



Balmoral Learning Trust

COVID-19 Contingency Plan for Remote learning

East Herrington Primary Academy

This plan has been created in line with the advice regarding contingency planning in the DfE's '[Full opening guidance: schools](#)'. National guidance has been issued by the DfE for how schools should operate during a local lockdown, and a tier system has been established by the Department of Health and Social Care as part of its '[Contain framework](#)'. This operates on the basis of four tiers .

It is important, however, that we remain aware that every local lockdown may be different depending on the circumstances in our area. If a local lockdown is implemented in our area, we will follow the specific guidance for our area. The Trust will ensure this plan is updated in line with national government guidelines regarding the operation of schools during local lockdowns.

The aim of this plan

If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area, and different tiers of restrictions.

This document outlines how schools in Balmoral learning Trust will operate if a local lockdown or restrictions are implemented. If a local lockdown is implemented in our area, our schools will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the CEO and Head of School in conjunction with other key stakeholders as and when the situation develops.

Tiers of restriction

The government has advised that it anticipates schools will usually remain fully open to all pupils in local areas where restrictions have been implemented.



There may be exceptional circumstances in which some level of restriction to schools is required in a local area. In these cases, restrictions will be implemented in a phased manner, known as the 'tiers of restriction'. Under the Coronavirus Act 2020, the decision to order the closure of schools rests with the central government.

This plan sets out how the school would operate at each tier in the event that the restrictions become necessary in our local area. At each tier, the school will maintain communication with pupils and parents to ensure they understand who needs to be in school at any given time. The arrangements for secondary schools are different to primary schools.

Tier 1

The school will remain open to all pupils

Tier 2

The school will remain open to all pupils

Tier 3

The school will remain open to all pupils

Tier 4

The school will allow full-time on-site provision to vulnerable pupils and the children of critical workers and selected year groups (which have not yet been identified by the DfE). All other pupils will not attend on-site provision – remote education will be provided to these pupils.

Infection prevention and control

The school's risk assessment will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus will be encouraged to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.



If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the local HPT. The individual's close contacts at school will be sent home to self-isolate for 14 days. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Schools will share with parents information they receive from the DfE, PHE and the HPT about local arrangements for testing, when to go for a test and self-isolation and quarantine.

Remote Learning

If a local lockdown is implemented, the school will offer immediate access to remote education for pupils who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote learning for that group.

All remote learning will be delivered in line with the Trust's Remote Learning Policy.

Teaching and learning

All pupils will have access to high-quality education when remote working. In order to ensure that learning is continued either due to isolation or lockdown remote learning opportunities will be offered to all pupils. For some households we recognise that it would be more appropriate for children to have hard copies of work and resources.

Blended Learning will be applied when:

- An individual is self-isolating because of a positive test in the family
- A group of pupils is isolating due to a case of coronavirus in their support bubble
- A whole school bubble or more is self-isolating due to a positive case of Coronavirus



Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Provide a range of remote learning depending on the length of time the child/children will need this for. We will use a mixture of online platforms, google classroom and packs provided depending on the age and ability of the children.
- Set assignments so that pupils have meaningful and ambitious work each day and access to a broad curriculum
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- 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 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the head of school will monitor this, keeping pupils' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year using a combination of ongoing daily assessment, tests, quizzes etc

Online Learning

Our school staff will set work in line with our current curriculum supported by White Rose Maths, Talk for Writing, Oak learning Academy and BBC Bitesize.

Children will keep in touch with staff through Google Classroom for Years 1 - 6 and EYFS families will use the class email system plus online learning sessions supported by the staff and programmes to support our phonic programme, Read Write Inc.



We will continue to use the class email system and Marvellous Me to keep in contact with you as this has already proved to be invaluable to share information and offer support.

Class pages on the school website will be used to celebrate pupils' work and maintain the school community. We will also share this through the schools facebook account when appropriate.

In the event of any form of isolation it is a requirement that all pupils engage with home learning. The only exception to this is if pupils are too unwell having tested positive.

