



Stoke Bishop Church of England Primary School

Covid 19 Contingency Plan

Guidance for all staff and parents

What is the Purpose of this document?

This document is a short overview for all parents and staff to ensure you are clear of the procedures and expectations on all of us if school has to implement a closure in the coming months, due to Covid 19, for either a single bubble, for part of the school or for the whole school. Whilst we have every intention of maintaining full in-school provision for the full year for every child, everybody's health and wellbeing is a priority. This means we have to be prepared to handle whatever situation arises, to ensure we can keep children's learning developing in the right way should they need to stay at home. The continuity of their learning, through remote provision is crucial.

When will this document be needed?

You will be asked to refer to this document should you be contacted by school to inform you that your child is unable to attend and therefore needs to self-isolate and continue their schooling at home.

How will I know that we are in a Contingency situation?

The Text alerts regarding a child or a member of staff going home with **symptoms** is for your awareness only. It does not mean that your child will not be able to come to school.

If we are in a position where your child is not able to come to school we will be contacting you to inform you of one of the following situations:

A Single Bubble Closure

This will only take place if there is a confirmed case of coronavirus in your child's year group bubble. You will already have received a message to alert you regarding a child being tested but a closure would only occur as a result of a positive test together with other circumstances being taken into account. Such a closure would be for a 14 day period to enable self-isolation.

Partial closure of school

This decision would be taken under direction from Public Health England (PHE). It would be as a result of more than one case occurring in the school. The duration of this would be determined as necessary at the time. You will receive specific guidance as to your responsibilities and actions.

Full closure of school

Again, this decision would be made under direction from PHE if it is a specific school or localised issue. In addition it could be as a result of a government decision, similar to the lockdown in March and aimed at controlling a significant upsurge in cases. The duration of this would be determined as necessary at the time. You will receive specific guidance as to your responsibilities and actions.

If your child is subject to any of these procedures and is not attending school, we will keep you informed and updated about the on-going situation, on a weekly basis, as a minimum. We will ensure you are clear as to return dates and any guidance in regards to that.

How will I know what to do?

Once we have announced a contingency situation for you, we will confirm the procedures by email. By providing the information in this format, we are able to keep a record of what has been sent and to whom. If you have any issue with emails from school please alert us to this before a situation arises. The most common issue we get is that your settings keep sending emails to your junk box.

These will include the key priority of how we will continue children's learning at home.

1. Teaching & Learning

- An initial work pack will be shared online for the first two days of your child being at home.
- This work will then be supplemented through a mix of online and offline learning.
- The themes for your child's learning will follow that set out in the Termly curriculum overview. This will be on the website but also resent to you at the start of the closure.
- The aim is to ensure that this learning takes place in a way that is supportive and viable for all parents and children. As much as possible the work set will be done on the basis of promoting independent learning but of course, as we are all aware, support from adults and peers can make a huge difference to individual understanding and this impacts on what they are able to achieve with that learning.
- There will be one online session available for your child each day. This may take the form of a recorded lesson, a live interactive lesson or a feedback session.
- We are bringing a new system online called 'Seesaw' that we believe will add to everyday learning over time but will definitely prove valuable during a closure. We will communicate with you regarding this provision at the time if you have not already been informed how it works.
- The aim is for children to produce their own work. This may mean you have to challenge, and support them. 'Doing it for them' no matter how much it might solve a challenging issue at the time, will not help in the long run - and that includes beyond their time at primary school.
- Teachers will still be making use of website pages and some use of Purple Mash.
- All children will have a specific Home Learning Book in which to record their learning for the duration of their absence from school. Some children will have other resources that we know help them. All children should have at least one reading book.
- The framework that we use to set work for all children will continue in the **Must, Should, Could** format. This is about providing you with some freedom as to how to organise / approach the support you give them.

