

Contingency planning for COVID 19

PLEASE READ THIS CAREFULLY

INFORMING SCHOOL OF A POSITIVE TEST

If your child is tested positive for COVID-19 contact the school **as soon as you know** using the email address cv@mcauley.org.uk .

You should provide the following;

Name of student and date of birth

Year group and form

Contact phone number

Date last in school

Date of start of symptoms

Date of test

You will be telephoned the same day asking for names of close contacts with your child.

Our hope in sharing these plans is that you fully understand that we will do all that we can to keep our students and staff safe, whilst at the same time continuing to provide them with valuable education.

SCENARIO PLANNING

We are planning for a number of different scenarios.

1. Instruction from the government to close the whole school
2. Infection affects a member of our school community and a case is confirmed
3. High levels of staff illness/absence make it impossible to maintain safe class sizes.

1. Instruction to close the whole school for a limited period

This is absolutely the very last resort but we could be instructed to do so by the government. Any closure, however temporary, may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils. The process for accessing this service will be the same as during lockdown. Parents/carers must inform school via Mrs Lisa Smith, our Attendance Officer that their child will be attending.

2. Infection affects a member/s of our school community and a case is confirmed

In this scenario, the school would have to follow direct guidance and risk assessment from Public Health England. It is possible that some or all of the school could be closed. Given that we are, effectively, a split site school; it is possible that we could be instructed to have a partial closure. A partial closure could affect those in close and prolonged contact as identified through track and trace or indeed the whole year group 'bubble'. In the event of a confirmed case in the school community: "a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the education setting will be unnecessary but this will be a local decision based on various factors such as establishment size and pupil mixing." The school will make a decision and immediately contact parents via schoolcomms.

3. High levels of staff illness/absence

In the event of high levels of staff absence, the supervision of classes may prove very difficult. Qualified teachers would have an overview of provision, but supervision of pupils could be

delegated to suitably experienced support staff on occasions. We would have to make dynamic risk assessments to ensure the health and safety of the school community. In this scenario, it could be that the school would have to partially or completely closed.

The school will make a decision by lunchtime and immediately contact parents via schoolcomms. Given that decisions may be announced at very short notice, we advise parents to have contingencies in place for the collection of children or that they have the means to enter your home if they make their own way.

Remote education support

Remote education plans and how to access them

Remote Education plans for each year group and sets within subjects (where they apply) can be accessed on the school website under 'Remote Education Support'. The existing curriculum scheme of work will continue to be followed and will dovetail on return to full teaching.

Students participating in live 'lessons' with teachers will have their cameras turned off and will be muted. They will contribute questions through the written 'chat' function.

Students must communicate in an appropriate and respectful manner in the 'post' area of their subject teams, just as they would do in the classroom.

COMMUNICATION

School will inform parents and carers immediately via schoolcomms reinforced by messages on the school website, Facebook and Twitter. The official school line will only come from these sources so make sure you check them out. Please use our usual channels should you wish to raise a query. The school website has a comprehensive list of contacts.

Temporary adjustments to the school timetable

In the event of self-isolation students should follow their school timetable; work will be set on Microsoft Teams but can be completed off-line in many instances and photos of handwritten work uploaded once completed. The expectation is that all students fully engage with all work set. In the event of partial closure we are planning for every year group to have some face to face teaching over the two week timetable. This will be communicated via schoolcomms and be placed on the school website.

Support on delivering remote education safely is available:

- [Safe remote learning](#), published by SWGfL
- [Online safety and safeguarding](#), published by LGfL, which covers safe remote learning
- The National Cyber Security Centre, which includes [which video conference service is right for you](#) and [using video conferencing services securely](#)
- [Safeguarding and remote education during coronavirus \(COVID-19\)](#), published by DfE
- annex C of [keeping children safe in education](#)

Thank you in anticipation of your continued support in these challenging circumstances.