In preparation for home learning parents and children will receive login and password details for a range of online learning platforms including Google Classroom, Reading Plus (KS2), Times Tables Rock Stars and Lexia (if applicable).

East Herrington is working towards using a one single sign in system called Wonde. When fully implemented, this system will allow children to log on to all applications using just one password.

The school will utilise the support available through the DFE's <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19> scheme. Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to digital device or the internet through other means:

Pupils in Years 3 to 11

- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.



Appendix 1 outlines the different situations online or remote learning will take.

Returning to school

Prior to a return to school the head of school will make contact with parents and Public Health to ensure pupils only return to school when it is safe for them to do so. Additional risk assessments may need to be carried out

After a period of self-isolation, the head of school will inform parents when their child will return to school.

The head of school will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.

Our Child Protection Policy was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic and again in September 2020 to meet the requirements of keeping Children safe in Education 2020– we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A Designated Safeguarding lead or deputy is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

Food provision

We will ensure measures are in place so that meals can be prepared and served safely for pupils who remain on site.

- The school catering team will ensure we can continue offering hot meals in school.



- Pupils who are self-isolating, have symptoms or are in close contact with someone who has tested positive will be provided with meal vouchers
- Are not attending due to local lockdown arrangements, including rota systems will also receive food vouchers.

Communication

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, any reviews of the protective measures as part of its risk assessments, or if remote working will be applicable for all. All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school as they develop.

Monitoring and review

This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholder

Appendix 1- Summary of Actions - up to October Half Term.

| A pupil is off for a short period whilst a member of household is awaiting test results | |
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| Ongoing Support | Safeguarding /SEND |
| <p>EYFS: Staff in Early Years will make contact with parents via email and will provide activities for the child to do daily. This will be activities that we would be doing within the classroom so that the children can keep up with the same activities as their peers.</p> <p>KS1: Daily reading and Phonics using Oxford Owl E - Library and Mr Mc phonics as directed by the staff. An English activity based around the work being completed in school. A maths activity based around the key skills the children are covering in school.</p> | <p>If parents have not contacted school, the office will call parents to check that a test has been taken and to make sure parents know to communicate the test result to school when they receive it. Office staff will complete the Covid Register in the shared drive detailing who is absent and their status.</p> |



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| <p>Choice of 3 curriculum lessons geared around what the children are doing in school. A different one to be completed daily.</p> <p>KS2:</p> <p>Daily reading plus for at least 15 minutes.</p> <p>Reading comprehension linked to the WCR approach being used in school.</p> <p>English lesson linked to grammar objectives that need reinforcing.</p> <p>Maths lessons - following White Rose Hub maths. Use TT Rockstars.</p> <p>Curriculum activities to choose from - linked to school activities.</p> | <p>If the child is entitled to benefit related FSM, the office staff will contact the Central team to arrange for a voucher to be sent to parents</p> <p>If the child is vulnerable in any way, the DSL will ensure that the appropriate agencies are notified and arrange for daily welfare calls to be carried out and recorded on CPOMS</p> <p>If the child does not engage in learning the class teacher contacts the parents to discuss obstacles and support and documents on CPOMS. If there is still no engagement, it is passed to the SLT. All contact to be documented on CPOMS</p> |
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| Pupil needs to isolate because someone in their household is symptomatic or tests positive | |
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| Ongoing Support | Safeguarding /SEND |
| <p>EYFS:</p> <p>Staff in Early Years will make contact with parents via email and will provide activities for the child to do daily. This will be activities that we would be doing within the classroom so that the children can keep up with the same activities as their peers.</p> <p>KS1:</p> <p>Using Google Classroom the teacher will upload a 2 week plan. This plan will set out the core offer for the children and allow families to see what needs to be done daily. (Although we encourage keeping to the timetable, work can be done at any time to fit in with the family.) Teachers will upload worksheets/powerpoints daily to allow families to access what they need but not be overwhelmed.</p> <p>Daily reading and Phonics using Oxford Owl E - Library and Mr Mc phonics as directed by the staff.</p> <p>An English activity based around the work being completed in school.</p> <p>A maths activity based around the key skills the children are covering in school.</p> | <p>If parents have not contacted school, the office will call parents to check that a test has been taken and to make sure parents know to communicate the test result to school when they receive it.</p> <p>Office staff will complete the Covid register in the office shared drive detailing who is absent and their status.</p> <p>If the child is entitled to benefit related FSM, the office staff will contact the Central Team</p> |



