



Contingency Plan for COVID-19 Outbreaks

The aim of this contingency plan is to set out how remote learning and pastoral care will be delivered where a child, a class, a year group or the whole school are required to self-isolate.

Government expectations:

In “Schools coronavirus (COVID-19) operational guidance” (February 2021), the government laid out the expectations for remote learning once schools re-open to all children from the 8th March:

- Schools are still required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around coronavirus (COVID-19).
- For example, where such guidance means that a class, group or small number of pupils need to self-isolate or that clinically extremely vulnerable children are to shield. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.
- The remote education provided should be equivalent in length to the core teaching pupils would receive in school.
- It should include recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently.
- As a minimum you should provide 4 hours a day.
- Online video lessons do not necessarily need to be recorded by teaching staff at the school: Oak National Academy lessons, for example, can be provided in lieu of school-led video content.

In developing remote education, we expect you to:

- teach a planned and well-sequenced curriculum
- select a digital platform for remote education provision that will be used consistently
- overcome barriers to digital access for pupils by distributing school-owned laptops or providing printed resources where required
- have systems for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern

When teaching pupils remotely we expect schools to:

- set meaningful and ambitious work each day in an appropriate range of subjects
- provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources
- provide opportunities for interactivity, including questioning, eliciting and reflective discussion
- provide scaffolded practice and opportunities to apply new knowledge
- enable pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate
- use assessment to ensure teaching is responsive to pupils’ needs and addresses any critical gaps in pupils’ knowledge



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Individual children who are isolating

Action	By whom	When
<p>Communication</p> <p>The office will alert the class teacher and AHT/YL that a child is not in school as they are isolating due to symptoms (and awaiting testing), a family member is being tested with symptoms or NHS Test and Trace requires them to isolate. The office will also let the ICT Technician know in case the family has previously required the loan of a laptop so this can be re-loaned.</p>	Office	As soon as they are notified of absence
<p>Remote learning</p> <p>The office will email the 10 days of Oak National Academy Learning to the parents/carers, and the information document that accompanies it.</p>	Office	At the earliest possible convenience
<p>Technology</p> <p>The ICT Technician will organise for any families who do not have data or technology to be provided with a SIM card or loan of a laptop. We know who these families are due to previous partial school closure and the information document the office send asks other families to let us know if they are in need.</p>	ICT Technician	At the earliest possible convenience
<p>Remote learning/Assemblies</p> <p>The class teacher will upload the year group's Oak National Academy document which shows the work to be completed during the period of isolation. They will also share links to whole school and year group assemblies.</p>	Class teacher	By or on the first day of absence
<p>Google Meet</p> <p>The class teacher will organise for daily Google Meet links to be available to the child so that they can join their class in registration 8:45-8:55. During this time they will discuss with the child at home how they found the learning the previous day and what was completed from this.</p>	Class teacher	Daily
<p>Check in</p> <p>If a child is isolating at home for longer than 4 days, the class teacher will call to check in with the child and with their learning, to offer any support.</p>	Class teacher	On day four of absence
<p>Postcard</p> <p>A postcard will be sent to the child at the end of the first week to let them know we are thinking of them and how well they are doing.</p>	Office	End of the first week



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A class who are isolating

Another reason why a class could need to close (and be at home for remote learning) would be if we are unable to cover teacher absence, due to falling numbers of members of staff.

