

## **Contingency planning and information for staff regarding**

### **Covid 19 (Coronavirus) and potential school closure**

#### **St Thomas Becket Catholic Primary School**

Guidance for schools: Please read:

<https://www.gov.uk/coronavirus/education-and-childcare>

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

In the event that we need to close and take advice from Health Services (Health Protection agency, the Local Authority) we will adopt the following procedures:

#### **1. Communication and logistics**

At present there is no indication that our school will be required to close. However, some schools have closed owing to staff or pupil infection and it is possible that schools may be required to close or partially close as either a local response to heightened infection or as a blanket measure to prevent further cross infection. While we hope that this does not happen, we should be proactive for what we would do in the event of a closure or partial closure.

If the 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 not make the decision to close without careful consultation with the Governors, the Local Authority and the Health Protection Agency.

The decision to close will, most likely, not be made during a school day, but 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- IT equipment, assessment information, planning folders, logins etc.

Parents will be informed of any closure, including its projected duration, via the School text system and the school website. We will also show clear and regularly updated information about closure and its duration. It is the responsibility of all staff to check their emails at least daily for updates, during a closure.

Staff will also receive regular email 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 as this will be the main means of communication.

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

## **2. Provision for distanced working (whether whole school or class/year group)**

While any closure continues, staff would not be expected to attend school. While school is closed, you 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 and, for some, much of their work is immediate and pupil facing.

Working patterns will not be as usual, but there is a responsibility for us to maintain quality learning for pupils much in the same way as was achieved so well during the summer school closure.

## **3. Provision for distanced learning for pupils (whether whole school or class / year group)**

The main access for distanced learning will be the school's gsuite and Google classrooms. We will revert to our previous weekly structure using our current year group curriculum maps to support a sequenced learning programme.

While most children will have access to online learning, some may not. Some may also not have functioning printers so, as before, it is probably better to avoid massive use of worksheets.

## **4. Provision for individual children who are having to self-isolate**

The school will consider sending work covered in class home and also the use of remote learning where reasonable. Online resources such as Oak Academy and the DFE's quality assured list of remote education resources may also be used to support children.

## **5. Key worker / Vulnerable children**

A full closure may involve a return to remaining open only for vulnerable children and the children of critical workers. We will take advice from PHA with regard to this.

<b>Event</b>	<b>Timescale / What needs to be done</b>	<b>By Whom</b>
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 school text system. If collection needs to be instant, arrange for all children to go to usual exit points for the end of a day then bring any children not collected to main office / dining hall / classrooms depending on numbers.	Office
	If collection is at the end of the day, ensure that ALL children's items are removed from classes and corridors.  Text messages to parents will explain the reasons for the closure and how we will communicate over the period of closure.	Teachers / TAs  SLT
	Sign placed on school gate and on website to explain about the closure, with website address clearly visible.	Office
	Contact all external people who visit the school to let them know that we are currently closed	Office
Communication during period of closure	Daily Gsuite class page updates with work	Teachers
	Text messages re messages to parents	HT/Office
	Staff to check work emails daily during period of closure	Everyone
Work for pupils	Creative /project work/practical activities for home - Recommendations of enrichment activities - Range of digital resources given that children can access during the closure	Middle Leaders
Tasks for staff (Teachers)	Medium-term planning for this/next half term - Curriculum updates	Teachers

	<ul style="list-style-type: none"> <li>- Action Plans updated and any actions that can be done completed</li> <li>- Beginning to think about pupil Reports (if appropriate)</li> <li>- Updates to Gsuite pages, e.g. class page, subject page</li> <li>- Update curriculum policies</li> <li>- Research your subject - good practice elsewhere, possible next steps etc</li> <li>- Planning ahead for return</li> <li>- Complete online Training modules as assigned</li> </ul> <p>Part of rota to supervise key worker/ vulnerable children (if required)</p>	
Tasks for staff (TAs)	<p>Research ways to enhance the learning environment</p> <ul style="list-style-type: none"> <li>- Book labels for the coming academic year</li> <li>- Research relevant Term topics and contribute to Medium Term Planning</li> <li>- Complete online Training as assigned</li> </ul> <p>Part of rota to supervise key worker/ vulnerable children (if required)</p>	TAs
Tasks for staff (SLT)	<p>Review school improvement plan and take any actions possible</p> <ul style="list-style-type: none"> <li>- Monitoring of gsuite to ensure consistency</li> <li>- Reply to any parental concerns via email</li> <li>- Documentation for Ofsted other stakeholders prepared</li> <li>- Regular communication with staff re any updates</li> <li>- Complete online Training as assigned</li> </ul> <p>Organise lists of key worker/ vulnerable children (if required)</p>	SLT
Tasks for staff (Office)	<p>Manage emails and redirect where required</p> <ul style="list-style-type: none"> <li>- Get ahead on any paperwork that can be done at home</li> <li>- Complete online Training as assigned</li> </ul>	Office Staff

	Admin of lists of key worker/ vulnerable children (if required)	
Tasks for site manager	Respond to any reports of intruders/alarms etc - Ensure the site remains secure - Update any policies/paperwork - Update any risk assessments - Organise a deep clean of the Site - Complete online Training as assigned Be onsite for key worker/ vulnerable children (if required)	Site manager

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