

COWBIT ST. MARY'S (ENDOWED) CHURCH OF ENGLAND PRIMARY SCHOOL

Emergency planning for possible Covid-19 closures

Rationale
 There are growing concerns about large groupings of people with the WHO moving the Covid-19 crisis to pandemic status. The government’s latest information sent to schools includes the statement that *Action that would be considered could include population distancing strategies (such as school closures, encouraging greater home working, reducing the number of large-scale gatherings) to slow the spread of the disease throughout the population, while ensuring the country’s ability to continue to run as normally as possible. The UK governments’ education departments’ planning assumptions include the possibility of having to close educational settings in order to reduce the spread of infection.*

The decision to close will be made nationally and it is not clear what notice will be given.

Area of decision making	What?	Who?	Resources	Expectations
Closure	Decision to be made on closure centrally.	DfE	-	School will work on the understanding that Government will give no more than three days’ notice of closure
	School to ensure that all parents and carers are informed as soon as possible.	HT School admin team	School website LCC website BBCLincs LincsFM	Office to ensure that all parents with Parental Responsibility are informed of the school closure in a calm manner giving as much information as possible in one communication
	School to ensure that all consultants suppliers and venues to be used are informed <ul style="list-style-type: none"> • kitchen suppliers • Cool milk • Fruit providers • Swimming pool • Fowlers coaches • Elite coaching • STT / TAC • Mini-Police • Easter Cracked • Bishops Visitor • Science Curriculum Meeting • CPOMS • Spalding Taxi 			HT to check with all staff responsible for bookings with external agencies before closure

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	Protocols to be drawn for staff access to school	Guidance from PHE Governor HT		Staff be made fully aware of whether and how they will be able to visit the school site
School site management	School cleaning team to undertake deep clean	Site manager	Cleaning team Currently stocked. If more needed let SBM know.	Teachers to ensure that all rooms are left in a position to be deep cleaned School will be subject to deep clean in all areas in line with Government guidelines
Staff	<p>Before closure: School subject leaders to identify applications which can be used to support learning at home. Staff to identify paper based resources and to have packs ready to be photocopied. Subject leaders to identify resources for staff to use to support work at home. To reduce Photocopying, books have been purchased from CGP. These books will be used in school as well.</p> <p>Staff to ensure that all children are aware of all logins for web based applications</p> <p>TT Rockstar competitions to be set up</p> <p>Reading and Phonics packs to be made up with activities for children to use at home for potentially 8 weeks</p> <p>FS resources to be made reflecting the curriculum</p> <p>Teachers to identify books to take home to read to develop personal knowledge of books for the age group they teach.</p> <p>Staff to identify any CPD texts which may be useful them (purchasing implication)</p>	HT Subject leaders	<p>Current applications purchased by school</p> <ul style="list-style-type: none"> - Twinkl - TT Rockstars - AR <p>Use of TA staff to photocopy and create packs (Check paper available in school / Toner etc)</p> <p>HT / ML to identify ordering needs</p> <p>AR letters</p> <p>TTROCK letters</p> <p>workbooks</p> <p>Pencil cases</p>	<p>School to demonstrate aware that not all households have internet access or equitable access to tablets, computers etc Packs to be sent home with clarity of explanation of tasks and an explanatory rationale written by HT and staff</p> <p>All packs to be ready to be distributed at least one day before school closure. Provision put in place for parents to pick up packs should their child be absent. School will provide access to independent learning for staff to undertake.</p> <p>Subject leaders will carry out research to provide support for colleagues with planning or preparation for next academic year.</p> <p>Work set for children with SEND Pupil profiles or EHCPs enables them to meet their targets.</p>

