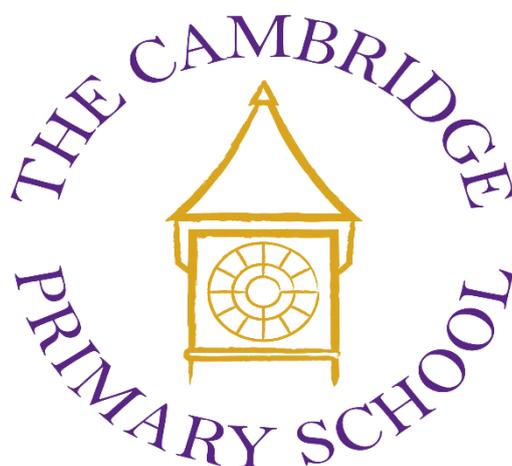


THE CAMBRIDGE PRIMARY SCHOOL

CONTINGENCY PLAN for COVID-19 Outbreaks

2020



History of Review	Version 1	September 2020

CONTINGENCY PLAN for COVID-19 Outbreaks

1. Guidance for the management of Covid-19 symptoms or positive diagnosis

In the case of any infection control concerns or questions about guidance in managing a case/outbreak, we need to call the PHE South East Health Protection Team on 0344 2253861 (0844 9670083 out of hours). If the matter is not urgent we can also email HIOW@phe.gov.uk. School will refer to PHE SE Health Protection Team Flow Chart, see appendix 1.

Upon confirmation of a child or member of staff having a positive test result for Covid-19, follow the steps outlined below:

1. Call the PHE South East Health Protection Team
2. Follow the appropriate advice and complete letter template to send to parents, staff and governors, informing of actions.
3. Teachers take the actions outlined in the tables below.

2. Monitoring of vulnerable pupils when not in school

During an isolation period (or closure of class, year group or school) lasting longer than 4 days, the DSL (or DDSL) will make contact with the parents/carers, of any children on our monitored children list, on a weekly basis.

The list of monitored children is reviewed and updated frequently, at least once a week at the weekly Safeguarding meeting.

3. Remote Learning Contingency Plan for COVID-19 Outbreaks

Government expectations:

'In developing these contingency plans, we expect schools to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that are linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum'

'When teaching pupils remotely, we expect schools to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to 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'

3.1 Individual children who are isolating

If an individual child is isolating for 4+ days, home learning will be given in a paper pack. This action aims to ensure that we have immediate education for those that cannot attend school due to COVID-19.

Learning will be meaningful and ambitious and consolidate the learning from that half-term. Home learning will be planned in line with the school curriculum to be well-sequenced with frequent, clear explanations of content and activities provided. Learning will as closely as possible, match the need of the individual children. Learning may have links to previously vetted online videos and interactive games/resources.

Action	By Whom	When
<p>Home learning documents</p> <p>The office will alert the class teacher that a child is not in school as they are isolating due to symptoms (and awaiting testing) or a family member is being tested with symptoms.</p> <p>The class teacher will ensure a pack of 10 (school) days of suitable home learning is available at the office as soon as possible for collection (left in the foyer).</p>	<p>Office</p> <p>Class Teachers</p>	<p>As soon as they are notified of absence.</p> <p>At the earliest possible convenience.</p>

On returning to school, the learning completed must not be returned to school. Instead, the class teacher will use informal assessment strategies to assess any gaps in learning, ensuring support, if necessary, is in place.

3.2 Whole class/year group/school who are isolating

Action	By Whom	When
<p>Home learning documents</p> <p>The class teacher will ensure a pack of 10 (school) days of suitable home learning is sent home with the child as the class are told to isolate. If this is not possible, as the decision was made over night/over the weekend, the learning packs will be available in designated car parking spaces as soon as possible for drive by collection (times and car parking bays will be text to parents).</p> <p>In Reception (ONLY) Tapestry, which is already in place, will also be used to communicate with parents and can be used for parents to share home learning.</p>	<p>Office</p> <p>Class Teachers</p> <p>Parents</p>	<p>At the earliest possible convenience.</p>
<p>Zoom</p> <p>Class teachers meet with their class on Zoom at 4 points through the day: 0900, 1100, 1300, 1500 – for some learning and the class may be split into two groups to enable the teacher to provide more personalised input. Text or email will be used to communicate the time and zoom link.</p> <p>These zooms will be 15-20 minutes and used to provide teaching input, reflection or discussion of learning.</p> <p>If the class teacher is unable to meet with their class on Zoom (due to illness), another member of staff will take their place.</p>	<p>Class teachers</p>	<p>4 points through the day</p>
<p>Assemblies</p> <p>Class teachers will email links to assemblies to children (via parents) and will be given the link to Zoom for any year group assemblies and the whole school assembly each week to join from home.</p>	<p>Class teachers</p>	<p>Upon class closure.</p>

4. Appendix 1 PHE SE Health Protection Team Flow Chart

PHE South East Health Protection Team:

Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings

Version 3.0 Date 2/9/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in educational settings, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Hampshire and Isle of Wight Health Protection Team on 03442253861 (0844 967 0082 out of hours). If the matter is not urgent you can also email HIOW@phe.gov.uk

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance

TESTING: Visit nhs.uk/ask-for-a-coronavirus-test