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| <p>Curriculum lessons geared around what the children are doing in school. A different one to be completed daily. All work can be uploaded onto google classroom to share with staff for feedback.</p> <p>KS2: Using Google Classroom the teacher will upload a 2 week plan. This plan will set out the core offer for the children and allow families to see what needs to be done daily. (This can be done at any time to fit in with the family.) Teachers will upload worksheets/powerpoints daily to allow families to access what they need but not be overwhelmed Daily reading plus for at least 15 minutes. Reading comprehension linked to the WCR approach being used in school. English lesson linked to grammar objectives that need reinforcing. Maths lessons - following White Rose Hub maths. Use TT Rockstars. Curriculum activities to choose from - linked to school activities. Children to complete 1 task per day for an hour session. All completed work must be uploaded onto google classroom to allow staff to share feedback.</p> | <p>to arrange for a voucher to be sent to parents.</p> <p>If the child is vulnerable in any way, the DSL will ensure that the appropriate agencies are notified and arrange for daily welfare calls to be carried out and recorded on CPOMS</p> <p>If the child does not engage in learning the class teacher contacts the parents to discuss obstacles and support and documents on CPOMS. If there is still no engagement, it is passed to the SLT. All contact to be documented on CPOMS</p> |
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| A group of pupils to isolate because of a case of Coronavirus in their class bubble and the class bubble has closed. | |
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| Ongoing Support | Safeguarding /SEND |
| <p>EYFS: Staff will email parents to share links and guidance for the daily activities. It will include a phonics session, a reading activity, a maths activity and another activity linked to their curriculum each day. Staff will record a daily session from the teacher so that the children maintain contact with their teacher.</p> <p>KS1: Staff will use google classroom to upload work for parents and children to access. They will share a timetable for the week and upload individual lessons the night before to allow parents and children to be organised. The core curriculum will be: Daily reading and phonics - pre recorded/ online support. English lesson - pre recorded support if needed.</p> | <p>If parents have not contacted school, the office will call parents to check that a test has been taken and to make sure parents know to communicate the test result to school when they receive it.</p> <p>Office staff will complete the Covid register in the shared drive detailing who is absent and their status.</p> |



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| <p>Maths lesson following White Rose Hub Curriculum lesson - pre recorded support if needed. All children (with support from adults) will need to upload work to allow staff to give feedback.</p> <p>KS2: Staff will use google classroom to upload work for parents and children to access. They will share a timetable for the week and upload individual lessons the night before to allow parents and children to be organised. The core curriculum will be: Reading plus for at least 15 minutes Reading Comprehension activity following the approach of WCR. English lesson - pre recorded support if needed. Maths lesson - following White Rose hub or pre recorded support if needed. TT Rockstars. Curriculum lesson - pre recorded support if needed. All children will need to upload work to allow staff to give feedback to children.</p> <p>If children/parents are struggling to access Google Classroom - please use the class email system to get support from your class teacher.</p> | <p>If the child is entitled to benefit related FSM, the office staff will contact the Central team to arrange for a voucher to be sent to parents</p> <p>If the child is vulnerable in any way, the DSL will ensure that the appropriate agencies are notified and arrange for daily welfare calls to be carried out and recorded on CPOMS</p> <p>If the child does not engage in learning the class teacher contacts the parents to discuss obstacles and support and documents on CPOMS. If there is still no engagement, it is passed to the SLT. All contact to be documented on CPOMS</p> |
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