

Oaklands Catholic School and Sixth Form College Contingency Planning



COVID-19 Contingency Plan

At Oaklands we have always had a contingency plan should, in exceptional circumstances, a school closure be necessary, for example, inclement weather, water or a gas leak.

As you will be aware, the situation regarding the COVID-19 and subsequent Government plans are rapidly changing. At this current time, the Government has asked schools to plan ahead should local or national restrictions apply to schools. The Government have adopted a tiered approach should further restrictions apply.

We continue to follow the advice from the DfE and Public Health England regarding our response. Currently, the guidance is clear that schools should remain open as usual, but that we should take extra precautions, these have already been detailed to you.

If restrictions are applied to school, or there is a part or full closure, we will provide you with as much notice as possible. However, staff absence for COVID-19 related reasons is not something that we can easily plan for in advance.

In the event of school closure, part or full, you will be informed via text message and email and this information will be also be available on the website. We have remote access to these platforms so will be able to email and text with updates but please always check the school website which will provide the most up to date information.

We have modelled three contingency scenarios, detailing the action we will take.

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Scenario 1

Local Authority or central government instigate tiered approach to education as a result of local lockdown

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
1	<p>We will remain open for all students.</p> <p>Everyone will be 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>Face Coverings</p> <p>We will share the relevant fact sheets with parents and staff so that everyone knows what to expect. We will put up signage around the school in areas of the school, such as in classrooms, so that people know how to properly remove their face coverings.</p>
2	<p>We will remain open full-time for vulnerable students and the children of critical workers</p> <p>For all other students, we will move to a Rota Model, combining on-site provision with remote learning</p> <p>We will maintain the same rules on face coverings as in Tier 1</p>	<p>Face Coverings</p> <p>As Tier 1. All visitors will wear face coverings.</p> <p>Our Rota Model</p> <p>Year groups will spend two weeks in school followed by two weeks at home on rotation Rotation 1: Years 7, 9, 11 and 13 in school Rotation 2: Years 8, 10 and 12 in school</p> <p>We will split students into groups, making sure:</p> <ul style="list-style-type: none"> • 'Bubbles' of students don't mix with other Rota Groups • We will include vulnerable students and the children of critical workers in both rotation groups <p>Vulnerable and critical worker children in school (who are members of year groups that are currently out of school) will be taught in year bubbles using the resources produced by staff for students engaged in remote learning. They will be provided with additional classroom support.</p>

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TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
		<p>We will use the weekend between rotations to prepare for the different Rota Group due in school at the start of the following week, by ensuring all classrooms and high touch areas are thoroughly cleaned.</p> <p>Risk Assessment</p> <p>We will update our risk assessment to reflect our Rota Model, and we will communicate our plans with all staff and parents.</p> <p>Vulnerable Students</p> <p>We will strongly encourage and support vulnerable students to continue attending school full time. To do this, we will:</p> <ul style="list-style-type: none"> • Work with Hampshire LA • Contact a pupil's parent or carer, and (where applicable) social worker or family support worker if the pupil doesn't attend, to find out why and discuss the concerns around attendance at school <p>Vulnerable students in school (outside of normal year group) will remain in a year bubble and be taught an amended timetable by subject specialists.</p> <p>Absence Requests</p> <p><u>Vulnerable students</u>: we will only grant absence requests on a case by case basis dependent on the reason for the requested absence during their Rota Group's scheduled time at home. All students should attend school when their Rota Group is scheduled to be on-site.</p> <p><u>Children of critical workers</u>: we will grant absence requests for children of critical workers if their parents tell us in advance that their child won't be attending school when their Rota Group is scheduled to be at home. e.g. if a parent has a day's leave and can supervise remote learning.</p> <p>In all instances, students not in school, for whatever reason (apart from illness) are expected to continue with remote learning.</p>

