

Action Plan for Lockdown Procedures

Date: Wednesday 16th September 2020

Steps completed in preparation for a partial or full lockdown: Class emails set up to ensure clear communication, safeguarding processes clearly outlined and roles allocated, pastoral support in place for those identified with clear lines of communication to make adjustments where necessary, work packs set up for all year groups, roles and responsibilities agreed for all staff, key worker list compiled, ICT training provided for all staff, list of all pupils who could potentially be without access to a device collated, IT support prepped devices to allow all those available to be used.

ALL GUIDANCE FROM DfE AND PHE REGARDING COVID-19 TO BE FULLY IMPLEMENTED.

Scenario	ACTION REQUIRED	BARRIERS	WHO? WHEN?	WHAT WILL SUCCESS LOOK LIKE?
If any children are having to isolate at home.	• Within 24 hours child/ren will be issued with a home learning pack (hard copy). 48hours later digital learning timetabling will commence Pack is focuses on year group curriculum expectations and is appropriately tailored to the ability of the child. • Digital learning is directly related to curriculum planning for class and individuals. • Online Learning platforms: White Rose, Purple Mash, Oak Academy (where appropriate). • Google Meet – used for provision of online learning and face-to-face input. • Class teacher will set EMW for class, LSA/HLTA will oversee whilst Class Teacher delivers morning online input to those at home. If Class Teacher is unwell whomever is covering class will provide the digital input. There will be clear input for English and maths via digital platform and a end of day ‘meet’ for reflections, encouragement, celebration and next steps. • Hard copies of learning will be available	Lack of communication from parents. Collection or delivery of packs. Lack of tests available increase time children are out of school. Decreased staffing levels will impact on our ability to deliver all provision as cover may not be available. Impact on staff wellbeing. Lack of accessibility to devices.	Office staff to ensure reason for absence is clear and this information is communicated quickly to class teachers. Covid track and trace guidance will be followed. Immediate effect. Class teachers, support staff to follow timing of plan. All actions require staff to work to the agreed timescales outlined within the actions.	Safety of everyone is prioritised. Everything possible will have been done to minimise risk of transmission by everyone consistently following guidance. There will be minimal disruption to pupils learning as ‘tailored’ packs will be issued swiftly and will ensure curriculum focus is consistent with what is being delivered in school. Pupils will have timely access to digital learning and will receive feedback on their work, consistent with our marking and feedback policy. There will be a maintained ‘face-to-face’ relationship with the CT/HLTA delivering online learning which will help to maintain high levels of engagement and motivation. Resources will be readily available for those families who do not have access to printers.

If positive case of Covid and whole class bubble or bubbles need to be dispersed.	• We will follow all advice from PHE, including enhanced cleaning. • Risk assessment reviewed and any necessary amendments made. • Digital learning will begin within 48hours. • Planning overview will be shared with parents. • If class teacher is not well, HLTA will provide cover for Class Teacher. • We will endeavour to provide those pupils without access to a laptop or tablet, a digital device (with an agreement from school).	Lack of availability of testing increases risk of wider transmission. Delay in communication with PHE. Staff absence – reduced staffing limits provision we are able to offer. Impact on staff wellbeing. Lack of accessibility to devices.	All staff HT/Govs/Staff Information shared with parents via website when any amendments made to risk assessment. All actions require staff to work to the agreed timescales outlined within the actions. DH/HT to oversee cover. IT Support – to ensure all available devices are ready for allocation.	Safety of everyone is prioritised. Everything possible will have been done to minimise risk of transmission by everyone consistently following guidance. Pupils will have access to digital learning to aid smooth transition between school and home learning. They will receive clear teaching, guidance and feedback on their work, consistent with our marking and feedback policy. Contingency plan will ensure all pupils continue to receive high quality input and for any disruptions to learning to be minimised. Accurate, swift identification of pupils not having access to devices will enable us to make sure provision is in place so that no child is disadvantaged.
If there is a whole school lockdown.	• All guidance from DfE and HSE to be followed. • Risk assessment to be completed and will be reviewed following changes in guidance or circumstances. • Highly Vulnerable staff and pupils identifies and necessary steps taken to minimise risk. • Safeguarding and Pastoral checks & processes within lockdown situation to commence immediately.	Lack of clarity in communications i.e. guidance from Gov & DfE. Reduced staffing will impact on the provision offered. Impact on staff wellbeing, juggling demands and own anxieties.	All staff HT/Govs/Staff Information shared with parents via website when any amendments made to risk assessment. All staff – HT/DHT to collate. Inclusion Manager, Pastoral Lead, HT, DHT and staff.	Safety of everyone is prioritised. Everything possible will have been done to minimise risk of transmission by everyone consistently following guidance. Robust systems in place will ensure there is regular communication with pupils, parents and vulnerable families. All safeguarding checks and procedures will be followed. Pastoral support will continue for those pupils who need it and

	• Contact logs to be maintained by all staff. • Site staff to set up classrooms for Pods, following guidance re social distancing and safety measures. • Swift communication with Key Workers and parents of Vulnerable Pupils so that registers for pods set up. • Plan for home/school provision to be circulated to staff which will enable both digital and face-to-face learning to continue for children at home or in school. • Kitchen staff to be responsible for the provision of 'food parcels' for those children entitled to FSM until such time as a voucher scheme is resumed. • Office staff resume agreed 'lockdown' roles. One member of office team to be responsible for printing hard copies of learning resources for identified families. • Reading books to be made available to all children with clear process for 'quarantining' any returned books.	Increased costs – time taken to set up site to make classrooms Covid safe, in line with ever changing guidance. Lack of engagement by some families, despite all avenues exhausted. Ever changing circumstances of some families not necessary communicated to school staff.	All staff – immediate effect. Site Manager, Assistant Site Manager and Cleaning team – Cleaning supervisor to ensure all guidance is being adhered to. HT/SLT HT Kitchen Manager to oversee with immediate effect. Administration of meal voucher scheme to be completed by S Jay & J Enever. Identified support staff – dependent on staffing circumstances at time.	additional support and signposting will be in place for families experiencing bereavement or who are finding themselves in challenging circumstances. As a school we will have an accurate, 'live' overview which will enable us to do everything possible to ensure everyone is well supported, safe and to maintain high levels of engagement in learning. Key workers have provision for their children. Staff are aware of their roles and provision runs smoothly. Families with children who are entitled to FSM receive food parcels or vouchers in a timely manner and are not without access to provisions. Pupils have resources provided which will enable them to continue learning and for disruption to be minimised. High levels of engagement.
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Action plan reviewed Dec 2021

Continue to review in response to Government Guidance.