

Contingency Plan for Parents in the Event of a Closure to the School

Dear Staff, Governors, Parents and Carers,

None of us has forgotten how challenging the period of remote teaching and learning was for our families, and the extraordinary lengths that our community went to ensure that the children of Our Lady's continued to receive an excellent education. As a school, we continue to be incredibly grateful to all our staff and families for everything that they did to keep momentum going through the most challenging of periods. Having re-opened to all children on September 7th, we remain hopeful that we will not have to return to remote learning, however; it is important to be ready for all eventualities.

This contingency plan seeks to detail how the school will ensure a continuity of education in response to one of three scenarios where children may be required to learn from home.

These are:

1. In the event of multiple COVID-19 cases within the school community or a local outbreak leading to the school being asked to close by a local health protection team or the local authority.
2. In the event that a group of pupils from a 'bubble' is required to self-isolate for a period of time due to a confirmed positive case or cases of COVID-19.
3. When individual pupils are self-isolating.

The most important aspect of this contingency plan is that should we need to, we can relaunch our remote learning provision immediately. As you know, we have sought feedback from parents so that we can reflect on the offer that we made during the Spring and Summer, with a view that we make improvements where these are necessary.

The Government guidance suggests that school-wide closure is unlikely assuming the school is implementing the appropriate control measures. The decision about any full school closure will be made in consultation by a local health protection team. It is possible that a single bubble could be closed, in which case the school would remain open for those not affected and remote learning would be provided for the children in the affected bubble being led by the staff allocated to that group. Details of any closure would be communicated via Ping and on our website. The school would determine to what extent the full programme of learning and activity could be delivered based on the number of staff available to offer remote provision.

Irrespective of the notice period we have, we will ensure that all community members are ready and prepared with all the necessary information to ensure a smooth transition to our remote teaching and learning programme. In the event of whole school closure, regular updates will be shared between the school and the parent-body, incorporating guidance from Public Health England and the local authority, and ensuring that the community is clear on the length of closure and the intended dates for reopening.

In any form of closure; either full or partial, we would seek to remain open for the children of Key Workers - as we did in earlier in the year. This provision would be staffed predominantly by support staff in order to ensure that classroom teachers were able to offer the remote support. Children attending Key Worker provision would work on the same set tasks as their peers and be part of the remote lessons run either by their teachers, Oak Academy, or activities within school. We would look to use Zoom calls and Google Classroom to be able to facilitate this, the latter of which we are in the process of installing and training staff. The priority for spaces in our Key Worker provision are detailed as:

1. Looked After Children
2. Children with a designated social worker at Family Support / Child in Need / Child Protection
3. Vulnerable Children known to the school Safeguarding Team
4. Young Carers
5. Children with an EHCP who cannot be safely cared for at home
6. Children of Critical Workers (schools, care homes, medical care and emergency services) where both parents are working outside the home

Proposed Details of Remote Provision:

At the current time, we are awaiting the roll out of Google Classroom and training that will allow teachers to interact with children virtually in real time. Until this process is complete, teaching will continue via Zoom with e-mails being used for children to submit photographs of pieces of work that can be assessed.

1. As in the summer, the school would publish a proposed timetable of lessons and timings to be followed by the children.
2. In order to ensure continuity and children's welfare, teachers would undertake Zoom calls at the start of each day in order to clarify the timetable, establish the tasks to be done and give structure to the day's learning. We would also look to take a register of attendance.
3. At these 'check ins' with children, teachers would also have the opportunity of dealing with any misconceptions from the previous day and offer feedback to children on what went well and how work could be improved through a teacher led question and answer session.
4. Each teacher would lead 3 lessons per day (including the morning registration and check in) at timings communicated to parents in advance. We would prioritise learning in reading, writing, maths and R.E. during these times and we would use either Zoom or Google Classroom to facilitate this. These would be virtual lessons where teachers would introduce concepts and assign tasks to children. We would look to replicate children's classroom experience as closely as possible, building in differentiated tasks, explaining success criteria, questioning and sharing answers with time for the children to complete the work.
5. Should the school need to partially close because a case of Covid-19 was found in one bubble, the teachers would work from home, making contact via email and PING to ensure children could still work effectively. In this case, because of the potential safeguarding hazards around teaching from their homes, teachers would use the Oak Academy resources to support the learning of the children. Key worker children from the effected bubble would also not be able to attend.
6. Our practices around online learning would continue to be guided by relevant policies. Parents are encouraged to consider their filtering and monitoring arrangements at home and further information and advice will be shared about how to do this.
7. Alongside this, parents will continue to be able to contact individual staff members through email in order to gain any further support with wider work or submit work to be assessed and receive feedback.
8. Our virtual assemblies via YouTube would continue to ensure children are involved in sharing the Catholic Life of the school.
9. Bubble Assemblies for Children in Years 5 and 6, Years 3 and 4 and R, Year 1 and Year 2 would be led by Mr. Barber over Zoom, during the allotted time of the assemblies; Year 5 and 6, Monday from 8.30 - 9am, year 3 and 4 Wednesdays from 8.30 - 9.00am and Year R, 1 and 2 from 9.30 - 10am on Fridays. Zoom invitations would be sent in advance to ensure children can attend.
10. The wider curriculum (those subjects not reading, writing, maths and RE) would be supported by the Oak Academy resources and we would ensure that these are clearly indicated on our website.

11. Where children were accessing counselling or were supported by external agencies, we would communicate with parents and carers to ensure this provision was continued.

12. Where individual students were self-isolating and the teacher was providing support for the remaining students in the class, the school would make use of the Oak Academy provision and direct parents and children towards that. Staff would check in on these students throughout their absence via email which would allow work to be shared and marked effectively.

At all times, our provision would adhere to strict safeguarding practices. In the event that teachers are working from home, we will ensure that guidance is communicated to all concerned.