



Coronavirus: planning for tiered local restrictions

Here's what the 4 'tiers of restriction' will mean for our school and the actions we'll take for each one.

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
1	<p>We'll remain open for all pupils.</p> <p>A decision may be made that staff and visitors are asked to wear face coverings when moving around communal areas in school where it's difficult to maintain social distancing, unless they're exempt from wearing one.</p>	<p>Should the decision be made to wear face coverings:</p> <p>Face coverings</p> <p>We'll share factsheets on face coverings with parents and staff so that everyone knows what to expect.</p> <p>We'll put up this poster in areas of the school, such as in classrooms, so that people know how to properly remove their face coverings.</p>
2	<p>We'll remain open for all pupils.</p> <p>A decision may be made that staff and visitors are asked to wear face coverings when moving around communal areas in school where it's difficult to maintain social distancing, unless they're exempt from wearing one.</p> <p>*This tier affects Secondary schools</p>	<p>Should the decision be made to wear face coverings:</p> <p>Face coverings</p> <p>We'll share factsheets on face coverings with parents and staff so that everyone knows what to expect.</p> <p>We'll put up this poster in areas of the school, such as in classrooms, so that people know how to properly remove their face coverings.</p>



TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
3	<p>We'll remain open full-time for all pupils.</p> <p>A decision may be made that staff and visitors are asked to wear face coverings when moving around communal areas in school where it's difficult to maintain social distancing, unless they're exempt from wearing one.</p>	<p><u>If one or a small group of children are required to self-isolate.</u></p> <p>Showbie app to be used as a way of communicating with parents, setting work / learning tasks and providing immediate feedback for children's learning.</p> <p>Time released daily learning tasks for the week uploaded to Showbie with links where appropriate to Read Write Inc or Oak Academy Trust. Paper packs available if parents require them by 10am each day via the office.</p> <p><u>Key Stage 1 and 2</u></p> <ul style="list-style-type: none"> • English, Maths and Wider curriculum work set daily via time release function on Showbie. This can be monitored and timescales set for completion. Teachers will mark and feedback on the learning completed daily. Work can be printed off for parents requiring paper packs and returned to the school office for marking and feedback. • Read, Write Inc link – appropriate to their phase – shared via Showbie. • 1 x weekly telephone call from pastoral officer to parents to discuss supportive measures for family members. 1 x additional phone call from pastoral officer the day before isolation ends to discuss return to school. Log to be kept. • If child is vulnerable, a Senior Leader will have contact x1 a week via telephone. <p><u>EYFS- Nursery and Reception</u></p> <ul style="list-style-type: none"> • English, Maths and other Specific (Understanding of the world or Expressive arts and design) learning tasks set daily via time release function on Showbie. This can be monitored and timescales set for completion. Teachers will respond and feedback on the learning completed daily. Learning tasks can be printed off for parents requiring paper packs and returned to the school office for feedback. • Read, Write Inc link – appropriate to their phase – shared via Showbie for Reception children. • 1 x weekly telephone call from pastoral officer to parents to discuss supportive measures for family members. 1 x additional phone call from pastoral officer the day before isolation ends to discuss return to school. Log to be kept. • If child is vulnerable, a Senior Leader will have contact x1 a week via telephone.



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	<p>Showbie app to be used as a way of communicating with parents, setting work / learning tasks and providing immediate feedback for children's learning.</p> <p>Daily learning tasks to be uploaded to Showbie with links to Read Write Inc or Oak Academy Trust. Paper packs available if parents require them by 10am each day via the office.</p> <p>Home learning books / laptops would be delivered to children at home.</p> <p>(If a teacher is unwell the year group partner is to set work and be supported in school to do so.)</p>	<p><u>If a whole class/Bubble are required to self-isolate</u></p> <p><u>Key Stage 1 and 2</u></p> <ul style="list-style-type: none"> • English, Maths and Wider curriculum work set daily on Showbie. This can be monitored and timescales set for completion. Teachers will mark and feedback on the learning completed daily. Questions can be replied to and explanations given where needed. Work can be printed off for parents requiring paper packs and returned to the school office for marking and feedback. • Read, Write Inc link – appropriate to their phase – shared via Showbie. • Daily story session shared with the children via a video or sound bite. • Weekly Zoom link to Relax Kids session if appropriate to be shared via Showbie and class teacher must attend the session. • 1 x weekly telephone call to parents to discuss issues relating to home learning and as a supportive measure for family members. Log to be kept of parents contacted and issues resolved. • If any child within the class is vulnerable, a Senior Leader will have at least 1 x weekly telephone contact <p><u>EYFS- Nursery and Reception</u></p> <ul style="list-style-type: none"> • English, Maths and other Specific (Understanding of the world or Expressive arts and design) learning tasks set daily via time release function on Showbie. This can be monitored and timescales set for completion. Teachers will respond and feedback on the learning completed daily. Learning tasks can be printed off for parents requiring paper packs and returned to the school office for feedback. • Read, Write Inc link – appropriate to their phase – shared via Showbie for Reception children. • Daily story session shared with the children via a video or sound bite. • Weekly Zoom link to Relax Kids session if appropriate to be shared via Showbie and class teacher must attend the session. • 1 x weekly telephone calls to parents to discuss issues relating to home learning and as a supportive measure for family members. Log to be kept of parents contacted and issues resolved. • If any child within the class is vulnerable, a Senior leader will have at least 1 x weekly phone contact.