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TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
		<p>Learning for Students in School</p> <p><u>Year Groups in School but Students Isolating</u> For year groups in school: lessons delivered in class – lesson resources uploaded to Teams for all students. Isolating students to upload evidence of classwork to Teams. For year groups in school: all homework published on Teams. Department discretion whether exercise books collected or online submission of homework.</p> <p><u>Remote learning - Year Groups not in school</u> Resources to be uploaded on Teams before the lesson. For 80% of lessons, teacher to be online at the start of the lesson to introduce the lesson or take questions and provide introductory input - then the teacher to stay online to answer any questions throughout the lesson. Students may leave after introduction and can return if they require further input. The percentage of face to face time will vary according to each Key Stage. All Homework to be submitted via Teams</p> <p>Free School Meals</p> <p>We will work with external providers to issue free school meal vouchers.</p> <p>Staffing Arrangements</p> <p>Wherever possible, we will reduce the number of staff on site to reduce potential contact between staff and between staff and students. Staff will be permitted to go home during non-contact time or teach from home if delivering remote classes.</p>
3	<p>We will remain open full-time for vulnerable students, the children of critical workers and selected year groups (the DfE will identify these)</p> <p>We will provide remote education for all other students</p> <p>We will maintain the same rules on face coverings on-site as in tier 1</p>	<p>Face Coverings</p> <p>As Tier 1</p> <p>Learning in school and Remote Learning</p> <p>This will follow Tier 2 approach</p> <p>Vulnerable Students</p> <p>This will follow Tier 2 approach. Vulnerable students will be taught in year bubbles</p>

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TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
		<p>Free School Meals</p> <p>This will follow Tier 2 approach</p> <p>Staffing Arrangements</p> <p>This will follow Tier 2 approach Where possible, year groups in school will be taught by their normal classroom teacher.</p>
4	<p>We will only remain open for vulnerable students and the children of critical workers</p> <p>We will provide remote education for all other students</p> <p>We will maintain the same rules on face coverings on site as in Tier 1</p>	<p>Remote Learning</p> <p>As Tier 2 for all students remaining at home</p> <p>Vulnerable Students</p> <p>As Tier 3</p> <p>Free School Meals</p> <p>As Tier 2</p> <p>Staffing Arrangements</p> <p>Staff will be timetabled into teaching year bubbles, so as far as possible the same staff remain with each year group for students in school.</p>

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Scenario 2

Due to outbreak of COVID-19 in school or other COVID related circumstances, an insufficient number of staff are able to come to work to ensure safe preparation of the school site.

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
1	Curriculum staff cannot come into school for COVID related reasons	<p>The school will follow the guidance set out by PHE on managing outbreaks in school</p> <p>A risk assessment of the situation will determine if it is safe to operate with a full school, or it is not possible, to cover lessons with external staff. If this is the case then year groups will be sent home. Year 11 and Year 13 will remain the priority for on site provision.</p> <p>Remote Learning</p> <p>For classes not in school (and provided the member of staff is fit to work remotely) the procedure will follow Scenario1 Tier 2</p> <p>Vulnerable Students</p> <p>As Scenario 1 Tier 2</p> <p>Free School Meals</p> <p>As Scenario 1 Tier 2</p> <p>Staffing Arrangements</p> <p>Unaffected staff would be expected to remain on site.</p>
2	Curriculum staff and key administration staff cannot come into school for a COVID related reason	<p>Certain school functions may be affected if a significant number of administration staff are unavailable for work.</p>

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TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
		<p>Critical support staff include:</p> <ul style="list-style-type: none"> • Site staff who maintain buildings and health and safety systems • Student Services who provide first aid support • Canteen staff who provide food <p>With the scenario above, a risk assessment will determine if it is safe to operate with a full school.</p> <p>If students are directed to remain at home then the arrangements for remote learning (Scenario 1 Tier 2) will apply</p>

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Scenario 3

Due to outbreak of COVID-19 in school or other COVID related circumstances a number of students are unable to attend school, but the school remains open to the majority.

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
1	Following Government guidance, students have to remain at home for COVID reasons, however this does not affect a whole class	<p>The school will follow the guidance set out by PHE on managing outbreaks in school</p> <p>Remote Learning</p> <p>Lessons delivered in class as normal. Lesson resources uploaded to Teams for all students to access. Isolating students to upload evidence of classwork to assignments</p> <p>All students out of school to submit assignments via teams</p> <p>Free School Meals</p> <p>As Scenario 1 Tier 2</p> <p>Staffing Arrangements</p> <p>Unaffected staff would be expected to remain on site.</p>