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	<p>Staff to ensure that work set is differentiated to meet academic levels or need of specific pupils. Emails of all teaching staff and SBM</p>		<p>Pupil to bring bookbags.</p>	
	<p>During closure: Staff to be available for online access to emails. Curriculum mapping and progression. (Separated action plan.)</p> <p>School to ensure that staff are able to access CPD Safeguard training is available.</p> <p>Teachers to plan a curriculum upon return which allows for work to be marked in class as well as by the teacher.</p> <p>Planning to be in place for deliveries to school for orders placed before closure.</p> <p>School to set up or post collection with Royal Mail during closure.</p> <p>Online provision to be put in place for finance functions to continue</p>	<p>HT Subject Leaders</p>	<p>Paper TA time for printing</p>	<p>Staff to ensure that they know how to take part in TT Rockstar competitions and Accelerated Reader.</p> <p>Staff will consider that they are at work during the closure and so will be available for online or phone meetings (notice will be given for these)</p> <p>School will use online virtual school to provide CPD opportunities for staff during morning sessions.</p> <p>School will provide access to independent learning for staff to undertake. TBD at meeting.</p> <p>Subject leaders will carry out research to provide support for colleagues with planning or preparation for next academic year.</p>
	<p>After closure: School to ensure that work carried out during the closure is recognised.</p> <p>Guided reading work to be marked in groups. Children who have not read to use homework clubs to catch up with reading.</p> <p>Use of TAs to mark work / compile list of children who need to go to homework clubs.</p>	<p>Class teachers Teaching Assistants</p>	<p>Website</p>	<p>There is calm transition back to school after re-opening.</p> <p>Work is marked and returned to children in a timely manner</p> <p>Homework clubs are set up for those children who have not completed sufficient work</p>

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<p>Communication</p>	<p>Communication of school closure and procedures to be sent to parents, governors and LA.</p> <p>Ensure that full explanation of how children's task is given to all parents.</p> <p>Children and parents to receive a letter explaining expectations for completing work and importance that this is linked directly to classwork and will be marked with pupils upon returning. Pupils not completing quantity or quality of work at expected level will complete during breaks and after school club where necessary .</p>	<p>HT School admin team</p>	<p>School website</p>	<p>All parents and carers are aware of the closure and how the decision has been made.</p> <p>All parents aware of protocols for contacting school during the closure and method for informing them of re-opening.</p> <p>All parents know that children are expected to undertake learning tasks -Parents who do not have digital access understand that their children will not miss out on opportunities.</p>
<p>Parents</p>	<p>Parents to follow advice from Public Health England on minimising risk of spreading infection of Covid-19 -Parents to engage with school before closure to share concerns around:</p> <ul style="list-style-type: none"> - accessing work online - Food poverty - Safeguarding - Pastoral support - School expectations of homework - Resourcing of their children working at home 	<p>HT</p>	<p>School to provide families with stationery as necessary</p>	<p>Parents are fully aware of what is happening and what school and PHE expectations of them are.</p>
<p>Resourcing</p>	<p>School to risk assess the resourcing requirements for school closure. Plan to be put in place for staff (and potentially) families to acquire necessary resources during the school closure.</p>	<p>Finance team HT Team leaders</p>	<p>PCard</p>	<p>Staff will contact HT for resourcing of independent learning as appropriate. Staff to email and get confirmation before purchasing resources. HT and SBM will order on PCard if necessary. No reimbursement for items purchased personally.</p>
<p>Safeguarding</p>	<p>Staff do not have access to pupils via blogs, skype, webinars etc. Remind staff to only communicate to parents through school emails. Do not use personal numbers or email addresses, social media etc to contact pupils or parents.</p>	<p>Safeguarding leads</p>		<p>DSL to have clear plan before closure on ensuring the safeguarding of all children.</p>

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	Pupils to be reminded of Online safety and communicating with others whom they don't know. This is particularly linked to online tutorials which may have live feed access.			Liaison to be maintained with Lincolnshire Social Services
Pastoral support	Give parental advice on suggested balance of the day: <ul style="list-style-type: none"> • Study • Exercise • Rest • Together time • Creative • Play 		Paper TA time for printing Website	Parents have a contact system for pastoral concerns
Vulnerable families	School to identify families who may be vulnerable due to food poverty and explore possible links with Agape Foodbank, St Mary's Church and local shops.	HT	Food Stationery	