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4	<ul style="list-style-type: none"> • We'll only remain open for vulnerable pupils and the children of critical workers • We'll provide remote education for all other pupils • We'll maintain the same rules on face coverings on-site as in tier 1 	<p><u>If a teacher is required to self-isolate</u></p> <ul style="list-style-type: none"> • Supply teacher will be arranged from verified Supply Agencies. • Email over school Risk Assessment and follow this with a Teams/Zoom meeting held by Senior leaders • Unless class teachers are unwell, daily contact after 3.30pm to be made with supply teacher and planning shared weekly to ensure continuity of learning • Unless unwell, teachers to complete online learning modules following a list of requirements obtained from the school office. • Teachers to produce 'grab packs' of information about their class. Paper copy kept in main office and in the classroom. <p><u>If a TA is required to self-isolate</u></p> <ul style="list-style-type: none"> • Unless unwell, TA to complete online learning modules following a list of requirements obtained from the school office. <p><u>If the school closes (except for vulnerable pupils and children of critical workers)</u></p> <p>Follow as detailed above and:</p> <ul style="list-style-type: none"> • Government approved educational sites to be shared on blog https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources - <p>Vulnerable pupils</p> <p>We'll strongly encourage vulnerable pupils to continue attending school. To do this, we'll:</p> <ul style="list-style-type: none"> • Work with our local authority (LA – Together for Children) • Contact pupil's parent or carer, and (where applicable) social worker if the pupil doesn't attend, to find out why and discuss their concerns. • If identified children do not choose to attend school, we will make at least 1 x weekly welfare calls and use these to identify any emerging needs within families, raise concerns and provide necessary support. • DSLs will continue to attend core groups and Child Protection/Review conferences via telephone dial-in or any other virtual arena proposed. • Any necessary referrals will be made, as normal, if concerns are raised regarding particular children



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		<p>Free school meals</p> <ul style="list-style-type: none"> • Use of FSM voucher scheme, if applicable • Use of Magic Breakfast scheme, if applicable, for identified children – not necessarily FSM <p>Staffing Arrangements</p> <ul style="list-style-type: none"> • Rota system in place to minimise staff contact. This will depend on number of children attending and if Government instruct school to continue to run as an educational setting or childcare provision. <p><u>As childcare provision</u></p> <ul style="list-style-type: none"> • Based on previous key worker list, the minimum number for staffing would be: • One Senior leader on-site at all times • One DSL on site at all times • One Office staff member • Teaching and support staff in relation to the number of children in school on a rota. • At least one first aider • No lunchtime staff • One caretaker as normal • All cleaners • School hours will run from 8.30am – 3.15pm <p><u>As an educational setting</u></p> <ul style="list-style-type: none"> • One Senior leader on-site at all times • One DSL on site at all times • One Office staff member • One teacher and one TA from each year group in school working with children attending from their year group. • One teacher and one TA at home co-ordinating home learning via Showbie. • At least one first aider • One lunchtime staff per year group • One caretaker as normal • All cleaners • School hours will run from 8.45am – 3.15pm



TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
		<p><u>If the school closes for a short lockdown (except for vulnerable pupils and children of critical workers)</u></p> <p>Staffing Arrangements</p> <ul style="list-style-type: none"> • Rota system in place to minimise staff contact. This will depend on number of children attending and if Government instruct school to continue to run as an educational setting or childcare provision. Based on previous key worker list, the minimum number for staffing would be: • One Senior leader on-site at all times • One DSL on site at all times • One Office staff member • Each year group teacher and TA pair will be in school 2 ½ days each (Mon – Wed lunchtime or Wed lunchtime - Fri) • No lunchtime staff • One caretaker as normal • All cleaners • School hours will run from 8.45am – 3.15pm

Sources

We produced this template based on the following sources (all information is up to date as of 4 September 2020):

- > [COVID-19 contain framework: a guide for local decision-makers](#), GOV.UK - DHSC
- > [How schools can plan for tier 2 local restrictions](#), GOV.UK - DfE
- > [Guidance for full opening: schools](#), GOV.UK – DfE

