are still expected to be available for work and to be able to work remotely as much as possible.

Obviously, work that can be carried out remotely will vary for different staff. However, there is an expectation for teachers to be able to provide work at home and respond to work handed in, as well as answer and send emails and so on. To support this, the school will use the new Seesaw app. Teaching assistants will support staff in this where possible.

Working patterns will not be as usual, but there is a responsibility for us to maintain quality learning for pupils as much as is possible bearing in mind the constraints we have.

Other tasks for staff (teachers) – if working from home	<ul style="list-style-type: none"> • Medium-term planning for this/next half term • Action Plans updated and any actions that can be done completed • Begin to think about pupil reports • Planning ahead for return 	Teachers
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	<ul style="list-style-type: none"> • Update Insight if at appropriate time 	
Tasks for staff (TAs) – if working from home	<ul style="list-style-type: none"> • Support Class teachers with feedback. • Liaise with teachers to see what support can be given at home. 	TAs
Tasks for SLT – if working from home	<ul style="list-style-type: none"> • Get ahead on any paperwork that can be done at home • Review school improvement plan and take any actions possible • Monitoring of website to ensure consistency of messages • Support Key stage staff to ensure any problems are dealt with straight away. 	SLT
Tasks for staff (Office) – if working from home	<ul style="list-style-type: none"> • Manage office@ email address and redirect emails • Get ahead on any paperwork that can be done at home 	Office staff
Tasks for staff (Caretaker) – if working from home	<ul style="list-style-type: none"> • Respond to any reports of intruders/alarms etc from asset management etc • Ensure the site remains secure 	Caretaker

PROVISION FOR DISTANCED LEARNING

The main access for distanced learning will be the Seesaw app. Classes may also wish to use BGfL or other sites such as Education City or Oak National Academy. Children will already have usernames and passwords sent home for school learning platforms

While the vast majority of children will have access to online learning, some may not. Some may also not have functioning printers, so it is probably better to avoid massive use of worksheets. In addition, staff should avoid children responding using ICT only. Seesaw gives children the opportunity to take photos of written and practical work, record reading and talking activities and video activities they have done. Activities should encourage different forms of learning.

It is also vital that we don't end up with one class looking less effective than another – so consistency is key here. We will agree a minimum what would be provided for each key stage and then discuss what 'enrichment' activities might be possible so we are all offering similar.

<p>Work for pupils</p>	<ul style="list-style-type: none"> • Seesaw lessons. It would be more personal to record voice or video where appropriate, particularly for younger children. • Avoid over reliance on Community resources which require children to fill in worksheets, as those children accessing on smartphones will find this difficult. • <i>Initial parent feedback – some like worksheets/some hate them; many like the practical opportunities; Some are struggling with smartphones and worksheets. So try to vary how children respond.</i> • As a guide, weekly lessons should include: <p>Early Years</p> <ul style="list-style-type: none"> • Daily phonics lesson • 3 Communication, Language, Literacy lessons • 3 Maths lessons • 3 other lessons <p>Key Stage 1/2</p> <ul style="list-style-type: none"> • Daily Reading (one clip of reading sent in each week) • Spellings • Literacy lessons that were planned for the week • Maths lessons that were planned for the week • 3 other subject lessons during the week • Feedback could be through ‘likes’ , verbal comment or written comment. TAs to support this feedback. The microphone is a super way of giving verbal feedback – it’s much faster than typing and the children will prefer it • Links to other lessons e.g. Oak National Academy, Education City etc. can be used if they relate to what you are doing. 	<p>Teachers (TAs could also support reviewing work if shown how to use Seesaw. This would reduce the burden on class teachers).</p>
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STAFF PROVISION FOR PARTIAL CLOSURE

If school is partially closed, some staff may have difficulty in providing child care for their own children.

As a school we are committed to finding ways to support staff in these circumstances.

Staff should make every effort to find suitable provision within self isolation guidelines, if their child has been asked to self isolate from school, whilst allowing them to attend school.

If this is not possible, the Trust will allow staff to have time off to care for their children.

STAFF COMMUNICATION

It is important that there is good communication during periods of full or partial closure.

Staff will receive regular email/ Whatsapp communication to keep them updated and to discuss what tasks can be carried out online/remotely.

Please make sure that you are able to log on to your school email account and Microsoft Teams as this will be the main means of communication.

If needed, staff meetings will be held using Microsoft Teams. Staff should make sure that they have the ability to log in to Teams, and are aware of their TTLT email and password.

KEYWORKER CHILDREN

If the government requires schools to provide keyworker provision, staff will provide cover on a rota basis.

In this event, TAs and staff without main class teacher responsibility (mainly English/Maths) will be asked to provide more daily support to allow class teachers to focus on online virtual learning.

DRAFT ROTA IF FULL LOCKDOWN

If school is closed to all children except keyworkers, the following rota will be used. However, this is a draft, and may need to change, depending upon the numbers of keyworkers attending, and number of staff self isolating.

Note, if members of staff are working from home, their children can attend keyworker provision.

Members of staff in school will follow the Remote learning plans set by the class teachers.

	Monday	Tuesday	Wednesday	Thursday	Friday
SLT – bookings/office/safeguarding/ govt returns/remote learning etc					
Senior Staff Member	EA	LM/JW	JS/VC	EA	LM
Teaching staff – on site but not in classroom unless numbers require it. If not needed in classroom, remote learning focus.					
Teaching staff (Class based only if numbers need it)	SW	LM/JW	JS/VC	AS	VS
<p>Staff in to work with Keyworker children. Keep to groups if possible, in case of a positive test. Keep daily register and send to office (if needed for track and trace). Planning will be on Seesaw for each class. You will need to use iPads. Once Daily remote learning is complete, activities can be choice based.</p>					
Nursery/St G	CCS	CCS	MJ	MJ	VJ
Nursery/St G	EW	EW	LBe	BK	BK
St C, St D, St P	SG	SS	KB	KB	SG
St A, St M, St J	MC	RS	RHS	AC	AC
Admin/Premises – on site only if needed.					
ADMIN STAFF	LB/SWa – to be in only when needed.				
Premises	Cleaning as normal. MS – open and lock up. Limited duties to essential only (e.g. safety issues and essential replenishment of supplies)				
Lunchtime Staff	Three lunchtime staff each day – rota to be sorted by KC. (including Ben B)				

Note: The above plan will be reviewed and will be amended once numbers of children are known.

I have tried to keep class teachers (particularly those with Eng/Maths responsibility) out of the direct teaching responsibility wherever possible, as remote learning has proven to be a full time job.

Given the increased transmission of the virus, it would be more sensible to be in school. We will use three classrooms, and the hall to eat.