



**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’s attendance would be contrary to government guidance or legislation around COVID-19. This includes, for example, where such guidance means that a class, group or a small number of pupils need to self-isolate. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.

**Statutory obligations and expectations - Get Help with Remote Education - GOV.UK**

- 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

**Individual children who are isolating**

Action	By whom	When
<b>Communication</b> The office will alert the class teacher and AHT/YL that a child is not in school as either: they have tested positive or they are isolating due to symptoms (and awaiting testing or test results).	Office	As soon as they are notified of absence



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<p><b>Remote learning</b> If a family request work, due to their child testing positive but being well enough to complete it (or experiencing no symptoms), the office will email the 10 days of Oak National Academy Learning to the parents/carers, and the information document that accompanies it.</p> <p>Work will not be sent automatically as if children are unwell, they would not be expected to complete work.</p> <p>If a child is absent from school due to illness, for any reason other than Covid-19, they will not be provided with school work, as should be in school if well enough.</p>	Office	At the earliest possible convenience
<p><b>Technology</b> In the case that a child tests positive for Covid-19, but is otherwise well and the family have requested home learning (as outlined above) but does not have access to a device or data, the ICT Technician will organise for this to be provided with a SIM card or loan of a laptop.</p>	ICT Technician	At the earliest possible convenience
<p><b>Check in</b> If a child is isolating at home for longer than 4 days, the class teacher will call to check in with the child.</p>	Class teacher	On day four of absence

**A class who are isolating**

If there is a need to close a class due to an outbreak and following the Outbreak Management Plan, there may be a whole class 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.

<b>Action</b>	<b>By whom</b>	<b>When</b>
<p><b>Google Classroom (day 1)</b> 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><b>Google Meet</b> The class teacher will meet with their children for Google Meet daily at 9am.</p>	Class teacher	From the first day onwards
<p><b>Google Classroom</b> 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.</p>	Class teacher	Second day of class remote learning and then daily
<p><b>Live Lessons</b> 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-</p>	Class teacher	Second day of class remote



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11:45 and they will take place via a school Zoom account. Zoom links will be shared on Google Classroom.		learning and then daily
<b>Feedback</b> 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
<b>Live lessons (specialist)</b> Specialist teachers (Spanish, 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.
<b>Technology</b> 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. In the case that it is a Year 3 class isolating, an email will be sent to those families to ask them to get in touch if they need support with digital access. This will also be the case if there is a new starter in a class in another year group.	ICT Technician	At the earliest possible convenience

**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 until such a time when the teacher is well enough to lead these themselves.

**A year group who are isolating**

If there is a need to close a part of the school due to an outbreak and following the Outbreak Management Plan, there may be a whole year group isolating.

Action	By whom	When
<b>Google Classroom (day 1)</b> 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
<b>Google Meet</b> The class teacher will meet with their children for Google Meet daily at 9am.	Class teacher	From the first day onwards
<b>Google Classroom</b>	Year team	



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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.		Second day of class remote learning and then daily
<b>Recorded Lessons</b> The year team will organise for maths and English videos to be available on Google Classroom each day.	Year team	Second day of class remote learning and then daily
<b>Feedback</b> 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
<b>Maths clinics</b> 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.	Year team	Second day of class remote learning and then daily
<b>Live lessons (specialist)</b> Specialist teachers (Spanish, music and PE) will run live lessons for their subjects at the time of the class' lesson.	Specialist teacher	On the day their lesson would take place.
<b>Assemblies</b> Class teachers will share Zoom links to assemblies on Google Classroom so that children are able to join in year group assemblies	Class teacher	In advance of the first assembly
<b>Technology</b> 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. In the case that it is Year 3 isolating, an email will be sent to those families to ask them to get in touch if they need support with digital access.	ICT Technician	At the earliest possible convenience

In the event of whole school closure, this plan will be in place for all year groups. In addition to the plan above, there will be a live whole school assembly, once each week, with Mrs Wells or Mrs Brookes.

**Additional support for children with SEND during a year group or 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.