

COVID-19 Outbreak Management Plan



Approved by:	Rachel Mckeown Head of School	Date: 31.7.21
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1. Introduction

This plan is based on the thresholds and [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To support our community in dealing with a local outbreak if infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of local and/ or national measures responding to a 'variant of concern' (VoC)
- To help manage a COVID-19 outbreak within the school

Outbreak Management plans and changes to the operational running of the school will be made by the Head of School, Executive Headteacher and Senior Leadership team, in partnership with Symphony Learning Trust.

2. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

3. Other measures

If recommended, we will (with limited time frames):

- Increased testing by staff
- Limit residential educational visits
- Revert to virtual open days and visits from prospective families.
- Revert to virtual transition or taster days
- Limit Parents coming into school
- Limit Live performances
- Virtual assemblies for all pupils
- Introduce a one-way system for drop off and pick up.
- Introduce mandatory face coverings for all staff and visitors outside of their bubble (class) in school (unless exempt)
- Introduce mandatory face coverings to be worn by parents in the school grounds at pick up and drop off (unless exempt).

4. Attendance restrictions

Remote learning will be provided for all pupils if:

- they have tested positive for COVID-19 but are well enough to learn from home.
- attendance has been temporarily restricted.

Attendance restrictions will only be recommended **as a last resort**. If recommended, we will implement the measures in this section.

4.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Foundation Stage children

4.1.1 Staffing

If restrictions on child, pupil and student attendance are needed, the head of school, in partnership with the school's SLT and Trust, will determine the workforce required onsite and if it is appropriate for some staff to work remotely.

4.2 If further restrictions are recommended

As a last resort, in line with local or national guidance, we will stay open for:

- Vulnerable pupils
- Children of critical workers

4.3 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our Remote Learning Offer, which can be found on the school's website or by requesting a hard copy of the offer from the school's office. The offer outlines the key points below:

All pupils will have access to high-quality education when remote working. This includes:

- Daily pre-recorded Phonic lessons
- Daily pre-recorded story
- Weekly Literacy video alongside daily tasks
- Weekly Maths video alongside daily tasks
- Daily live video meeting with the class teacher (this will be an opportunity for virtual face to face contact and help to promote the children's well-being and allow them to see their friends).

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:

- Set activities so that pupils have meaningful and ambitious learning each day.
- 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 video.
- Assess progress and be clear on how regularly work will be checked.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

Teachers will continue to make use of formative assessments throughout the academic year as appropriate.

4.4 Accessing Devices

If families are unable to access remote learning due to a lack of technology. The school will endeavour to loan tablets to families in need, prioritising vulnerable pupils, those in the care of the local authority and those in receipt of the Pupil Premium /grant first.

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.

4.5 Free school Meal provision

The school will continue to provide lunch parcels or vouchers (dependant on the local offer) for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. Should food parcels or meals be provided, they will be collected from the school site by parents, adhering to Covid-19 restrictions.

4.6 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

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 DSL or deputy DSL is always available onsite or remotely.
- 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.

5. Returning to school

The Executive Head teacher / Head of School will work with the Trust / Local Authority to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

After a period of self-isolation, or the lessening of local lockdown rules, the Head of School will inform parents when their child will return to school.

6. Staffing levels

Should staffing levels be affected where onsite learning cannot be provided in a safe manner we will move to remote learning.

This decision will be made in conjunction with our Trust, Local Authority and Public Health Team.

7. Monitoring and review

This plan will be reviewed continually in line with guidance from the government and relevant Health Agencies.