



WEST RAINTON PRIMARY SCHOOL

COVID- FUTURE SCHOOL/CLASS CLOSURES CONTINGENCY PLANNING – JAN 2021

Priority	How will we best meet this challenge?	Who?
<p>The academic progress of all pupils continues in line with curriculum entitlement and expectations.</p>	<ul style="list-style-type: none"> <li>• Class Dojo accounts setup for all pupils</li> <li>• Microsoft Teams used for online lessons daily in the event of a partial/full closure (3hrs of interaction minimum)</li> <li>• Nursery interaction via videos on Class dojo each session plus at home tasks provided.</li> <li>• Parents consulted (during parents’ evening) on barriers to online learning</li> <li>• School to source and purchase additional devices (20 laptops) as a lending stock</li> <li>• School signed up to DfE laptop scheme (only available in the event of a closure)</li> <li>• Teaching staff to work in school to deliver daily lessons from classroom via Teams.</li> <li>• Secure airlock set up for resource collection</li> <li>• Attendance at online lessons monitored daily and SLT to intervene where attendance issues occur.</li> <li>• Offers of attendance at vulnerable childcare and/or outreach lessons remain at the discretion of the SLT to ensure all children can access learning.</li> <li>• Staff meetings (at least fortnightly) include meetings on pupil progress, assessment of learning, data inputting and analysis.</li> <li>• Subject leadership to still include monitoring of provision and access to individual subjects online.</li> </ul>	<p>All teaching staff SLT and governing body All pupils and parents/carers</p>
<p>Pupils have the equipment they need to access learning sufficiently.</p>	<ul style="list-style-type: none"> <li>• School to source and purchase additional devices (20 laptops) as a lending stock</li> <li>• School signed up to DfE laptop scheme- have secured 12 devices so far, awaiting a further 10.</li> <li>• SLT to consult with other local schemes including through local councillors about data provision through wifi hotspots or temporary data sticks.</li> <li>• Data protection and e-safety contracts are provided for parents regarding safe use of online learning and acceptable use of loaned devices.</li> </ul>	<p>SLT and governing body Parents</p>

Pupils eligible for free school meals continue to be catered for.	<ul style="list-style-type: none"> <li>• SLT and business manager, along with meals contractor, to decide on best method of providing meals for FSM pupils dependant on the situation and length of closure.</li> <li>• Packed lunch or care package delivery</li> </ul>	SLT and business manager
Pupils of keyworker and vulnerable families continue to have a place to access their education.	<ul style="list-style-type: none"> <li>• Pupils attend their own classrooms as teachers are in the building, keeping bubbles intact.</li> <li>• Teaching assistants/lunchtime supervisors to be on rota for breaks, lunches and supervision of children in school.</li> </ul>	SLT and governing body Parents
<b>IN THE EVENT OF A SNOW OR OTHER CLOSURE- JAN 2021 UPDATE</b>	<ul style="list-style-type: none"> <li>• HT may consider delaying the start of the school day for some classes to give teachers time to get in.</li> <li>• As bubbles can't be covered or mixed, most children (even keyworker/vulnerable) will be asked to work from home accessing all lessons live on Teams.</li> <li>• Exceptional circumstances for childcare will still be allowed to access school after discussion with the HT.</li> <li>• In the event of a longer term snow or other closure (more than 3 days), childcare shifts will be considered for keyworker/vulnerable children to access school when needed.</li> </ul>	SLT All teachers parents
Pupils are safeguarded effectively.	<ul style="list-style-type: none"> <li>• DSL to remain in lead of all CIN and CP cases, attending all meetings.</li> <li>• Fortnightly DSL meetings to take place virtually via Teams</li> <li>• Teaching staff to record attendance daily of pupils at their lessons- DSL to monitor and swiftly intervene where a lack of contact has occurred. All pupils contacted at least weekly.</li> </ul>	DSL and safeguarding team
Supply teachers required where a staff member has to self-isolate	<ul style="list-style-type: none"> <li>• Supply teachers used to cover class on rare occasion where staff member may have to self-isolate whilst class remain in school.</li> <li>• Where staff members are isolating with a class, online learning to be provided from home unless the staff member becomes ill themselves, in which case, SLT will take over the class provision.</li> </ul>	SLT and governing body Business manager
Staff wellbeing is protected	<ul style="list-style-type: none"> <li>• Regular catch ups with staff required to continue ethos of togetherness as isolation in bubbles continues.</li> </ul>	SLT and governing body All staff Wellbeing lead

	<ul style="list-style-type: none"> <li>• Continues to update wellbeing noticeboard, and inform staff of support available from a range of sources.</li> <li>• SLT to monitor staff morale and individual wellbeing- ensure work-life balance is protected and encouraged.</li> </ul>	
The school building remains as covid-secure as possible	<ul style="list-style-type: none"> <li>• Cleaning staff on rota system to ensure classrooms used are kept infection-free and covid-secure.</li> </ul>	Cleaning staff and caretaker Business manager
School still fulfils its statutory duties in reporting to parents	<ul style="list-style-type: none"> <li>• Termly parents' evenings format reviewed in line with current situation.</li> <li>• Autumn term will be by telephone appointment, during which, staff will establish barriers to contingency planning taking place.</li> <li>• Termly written reports will still be provided (autumn and spring- tracker overview sheet, summer full report)</li> </ul>	All teachers
Individual pupils are forced to self-isolate, shield or quarantine during term-time	<ul style="list-style-type: none"> <li>• Individual learning resources provided for pupils on Class Dojo</li> <li>• Telephone contact to parents to explain procedure for learning continuing at home.</li> <li>• Evidence of activities accessed to be recorded in pupil's school books.</li> <li>• Communication kept open between home and school to monitor progress of situation</li> </ul>	Teaching staff All pupils Parents/ carers
A class group is forced to self-isolate due to a positive case	<ul style="list-style-type: none"> <li>• As for full closure (priority 1) but where teaching staff are also in isolation for 14 days, all online learning to take place from home including daily live lessons on Teams for minimum 3 hours.</li> </ul>	All teachers