Action	By whom	When
Google Classroom (day 1) Year groups will ensure there is a day of Google Classroom work available for the first day of a class remote learning.	Year teams	First day of class remote learning
Google Meet The class teacher will meet with their children for Google Meet daily at 9am.	Class teacher	From the first day onwards
Google Classroom The class teacher will organise for the full curriculum to be available on Google Classroom. This will include amending documents to ensure they apply in the context of remote learning and can be edited and submitted by the children, as required.	Class teacher	Second day of class remote learning and then daily
Live Lessons The class teacher will run live English and maths lessons. One of these will take place at 9:15-10:15 and the other at 10:45-11:45 and they will take place via a school Zoom account. Zoom links will be shared on Google Classroom.	Class teacher	Second day of class remote learning and then daily
Feedback The class teacher will provide written or recorded feedback (via Mote) for each piece of English and maths works submitted by 3pm.	Class teacher	Second day of class remote learning and then daily
Live lessons (specialist) Specialist teachers (German, music and PE) will run live lessons for their subjects at the time of the class' lesson. This will be a 40-minute lesson to allow for set-up and transition from teaching in school. This may be via Zoom or Google Meet.	Specialist teacher	On the day their lesson would take place.
Assemblies Class teachers will share Zoom links to assemblies on Google Classroom so that children are able to join in whole school and year group assemblies	Class teacher	In advance of the first assembly
Technology The ICT Technician will organise for any families who do not have data or technology to be provided with a SIM card or loan of a laptop. We know who these families are due to previous partial school closure and other families remain welcome to reach out to us if their situation has changed.	ICT Technician	At the earliest possible convenience



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Postcard A postcard will be sent to each child at the end of the first week to let them know we are thinking of them and how well they are doing.	Office	End of the first week
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In the case of the class teacher being unwell

- The Assistant Headteacher or Year Leader will ensure that the children have access to the Oak National Academy learning (see 'Individual Children who are Isolating') and this will replace the Google Classroom and Live Lessons for the time that the teacher is too unwell to teach. Specialist teacher live lessons will still go ahead, providing these teachers are well.
- The Deputy Headteacher will lead daily Google Meets with the class at 9:15 until such a time when the teacher is well enough to lead these at 9am themselves.

In the case of additional children needing to isolate

(for example, through contact-tracing at Ravens Roost)

- The Assistant Headteacher or Year Leader will organise for those children to be added to the Google Classroom of the class who are isolating. They will follow the contingency plan above, as if they are in the class that is isolating.
- Their usual class teacher will ring them on a weekly basis to check-in and offer support if needed.

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A year group who are isolating

Action	By whom	When
<p>Google Classroom (day 1) Year groups will ensure there is a day of Google Classroom work available for the first day of a class remote learning.</p>	Year teams	First day of class remote learning
<p>Google Meet The class teacher will meet with their children for Google Meet daily at 9am.</p>	Class teacher	From the first day onwards
<p>Google Classroom The year team will organise for the full curriculum to be available on Google Classroom. This will include amending documents to ensure they apply in the context of remote learning and can be edited and submitted by the children, as required.</p>	Year team	Second day of class remote learning and then daily
<p>Recorded Lessons The year team will organise for maths and English videos to be available on Google Classroom each day.</p>	Year team	Second day of class remote learning and then daily
<p>Feedback The class teacher will provide written or recorded feedback (via Mote) for each piece of English and maths works submitted by 3pm.</p>	Class teacher	Second day of class remote learning and then daily
<p>Maths clinics The year team will organise for daily maths clinics to run at 13:30 that children can join, should they require support with the day's maths.</p>	Year team	Second day of class remote learning and then daily
<p>Live lessons (specialist) Specialist teachers (German, music and PE) will run live lessons for their subjects at the time of the class' lesson.</p>	Specialist teacher	On the day their lesson would take place.
<p>Assemblies Class teachers will share Zoom links to assemblies on Google Classroom so that children are able to join in whole school and year group assemblies</p>	Class teacher	In advance of the first assembly
<p>Technology The ICT Technician will organise for any families who do not have data or technology to be provided with a SIM card or loan of a laptop. We know who these families are due to previous partial school closure and other families remain welcome to reach out to us if their situation has changed.</p>	ICT Technician	At the earliest possible convenience

In the event of whole school closure, this plan will be in place for all year groups.



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Additional support for children with SEND during a whole school closure

Where possible, intervention groups will take place via Zoom. These intervention groups may include, among others, ELSA, Friendly Group, Nurture Group, Motor Skills, Positivity Group and Phonics.

Teachers will ensure that work set is accessible for children with SEND and adapted where necessary.