

Highgate
Primary



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.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/916849/Symptomatic_children_action_list_SCHOOLS_FINAL.pdf

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 Headteacher in conjunction with other key stakeholders as and when the situation develops.

Local-lockdown / National lockdown

In the event of central government announcing a local-lockdown or a national-lockdown which involves the closure of school, Highgate Primary will allow full-time on-site provision to vulnerable pupils and the children of critical workers and selected year groups (which would be identified by the DfE). All other pupils will not attend on-site provision – remote education will be provided to these pupils.

Infection prevention and control

Highgate Primary's procedures on limiting infection will continue to be adhered to – these procedures meet 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 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 or local HPT. 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 from the DfE or local HPT, which may include requiring more people to self-isolate.

Contacts:

In the event of COVID 19 issue, please contact the following people:

Chair of Governors – Gavin Brown

LA Representative – Beth Clements / Ted Walker

Bradgate Education Partnership (as CEO link) – Gareth Nelmes

LA: educationeffectiveness@leics.gov.uk

Emergency number LA telephone line: 0116 305 3365

DfE 0800 046 8687, option 1. Mon to Fri 8am - 6pm Sat & Sun 10am - 4pm.

The DfE helpline also remains available for all other queries about coronavirus on 0800 046 8687, including for advice on those displaying symptoms.

(Replacing the PHE contact: [03442 254 524](tel:03442254524))

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.

Remote education

If a local lockdown is implemented, the school will offer access to remote education for pupils who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will implement remote learning for that group.

All remote learning will be delivered in line with the school's procedures and protocol for delivering virtual learning.

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:

Uploading work onto Class Dojo for parents to access. For those without access to a printer, we can either print the work off for them to collect from the main entrance or, work can be saved as a file that children can write on and re-save onto Class Dojo. This will allow teachers to look at work and give feedback.

We understand the difficulties some parents may face in juggling work commitments and supporting their child. Each class teacher will upload work when a child/group of children need to be off and outline expectations of what should be completed.

Staff have had clear expectations of what they are required to upload. It is unreasonable to expect them to upload vast amounts of work for individuals to complete whilst also managing a full time face-to-face commitment in school to the rest of the class. Work set, where possible should be the same as that set for the rest of the class (or as close to as possible).

If a whole class closes due to a confirmed case of Covid, the class teacher may also upload short introductory videos linked to the teacher input.

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 video..
- Assess progress and be clear on how regularly work will be checked.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Remote 'blended' online offer linked to year group appropriate sequence of learning, inc your outline for a 'blended' approach. How will the core areas be taught?

English: - upload powerpoint slides with instructions for activities at the end and work sheets as appropriate.

Maths: - upload powerpoint slides with instructions for activities at the end and work sheets as appropriate.

Science: - upload powerpoint slides with instructions for activities at the end and work sheets as appropriate.

Other subject areas: - while some subjects may lend themselves to also using powerpoint slides, others such as PE, Forest Schools and Music may be more practical. A simple instruction for these sessions might be, we will be doing PE this afternoon so go and do something physical.

Feedback model if remote learning occurs / or rotational model is implemented.

Feedback / marking to support pupils: Teachers will show pupils how to access work using Portfolio on Class Dojo. If they approve a piece of work, this is as good as a tick to say it is correct. If it needs more input, teachers can send back further instructions to ask children to do something in more detail.

Feedback to parents: Parents should also see the feedback children get.

Teachers will continue to make use of formative assessments throughout the academic year as appropriate.

DfE Get help with technology

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 and tablets to support groups of pupils if they do not have access to a digital device or the internet through other means. This would only be in the case of a positive COVID case and subsequent period of a bubble closing *or* in the event of a lockdown leading to closure.

Devices can only be received by the school when a reported positive COVID case occurs and therefore the time-lag of delivery of these devices would be a factor in speed of distribution. 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.

Returning to school

The Headteacher will work with the Local Authority to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

After a period of self-isolation, or the lessening of local lockdown rules, the Headteacher will inform parents when their child will return to school.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.

