



# Sir William Burrough School

## COVID-19 Contingency Plan

### Introduction

It is the intention of the school to remain open in accordance with the Government's strong stated desire to ring-fence the education of children as much as possible during the pandemic. Nevertheless, it is accepted that the continuing course of the disease, especially in light of new variants, remains uncertain. As such, the school has a multi-layered plan for the continuation of the education of all of its students, which is detailed here.

The school has four levels at which it can operate, as follows:

- Level One: full opening with no restrictions
- Level Two: full opening with classes in separate bubbles
- Level Three: partial limitation on attendance
- Level Four: full lockdown

We will be guided by national government or local public health on which level we should be in. The operation of the school in each level is covered here.

### Level One

In level one, the school operates as normal, with children being able to see children from other classes, with lunches served communally and with whole-school events such as Sports Days, assemblies, concerts and other such being able to function as they would in normal circumstances.

It is accepted that, even in these circumstances, some children or adults may develop symptoms of COVID-19, and we have contingency for these occasions. Any child who develops symptoms is sent home immediately with a Rapid Flow Test, with the parents required to do the test as soon as possible and report back to us. If the test is negative, the child can return to school when the symptoms have alleviated. Where the test is positive, the child will be asked to stay off school until a PCR test can be completed. If this is negative, the child will be able to return to school. Where it is positive, the child will go into self-isolation for 10 days. The school will provide (where necessary) the relevant technology to allow the child to continue to access lessons in school via Google Meet, and, where the child is well enough to attend lessons virtually, they will be expected to do so.

Where an adult in the school develops symptoms, they will be expected to take a Rapid Flow Test and report back to the school.

Where the test is positive, a confirmatory PCR test should be taken and, if positive, the adult should self-isolate for ten days. Supply cover will be brought in to cover the absence.

Where more than one case occurs in the school at the same time, the school will take advice from the local authority and from Public Health England as to what steps should be taken next.

### Level Two

In level two, the school remains open for all pupils, but with classes in separate bubbles, with different entry locations and times for each class, staggered breaks and lunch breaks, with lunches served in rooms and no whole-school communal activities. This will ensure that no class comes into contact with any other class at any time. In order to ensure that the shift to level two can be achieved at speed, the following actions have been taken:

- A full timetable has been built for this eventuality, with staggered entries, breaks and lunches, with classes using specific routes through the school.
- Each class already has its own timetable on the wall, so that mistakes around crossing bubbles can be minimised.
- Letters to parents detailing the arrangements for level two have already been prepared, so they can be emailed out on minimal notice.
- Kitchen supplies are in place such that the kitchen can immediately shift to provided lunches in bags for individual classes.

As with the situation during the Academic Year 2020-2021, a positive case in a class will result in the closure of that class bubble for ten days, with children and adults from that class required to self-isolate at home. Should the closure happen during school hours, children will be given the appropriate technology, equipment and worksheets to access online lessons during the day and before they are sent home, with online learning beginning the next school day. Should the closure happen while school itself is closed (i.e. we are notified of a positive case after school hours or over the weekend), one day will be allowed for parents to collect technology, equipment and worksheets, with online learning beginning on the subsequent school day.

In the case of multiple cases of COVID-19 developing at the same time, the school will take guidance from the local authority and Public Health England.

### Level Three

If we are advised at a national or local level to remain open but limit attendance, the school will close classes – in line with government guidance – in the following order:

- Nursery
- Year 3
- Year 4
- Year 5
- Year 6
- Year 1
- Year 2

- Reception

During any closure, children of critical workers and vulnerable children will continue to be allowed to attend in classes which will be supervised by staff who are not required to be involved in online teaching. In the first instance, this is likely to be the nursery staff. As with level two, all children who are not permitted on site will be provided with the appropriate technology, equipment and worksheets to continue with their education at home. Depending on the scale of the closure, the school allows itself between one and two days to get this equipment to the families in order to minimise the number of adults arriving to collect the equipment simultaneously. Online learning will start, at the latest, on day three of the closure. Note that nursery children will not be expected to do online lessons, but will be provided with resources to continue their learning at home, including videos of adults reading stories and other online material. Vulnerable children and children of critical workers will be expected to participate in the online learning from within school.

