



Contingency Plan

Last updated 23 January 2021

At Dropmore Infant School we aim to provide a broad and balanced curriculum in all subjects and across all year groups. Due to the constantly changing situation regarding COVID-19 and subsequent government advice we have put in place the following plan, in case face-to-face sessions cannot be facilitated as a result of:

- A pupil self-isolating
- A member of staff self-isolating
- A partial school closure due to COVID 19
- A full school closure due to COVID 19
- A local lockdown
- A national lockdown

We continue to follow the advice from Public Health England regarding our response.

Learning from home

We use Microsoft Teams for all our pupils (Reception, Year 1 and Year 2) to learn from home when in isolation or lockdown. Microsoft Teams is a safe and secure solution for children to access learning materials directly from their class teachers. All pupils have been issued with a @dropmore.school email address and have joined their year group Team. Pupils in Year 1 and Year 2 also use Microsoft Teams to access weekly homework under normal circumstances.

We will continue with our Letterjoin subscription (handwriting), Discovery Education subscription (curriculum) and Power Maths subscription (Maths) which will be used in home learning tasks and can be accessed by all pupils from home.

Class teachers will prepare remote education for children awaiting test (results) / self-isolating / lockdown. Generic sets of work will be available on Microsoft Teams to cover the first few days of absence/lockdown.

ACTIONS:

- Purchase White Rose Maths workbooks for Year 1 and 2.
- Purchase Power Maths workbooks for Reception
- All staff (teachers and TAs) to be trained in Microsoft Teams functions.
- Home survey to ascertain pupil access to electronic devices for home learning
- Communicate Contingency plan with parents

School Closure

In the event of school closure, parents and staff will be informed parentmail and text and this information will also be available on the school website. We will also update the Buckinghamshire Council School Closures website. We have remote access to these platforms.

It is important, if the school closes, that children are given opportunities to work at home. In the event of a closure this would continue. A variety of resources are used to ensure children can access learning with or without access to technology. Blank exercise books and reading books will be sent home. Weekly learning blocks will be uploaded onto Microsoft Teams. Marking and feedback will be given through assignments in Microsoft Teams. Parent-teacher communication will be via Microsoft Teams Posts or the generic school email address: office@dropmore.school

A rota will be implemented for supervision of key worker / vulnerable children, prioritising TAs to supervise children enabling teaching staff to facilitate remote learning.

Weekly pre-recorded celebration assembly for whole school implemented.

Phone call home to all parents in first 2 weeks and then fortnightly if any concerns.

ACTION

- Investigate feasibility of live whole class session (eg. story time or short class assembly).

Staff Absence

It is possible that for a period of time, the school will be open but a higher than normal number of staff may be absent. If high staff absence does become the case, we will do everything we can to remain open, but on the grounds of health and safety we may have to take the decision to close. However, this would be a last resort. Home learning would be provided as per school closure.

Staff Members Self-Isolation

Staff members who are self-isolating because they have been contacted by track and trace, have a member of their household who has symptoms or have been sent home from school because of a positive case of COVID in their bubble, will still be paid in full by the school.

If a member of staff becomes ill during this time, they will need to let the school know of this change in circumstance, as would need to record that as a sickness absence.

Working from Home

If you are self-isolating you will be classed as working from home. Working from home can be problematic for some staff because of their role. The headteacher will contact the self-isolating staff member with clear information on the work they would like to be completed while at home. This may include admin duties or other reasonable duties that can be completed from home. Teaching members of staff may be asked to provide daily plans and be available during the school day for the covering member of staff.

In the event that a whole year group is sent home, remote teaching will take place via Microsoft Teams.

All teachers can remotely access the school network and Microsoft Teams on their school laptops.

Additional school laptops are available for teaching assistants and admin staff in case of a lockdown. By using school equipment only, we ensure that any offsite work for members of staff is GDPR compliant.

Staff with symptoms

If staff develop symptoms of COVID 19, they must contact the school and inform us of a change in circumstance. Staff will be required to have a COVID test as soon as possible, either via 119 or using a test provided by school. Staff with symptoms, will no longer be classed as working from home and will have their absence amended to sickness. In this situation, they would not be expected to complete any work for school.

Staff Testing

From Monday 25th January staff are being offered the opportunity to take part in regular asymptomatic testing. Staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed and should also share their result with the school to help with contact tracing. Testing is not mandatory and staff can opt out. Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school or nursery and use protective measures.

Pupils self-isolation

Pupils who are self-isolating are coded as C (other circumstances) until the point they display symptoms, when they will be coded as ill.

Pupils who are self-isolating will be provided with work to complete from the second day of absence. Sets of work will be available on Microsoft Teams and parents will be signposted to the appropriate set.

Current advice on self-isolation

There are updated guidelines regarding staying at home and self-isolating. The most up to date information and advice is available on <https://www.gov.uk/coronavirus>

Postponement of planned events

In line with guidance, we will risk assess each event on a case by case basis. We will keep stakeholders up to date with decisions that are made. When making decisions our priority will always be the safety and welfare of our pupils, staff and parents.