Our Safeguarding Policy was updated with an addendum 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 within our means.
- Use of CPOMs: All staff are able to use CPOMS. We have a DSL and two DDSLs who can manage this online if necessary.
- Monitoring of pupils remotely: Monitoring of vulnerable pupils will be done via telephone and recorded on CPOMS by the class teacher. For the most vulnerable pupils CP/CIN. Teachers will need to keep a record of who they have/haven't managed to keep in touch with.
- Disadvantaged and vulnerable children:
- Class teachers (& DSLs) will know who disadvantaged and vulnerable children are. Where an individual is absent the DSL will either direct the class teacher to check on those children or may do this themselves.

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.

Communication

Highgate Primary will communicate its plan for a local lockdown with parents if such a situation arises. This will be via Parent Pay. The plan will include whether it will remain open to vulnerable pupils and children of critical workers and if remote working will be applicable for all. 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
- Parents – the class teacher or head teacher

Clear guidance on parent's evenings given to staff and parents, outline your approach.

- Parents Evening Online booking session. Parents evenings will need to be conducted remotely to avoid close contact between adults.
- Parents will be invited to suggest time slots that will be convenient to them on the dates already published in advance. Teachers will give parents a time slot to expect a call. Parents will be informed of a time window when their teacher will call but that the number will be withheld.
- As we only have two school lines, teachers may call parents from their mobile phones but will need to dial 141 prior to calling the parent to prevent parents getting teachers' personal numbers.
- Teachers need to log which parents they have spoken to and any outcomes from the discussion that need following up.

Specific Roles:

Office: If a Covid case is positive and bubbles become closed / or when a rotation model is implemented. Do you have enough cross trained staff?

What is your contingency plan (cross training) for cover on the basic office duties that would need completing day to day?

Who: Office team members.

SIMs access: The SBM has remote access to complete dinners etc. The DDSL has remote access to CPOMS.

Communications systems access: The school phone has an answer machine to field calls but will be checked regularly by the head teacher or whoever is manning the office.

Website access: The website can be updated remotely.

Process for dinners: Parents use Parent Pay. Each day the attendance registers are completed by teachers and the SBM cross references the attendance with school dinner orders. Once this is processed, the SBM can phone the numbers through to the kitchen. The head teacher (or whoever is manning the office) can print off the school dinner reports and disseminate bands accordingly.

Process for EdenRed: No need to access EdenRed at present.

Premises Officer / Cleaning Staff : If a Covid case is positive and bubbles become closed / or when a rotation model is implemented. Do you have enough cross trained staff?

What is your contingency plan (cross training) for cover on the basic site duties / cleaning duties that would need completing day to day?

Who: Premises Officer & Cleaning Team

Key holders: Premises Officer, Headteacher, Business Manager, Assistant Head, After School Club (Little Apples)

Able to open and close site: Key holders.

Awareness of Lone Working Policy: Yes.

Awareness of critical site checks: Check windows, doors and gates. Ensure photocopier room is locked.

Awareness of location of gas / water shut off valves: Outside the main gates.

Awareness of compliance trackers for Property and Health/Safety: Covid Cleaning sheets to be printed weekly and put into classrooms. Staff to tick these off to be filed into the blue folder in the office.

Awareness of enhanced cleaning model in place / signed off: See above.

First Aid Cover: If a Covid case is positive and bubbles become closed / or when a rotation model is implemented.

A wide variety of staff are first aid trained. First Aid kits are kept in each year group bubble. Serious incidents will be brought to the Medical Room and dealt with by qualified staff. The room will be deep cleaned afterwards.

DSL Cover: If a Covid case is positive and bubbles become closed / or when a rotation model is implemented.

DSL/DDSL can work remotely if need be. There are three DSL trained staff to try to ensure we have at least one person on site at all times.

Fire Evacuation: If a Covid case is positive and bubbles become closed / or when a rotation model is implemented.

Procedures can be updated given any situation depending upon the staff members available onsite. These can be circulated with different staff members covering key roles such as checking toilets etc and calling the lead person (usually the HT) to signal all people are out of the building.

We usually use Edit as the signing in system if possible. If this isn't available we need to have a manual log for visitors.

Monitoring and review

This plan will be reviewed continually in line with guidance from the government and relevant Health Agencies.

Special thanks to the CEOs of Bradgate Education Partnership and Symphony Learning Trust for their support in developing this plan.