#### Level Four

In the event of a full lockdown to include all schools, the course of events would be similar to that in level three. Two days would be allowed to distribute appropriate technology, equipment and worksheets to all children, with online learning commencing on day three of the shut-down. The children of critical workers and vulnerable children will still be expected to attend in school and do their online learning from the classrooms here. Supervision will be provided by those teachers not involved in online learning, including nursery staff (as with level four, nursery children will not be expected to attend online lessons) and the school leadership team where possible. Where this is not possible, supply staff will be engaged.

#### Face Coverings and visitors to the school

All adults are currently expected to wear face coverings in communal areas of the school and when meeting and dropping off children. Children may wear face-coverings in class if they choose. In levels two, three and four, parents will not be allowed onto school premises except in exceptional circumstances and other visitors will only come on site where absolutely necessary. In those levels, any visitor will be required to wear a face-covering at all times.

#### Shielding

Shielding is currently paused and can only be reintroduced by national government. In the event that it is, critically extremely vulnerable staff will be permitted to work from home should they wish, and the appropriate supply cover will be engaged. Children who are shielding, or who have close family members who are shielding, will be catered for in the same way that children who are self-isolating would be, with online access to the lessons in schools and work sent home to be completed by the child in question.

#### Staffing Contingency

In the event that the school should be open as normal but staff absence is at unfeasible levels due to high levels of infection, the school will do all that it can to remain open. In the first instance, we will try to cover internally with current staff before moving to engaging supply cover from agencies. In the event that internal and external cover is impossible to procure, we will, reluctantly, move some classes to online or home learning in the same order as in the level three contingency.

#### Other measures

In levels two, three and four, the school will not participate in any off-site activities, including visits (either one-day or residential), open days, transition days or school performances. In level one, any visits will be thoroughly risk-assessed as normal, but with specific regard for the possibility of exposure to COVID-19.

All assemblies will be held virtually or in an individual class bubble and no clubs will operate (although some after-school supervision for children of critical workers will still operate, but will do so within the class bubbles). At all levels, any trainee teachers will be expected to continue their training, as they are considered to be critical workers.

#### Children in receipt of free school meals

All children who are in receipt of free school meals retain the right to receive those meals when self-isolating (individually or in a class bubble) or in the event of a school closure. All children will thus receive a voucher from Tesco's, Asda or similar to the value of £12.50 per week, which can be collected from school by the parents. The school will work with the local authority or a national system to provide these vouchers where such a system is available, but will operate on its own where these options are not possible.

#### Safeguarding

At all levels, vulnerable children are still encouraged to come to school, and the school strongly encourages this. Where a family elects not to do this, regular contact will be made by the Designated Safeguarding Lead with the family and with any other relevant bodies (social workers etc.) to ensure the continued monitoring and safety of the children in these circumstances. Any absence from online learning for this children will be immediately reported to the DSL for follow up. The school continues to follow the guidance around vulnerable children as found in Keeping Children Safe in Education (2020), Working Together to Safeguard Children (2018) and the Early Years Foundation Stage framework. There would be no change to the local multi-agency safeguarding arrangements.

#### SEND

In the event of class or school closure, those children with SEND who can continue to access the whole-class lessons remotely will be expected to do so. For children who suffer from a more severe condition, where access to online lessons would not further their education, one-on-one online sessions will be arranged between Teaching Assistants the children with their parents so that their education can continue. These sessions would be expected to be planned by the class teacher. As with vulnerable children, the DSL or a member of the school's leadership team will be in regular contact with the parents of SEND children.