

Sacred Heart Catholic Primary School

Coronavirus (Covid-19)

Contingency Plan



PROUD of our children: PROUD of our school: PROUD of our faith

Document Status	Updated: 30 September 2020
Date Policy agreed	First draft for discussion with Governors and Key Staff
Governors Committee Responsible	Full Governing Body
Governor Lead	Chair of Governors
Next review date	This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE). Any changes to the plan will be communicated to all relevant stakeholders.
Headteacher signature	
Chair of Governors signature	

Document Purpose

This document is relevant to all staff, pupils, parents, visitors, Governors, trainees and helpers.

This plan has been created in line with the advice regarding contingency planning in the DfE's '[Full opening guidance: schools](#)'. National guidance has been issued by the DfE for how schools should operate during a local lockdown, and a tier system has been established by the Department of Health and Social Care as part of its '[Contain framework](#)'. This operates on the basis of four tiers. Tiers 1-3 only apply to schools with pupils in Year 7 and above and range from introducing the use of face coverings to creating a rota system for attendance, whereas Tier 4 necessitates that all education settings only remain open to vulnerable children and the children of critical workers. It is important, however, that schools remain aware that every local lockdown may be different depending on the circumstances of the area. If a local lockdown is implemented in your area, you must follow the specific guidance for your area. We will ensure this plan is updated in line with national government guidelines regarding the operation of schools during local lockdowns.

The aim of this plan

If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area, and different tiers of restrictions.

This document outlines how the school will operate if a local lockdown or restrictions are implemented. If a local lockdown is implemented in our area, the school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the Headteacher in conjunction with other key stakeholders as and when the situation develops.

Contents

This document includes:

- Tiers of restriction
- Infection prevention and control
- Transport
- Remote education
- Safeguarding
- Food provision
- Communication
- Monitoring and review

Our Mission and School Aims

At Sacred Heart Catholic Primary School our mission statement is at the heart of everything we do and hope to achieve. It is at the centre of everything and everyone and determines our approach to all aspects of school life. Our Mission Statement is:

PROUD of our children; **PROUD** of our school; **PROUD** of our faith

Our school's mission statement is supported by a school motto which explains the word PROUD.

At Sacred Heart we:

Make Progress

show Resilience

display Openness

are Unique

Demonstrate our Faith

We fulfil our Mission through the following school aims:

School Aims

To live as a Christian family inspired by the values of Jesus.

To develop and celebrate every child's full potential through a rich and enjoyable learning environment.

To promote and encourage an effective partnership between home, school, parish and community.

Through the practical objectives which underpin these aims, we strive to ensure that everyone is **PROUD** of their personal achievements and fulfilled by their life experience at Sacred Heart. We recognise that during these unprecedented times, we will need to be creative and open minded as we plan for teaching and learning. We will be resilient in our drive and ambition and we will demonstrate our faith in our support for the well-being and nurture of our children and families.

Tiers of Restriction

The government has advised that it anticipates schools will usually remain fully open to all pupils in local areas where restrictions have been implemented.

There may be exceptional circumstances in which some level of restriction to schools is required in a local area. In these cases, restrictions will be implemented in a phased manner, known as the 'tiers of restriction'. Under the Coronavirus Act 2020, the decision to order the closure of schools rests with the central government.

The tiers of restriction are different for each phase of education. This plan sets out how our primary school would operate at each tier in the event that the restrictions become necessary in our local area. At each tier, the school will maintain communication with pupils and parents to ensure they understand who needs to be in school at any given time.

Tier 1 - Our school will remain open to all pupils.

Tier 2 - Our school will remain open to all pupils.

Tier 3 - Our school will remain open to all pupils.

Tier 4 -The school will allow full-time on-site provision to vulnerable pupils and the children of critical workers and selected year groups (which have not yet been identified by the DfE). All other pupils will not attend on-site provision – remote education will be provided to these pupils.

Infection Prevention and Control

The school's Infection Control Policy will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus will be encouraged to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing.

A small number of test kits are available in school, which can be allocated to those families who are unable to access test facilities because of the child's welfare e.g. Safeguarding reasons.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. The pupil will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate, until the outcome of the Covid-19 test is known. Remote education will be arranged for the pupil immediately and will be in place by the following day.

If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual only need to self-isolate if they develop symptoms themselves or the individual subsequently tests positive.

If a child becomes symptomatic whilst at school, they will be sent home to isolate for 14 days and encouraged to get a test. Any family members in the same household will also be sent home from school.

If the isolating individual then tests positive, the individual's close contacts at school will then be sent home to self-isolate for 14 days and must inform school immediately should they develop symptoms.

In all cases, our school will follow advice from the local Health Protection Team and follow the Guidance to support Covid-19 Contact Tracing in Non-Residential 0-19 Educational Settings in Greater Manchester. We will also contact the DFE for support on 0800 046 8687 option 1.

Transport

Pupils and staff that have to attend school will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling.

Remote Education

If a local lockdown is implemented, the school will offer immediate access to remote education for pupils who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote learning for that group.

All remote learning will be delivered in line with the school's Remote Learning Policy.

Teaching and Learning

All pupils will have access to high-quality education when remote working.

Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Technology Support

The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme. Under the scheme, the school can order laptops, tablets etc. to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

Before distributing devices, our school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

The devices will remain the property of our school and parents will be expected to complete a loan agreement form.

Returning to School

The Headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

After a period of self-isolation, or the lessening of local lockdown rules, the Headteacher will inform parents when their child will return to school.

The Headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.

Our Safeguarding, Child Protection and Early Help Policy and Covid-19: School Opening Arrangements for Safeguarding and Child Protection was updated during the national lockdown and reviewed again in September 2020, to include provisions for keeping pupils safe during the coronavirus pandemic – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- All concerns are reported using CPOMS
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

Food Provision

We will ensure measures are in place so that meals can be prepared and served safely for all pupils who remain on site, and for pupils who are eligible for free school meals, who are unable to attend school because they are self-isolating. The school catering team will work with our food providers to ensure we can continue offering FSM to pupils and families who are eligible.

This includes, those pupils eligible for FSMs who:

- Have had symptoms or have tested positive
- Are a close contact of someone who has coronavirus
- Are not attending due to local lockdown arrangements

Initially families will be offered a packed lunch, which can be collected on a daily basis, moving to a food parcel when a period of longer isolation is required.

- Our Admin Staff / Pastoral staff will liaise with parents, with regard to ordering of meals and food parcels.
- Admin staff will keep a record of lunches and food parcels provided
- Our school cook will be responsible for ordering food parcels, as advised by Admin / Pastoral Staff.

Communication

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, any reviews of the protective measures as part of its risk assessments, or if remote working will be applicable for all. All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school as they develop.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – their line manager
- Pupils – their class teacher or member of pastoral staff
- Parents – the Headteacher

Monitoring and Review

This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholders.