



# Halesbury School

## Coronavirus (COVID-19): Contingency Plan

**Please note:** this plan has been created in line with the latest government advice regarding contingency planning as set out in the DfE's '[Contingency framework: education and childcare settings \(excluding universities\)](#)' and '[Guidance for full opening: schools](#)' documents. The 4 tier system previously recommended by the DfE has now been scrapped, and the government has made it a national priority that education and childcare settings should continue to operate as normal as possible during the coronavirus (COVID-19) pandemic. This remains the default position for all areas irrespective of local restriction tiers. Any restrictions on education would only be as a last resort and may only be initiated following a ministerial decision on a case-by-case basis in the light of local and national circumstances.

We will ensure this plan is updated in line with national government guidelines regarding the operation of schools during local lockdowns.

## Contents:

- [The aim of this plan](#)
- [The contingency framework](#)
- [Infection prevention and control](#)
- [Transport](#)
- [Remote education](#)
- [Exams and assessments](#)
- [Safeguarding](#)
- [Food provision](#)
- [Communication](#)
- [Monitoring and review](#)

## The aim of this plan

If our local area sees a spike in coronavirus infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures may involve implementing a number of restrictive measures, which could include the partial closure of schools in our area.

This document outlines how the school will operate if further restrictions are implemented. 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.

Signed by:

  
\_\_\_\_\_ Headteacher

Date: 16/12/2020

  
\_\_\_\_\_ Chair of governors

Date: 16/12/2020

## The contingency framework

The government has advised that all schools should continue to operate as normal, irrespective of local restriction tier, and that all pupils should attend school unless required to self-isolate.

The contingency framework is designed to act as a containment measure where:

- There is extremely high prevalence of coronavirus.
- Other measures have already been implemented.

Restrictive measures, of the kind set out in the contingency framework, cannot be implemented by schools without the explicit agreement of the DfE. This plan sets out how the school will operate if additional restrictions become necessary in our local area.

In all circumstances, priority will be given to vulnerable children and young people and the children of critical workers to attend full time.

As an all age special school with Post-16 provision, the government guidance differs for pupils across the school as follows:

### Primary

Where the contingency framework is implemented, special school pupils who are of **primary school age** should continue to attend school while full-time attendance is mandatory in local mainstream primary schools. However, in the very unlikely event that evidence supports limiting attendance in primary schools, attendance is encouraged but will not be mandatory for special school pupils of **primary school age** and parents will not be penalised if their child does not attend.

### Secondary

Where the contingency framework is implemented, pupils at special schools who are of **secondary school age** should continue to attend their education setting full-time. Whilst attendance is encouraged, it will not be mandatory and parents will not be penalised if their child does not attend.

### Post 16

Our Post-16 provision should continue to be open for students to attend as per their usual timetable.

## 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 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 on 0800 046 8687 and select Option 1, where a team of NHS advisers will decide what action is needed based on the latest public health advice. The school will follow the expert advice, which could include working with the local HPT if the situation is escalated by the advisers. The individual's close contacts at school will be sent home to self-isolate for **10 days** and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

## **EYFS**

If our EYFS class is subject to any government-imposed restrictions or requirements relating to coronavirus which may affect our ability to comply with the EYFS, the headteacher will consider if temporary changes are applied in regard to the disapplying and modifying of a number of requirements within the EYFS, in line with the DfE's 'Early years foundation stage: coronavirus disapplications'. This is in order to provide flexibility amid possible changes in workforce availability and fluctuations in demand while ensuring children are kept safe.

## **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 or dedicated school transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling.

## **Remote education**

If restrictions on on-site education are required, the school will offer immediate access to remote education for all pupils who are required to remain at home.

All remote learning will be delivered in line with the school's 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, Purple Mash, My Maths
- A range of subjects and topics to offer a broad curriculum
- Staff will also provide social times for pupil and staff to interact
- Online learning devices ordered to enable access to online learning for all pupils. (Chromebooks and Google Classroom)

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/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the class teacher 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**

The Headteacher will work with the LA 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 relaxation of restrictions, the school will inform parents when their child will 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.

### **Exams and assessments**

The school will remain open for exams and assessments.

Wherever necessary, we will implement additional mitigations to ensure the safe delivery of exams and assessments, which may include:

- Wearing face coverings in communal areas.
- Two-metre spacing between all desks.
- Additional controls for candidates who are classed as clinically extremely vulnerable. This may include measures such as seating them in a separate room to other candidates.

### **Safeguarding**

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

Our [Child Protection and Safeguarding Policies](#) were 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 through careful selection of online and cloud based resources by class teachers.

## **Food provision**

We will provide meal options for all pupils who are attending school.

We will provide FSM vouchers or food parcels to eligible pupils who are not attending school, where 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 the implementation of local restrictions advised by the government.

The school catering team will work with our food providers to prepare meals or food parcels, for collection or delivery, to eligible children during their time at home.

## **Communication**

The school will communicate its plan for addressing any imposed restrictions with parents, including in relation to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
- Any reviews of the school's protective measures as part of our risk assessments.
- The arrangements for remote working.

All relevant stakeholders will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.

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 Admin team, Class Teacher or Family Outreach Co-ordinator

## **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.