



The Polesworth School Contingency Plan – Autumn Term 2020

At the end of August the Government released further guidance for the opening of Secondary Schools with regards to contingency planning for areas of local restriction, this is areas where further intervention has been put in place to try and reduce/contain the spread of the virus. The Government has put the contingency/containment planning into 4 tiers for education which are detailed below.

The latest guidance which contains the full information is on the links below:

- The 4 tiers from Government guidance:

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction>

- Tier 2 local restrictions Government guidance:

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Tier	Guidance	Actions at campus level
One	<p>Full time face to face provision offered to all students – schools fully open.</p> <p>All students must wear face coverings in communal areas of the school and when moving around unless exempt.</p> <p>All staff must wear masks in communal areas and when moving around unless exempt.</p> <p>NB: we are currently working at tier one</p>	<p>Staff made aware of changes and DfE updates via email and virtual staff meetings.</p> <p>Parents made aware of updates via letter on My Child and through website</p> <p>Students made aware via Head of Year/Assistant Head of Year/tutors. Regular reminders to students through tutor time, at end of lessons/start of social time re expectations.</p> <p>Updates made to behaviour policy and communicated to all stakeholders as above.</p>
Two	<p>Full time blended provision offered to all students – face to face/remote learning.</p> <p>Rota system in place to reduce the numbers of students on site at one time.</p> <p>Rota to work on two weeks, students have two weeks on site and two weeks off site (this allows for any potential symptoms to develop and accurate testing to take place).</p> <p>Staff can work across bubbles and across the rota groups</p> <p>Vulnerable and critical worker students to have access to full time provision if required.</p> <p>All students must wear face coverings in communal areas of the school and when moving around unless exempt.</p> <p>All staff must wear masks in communal areas and when moving around unless exempt.</p> <p>NB: there is no fixed maximum number for total number on site at any one time</p>	<p>Set up rota system/structure including any live or pre-recorded lessons for remote learning.</p> <p>Remote learning expectations to be set up and shared with staff.</p> <p>Remote learning expectations to be shared with students.</p> <p>Remote learning expectations, rota plan and guidance update to be shared with parents.</p> <p>Food parcels available to those in receipt of Free School Meals.</p> <p>To consider:</p> <ul style="list-style-type: none"> • Balance of staff managing remote learning/face to face learning together • How we ensure a quality curriculum is delivered in both provisions • Consideration given in departments of what would be best delivered face to face vs remotely
Three	<p>Full time face-to-face provision offered only to vulnerable and critical worker children.</p> <p>Online/remote provision in place for all other students.</p>	<p>Remote learning expectations to be set up and shared with staff</p> <p>Remote learning expectations to be shared with students.</p> <p>Remote learning expectations and guidance update for partial closure shared with parents via letter.</p>

	All students must wear face coverings in communal areas of the school and when moving around unless exempt. All staff must wear masks in communal areas and when moving around unless exempt.	Identifying vulnerable/key worker students via survey. Rota for staff facilitating on site provision. Food parcels available to those in receipt of Free School Meals. To consider: <ul style="list-style-type: none"> ● Balance of staff managing remote learning/face-to-face learning together ● How we ensure a quality curriculum is delivered in both provisions ● Consideration given in departments to fully remote curriculum delivery
Four	As above (Tier 3)	As above (Tier 3)

Students/staff self isolating at home due to COVID19 reasons

If students/staff are required to self isolate at home due to them or a member of their household presenting with coronavirus symptoms we need to ensure we have a clear system in place for learning/working remotely.

If a student is self isolating:

- Parent contacts the school to make us aware
- Attendance team codes on the register using COVID19 coding guidance e.g. '7,8 or 9' code
- Attendance team advises Headteacher/Student Services and Head of Year aware of any self-isolating student
- Head of Year to communicate with home to ensure they know expectations of remote learning and how to access
- Information added to First Aid Log and Tracing Record

If a member of staff is self-isolating:

- Staff to contact Cover Manager on the absence line following the normal procedure
- When leaving a message or speaking to Cover Manager staff need to make it clear that they will not be in work due to self-isolating
- Cover Manager to make Headteacher/ Heads PA know
- Line manager to contact member of staff to discuss working from home in line with remote working expectations
- If member of staff becomes too ill to work during the period of self-isolation they should contact Cover Manager on the absence line to explain this
- Cover Manager to let Headteacher and line manager know
- Information added to First Aid Log and Tracing Record

Positive COVID19 test

If as a school we are made aware of a students or member of staff receiving a positive test result we will follow through with the following actions:

- Follow PHE advice and guidance
- If necessary students may need to be sent home

Possible outcomes from a positive test (based on information from other schools):

- Year group bubble sent home to self-isolate for 14 days
- Class group bubble sent home to self-isolate for 14 days
- Teachers that have come into contact with a positive student and are experiencing symptoms to self-isolate for 14 days
- Staff and students that have come into close contact (less than 2 metres) with the member of staff or student who tested positive and are experiencing symptoms to self-isolate for 14 days
- Site shut to allow for a deep clean of areas for a short number of days