- Links to resources are available on the school website. These include the Government's Oak Academy resources. Teachers will sometimes direct you to these as a support or direct learning activity. You will also be able to access these yourselves to support with home learning.
- Provision for children in Early Years and Y1 will take into account their stamina for online working and the nature of their curriculum needs for learning through active play. There will be less of a focus for 'online teaching' and more emphasis on maintaining contact with school adults and with each other, providing group activities for them to engage with and supporting their development of self-help skills.
- This will also be the situation, where appropriate for children with SEND. An individual plan will be in place to support their learning and address their needs as necessary. You will receive direct contact from Mr Burch the Special Educational Needs & Disability Co-ordinator (SENDCo). Provision may also make use of the specialist SEND resources on Oak Academy in support of your child's needs.

2. Sharing learning & Feedback

- We will continue to use email and website as our main form of communication initially. However, the intention is for the **Seesaw** platform to make it easier for parents and children to access work and also to share their learning outcomes with teachers. This is obviously a new resource for everyone so will take a little adjusting to - and time for all classes to set up - but we believe will be much better than the email format we used during Terms 4 – 6 last year.
- Feedback will be given as set out in the arrangements for tasks so that parents are clear as to the expectations for children.
- Some feedback will be given as a written record and at other times through online sessions on Teams.

3. Online access

- Where families have no access to laptops or PC's we will endeavour to supply you with a Chrome Book. These are the resources we use in school and need to be signed for. They will connect to your internet but you will need to apply the appropriate parental settings. They will be available to you for the duration of your child's absence.
- If you have issues with internet connection and feel it is not reliable then we will provide the learning in a paper form for you to collect from the school. The guidance from the government tells us that support with free access to the internet for Disadvantaged children is something they are developing but specific progress with this is yet to be confirmed. Once it is, we will seek to make this provision available to all families with Disadvantaged children who have a need.

What happens if my child is NOT part of the closure group?

- The same expectations and guidance will apply as is currently in place.
- All children who are not subject to self-isolation or a partial closure should continue to attend school.
- Siblings of children who are self-isolating can continue to attend school as long as the child who is self-isolating does not show any symptoms. Should they

- begin to do so, parents should contact **119** to support their decision whether to get a test to confirm whether their child has the virus.
- School will continue to operate for those groups not identified by the closure. Where a full closure is in place, it is expected that some form of provision would continue for the children of keyworkers – unless the closure is due to localised restrictions.
 - Children should not be absent from school if parents are not directly instructed to keep them off. The government expectation is that school continues for all children unless specifically directed to stay home.
 - Specific guidance for keyworkers will be provided for a partial or full closure.

What happens if my child cannot be in school due to other safety concerns?

- Current guidance is that all children should be in school unless they are personally considered to be extremely vulnerable. Where this is the case or if it becomes the case, then please contact Mr Forrester, the headteacher to arrange a full conversation regarding their medical needs, medical advice regarding school attendance, possible timelines for a return to school and what arrangements and support we can provide to maintain remote learning and engagement with class peers.
- If you have other reasons for wanting your child to be absent from school, then please contact Mr Forrester, the headteacher, to arrange a full conversation around your reasons. Whilst attendance is a high priority we will always look to understand the individual situations of families regarding medical concerns due to Covid 19.
- The direct email is head.stoke.bishop.p@bristol-schools.uk

What else do I need to be aware of?

- If your child is eligible for Free School Meals (these are not the Universal Free School Meals that all children in Reception & KS1 receive), we have not yet been informed as to the arrangements that the government intends to make. If there is nothing in place, we will set up provision and communicate the arrangements to you at the time.
- The Safeguarding of all children remains a responsibility for all schools during any period of closure. This means that if we have any concerns based on a lack of contact or information received, we will attempt to contact you as part of our support for you and the children. This may be done by phone, email, Teams or face to face depending on the situation and the circumstances of the closure. We will be doing this out of concern for the children and will be seeking to support you / work with you in order to overcome those concerns. Please be aware that where necessary we may involve external agencies.
- The use of online provision, naturally makes children more vulnerable to online safety issues and we ask all parents to be explicitly aware of the online screen time that children have, the content they are accessing and the contacts that they may have.