



The Cottesloe School

Contingency Plans for Coronavirus Tiered Restrictions

The COVID – 19 pandemic impacts on all aspects of our lives and it is currently unclear what will happen in the future. To ensure we are fully prepared for all eventualities, the aim of this plan is to give all stakeholders clear understanding of their roles, in the event of any partial or full remote learning at The Cottesloe School, to ensure students' learning is able to continue with the minimum of disruption.

The government in its guidance, sets out four TIERS which would operate if an outbreak of COVID- 19 were to affect the local or school community. A link to the guidance can be found [here](#).

- What will the 4 'tiers of restriction' mean for The Cottesloe School?
- What actions will we take for each one?

Likely scenarios which would necessitate partial or total remote learning:

Tier 1 - The local area of Buckinghamshire/Leighton Buzzard/Aylesbury is designated as having “local restrictions” – this would mean the school was still fully open – however, the wearing of face coverings would be compulsory in communal areas such as corridors and dining areas. At present, the school states that students may wear face coverings if they wish to, around the school site, even though we are not at Tier 1.

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE’LL TAKE
1	We’ll remain open for all students. 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.	Face coverings We’ll share information about wearing face covering with parents, students and staff so that everyone knows what to expect and how to remove them properly.

Tier 2 – This is where the school has to have a rota of students on site at any one time using a model of “two weeks on and two weeks off” timetable where students would be on site for two weeks then off site and working remotely for another two weeks. The underlying principle would be that students are still only exposed to one “bubble” of students, thereby reducing the chance of transmission and that if any student had caught the virus in that bubble, the two weeks off site would enable the symptoms to show whilst at home, again thereby reducing risk to others. The school has planned for this model under two further scenarios:

- a. The government states that at present class sizes would be the same under Tier 2. In this instance, we would be having some year groups in for two weeks followed by different years in the following two weeks. This would be termed Rota 1 and Rota 2:

Rota 1 Year groups in school	Rota 2 Year groups in school
Year 10	Year 7
Year 11	Year 8
Sixth Form	Year 9

- b. If, for any reason, the government advised that there should be more distancing for students in classrooms, we have also devised a model whereby classes would be no bigger than 15 and the entire school cohort would be divided into two halves across the year groups called **A** and **B**. So, whilst all year groups would be on site at the same time, only the **A** students would be on site for two weeks with the **B** students being onsite for the other two weeks. Again, the usual timetable would be followed.

Both these scenarios would follow what we call our “**in school/remote learning model**”. This has involved our teachers carefully looking at each scheme of learning in every subject and deciding on what material and activities would be best delivered in the classroom and what would be best delivered remotely. Students would be fully informed about what they were doing in each of the two-week periods.

We will monitor and actively support remote learning completion as we did during lockdown.

Whilst we appreciate that Tier 2 would present some issues for siblings, it would be impossible to arrange for them to be always on the same rota. We would aim for this where we can, but it would not, by definition of different ages and circumstances, be wholly possible.

In Tier 2, vulnerable students and children of key workers would be able to attend school during their two-week off site period but would be continue with the same remote learning as their off-site peers, supervised by members of staff in one of our ICT rooms.

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
2	<p>We'll remain open full-time for vulnerable students and the children of critical workers</p> <p>For all other students, we'll move to a rota model, combining on-site provision with remote learning.</p> <p>We'll maintain the same rules on face coverings as in tier 1</p>	<p>Face coverings</p> <p>We'll share information about wearing face covering with parents, students and staff so that everyone knows what to expect and how to remove them properly.</p> <p>Our rota model</p> <p>Secondary students spend 2 weeks at school followed by 2 weeks at home. This will allow us to follow the normal two week timetable to reduce impact on learning time.</p> <p>We'll split students into 2 rota groups, making sure:</p> <p>'Bubbles' of students don't mix with other rota groups</p> <p>We'll include vulnerable students and the children of critical workers in rota groups, even if they will be at school full-time.</p> <p>We'll use the weekends to prepare for a different rota group at the start of the week by deep cleaning classrooms and facilities between groups.</p> <p>Risk assessment</p> <p>We'll update our risk assessment to reflect our rota model, and we'll communicate our plans with all staff and parents.</p> <p>Vulnerable students</p> <p>We'll strongly encourage vulnerable students to continue attending school. To do this, we'll:</p> <p>Work with our local authority (LA)</p> <p>Contact a student's parent or carer, and (where applicable) social worker if the student doesn't attend, to find out why and discuss their concerns</p> <p>Absence requests</p> <p>Vulnerable students: we'll only grant absence requests for parents who want their child to be absent during their rota</p>

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2		<p>group's scheduled time at home. All students should attend school when their rota group is scheduled to be on-site.</p> <p>Children of critical workers: we'll 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.</p> <p>Remote learning arrangements</p> <p>Please see the separate Remote Learning Plan for details.</p> <p>Staffing arrangements</p> <p>We expect that all staff will be onsite during any Tier 2 closure, teaching or carrying out their usual duties, unless they are required to self-isolate. Teachers may deliver live lessons to year groups at home where possible.</p>

Tier 3 - This would be a situation of partial lockdown, whereby only students of certain year groups would be allowed on site. This could be because a certain year group or more have had to isolate owing to an outbreak in that bubble or because the government have decided nationally that it would be safer for only certain year groups such as Years 11 and 13 to attend.

Under this scenario these year groups would be taught on site at all times, as usual with all precautions being taken, and the year groups off site would be set remote work in line with Tier 4 below.

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
3	<p>We'll remain open full-time for vulnerable pupils, the children of critical workers and selected year groups (the DfE will identify these)</p> <p>We'll provide remote education for all other pupils</p> <p>We'll maintain the same rules on face coverings on-site as in tier 1.</p>	<p>Remote learning arrangements</p> <p>Please see the separate Remote Learning Plan for details.</p> <p>Staffing arrangements</p> <p>We expect that all staff will be onsite during any Tier 3 closure, teaching or carrying out their usual duties, unless they are required to self-isolate. Teachers will deliver live lessons to year groups at home where possible.</p>

Tier 4 - This would be a situation similar to last term with a national lockdown whereby only vulnerable students and children of key workers would be attending on site. All other students would

be working under remote conditions. This work would be fully monitored as before with regular contact from tutors and class teachers with follow up and support provided by pastoral and senior staff.

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE'LL TAKE
4	<p>We'll only remain open for vulnerable pupils and the children of critical workers</p> <p>We'll provide remote education for all other pupils</p> <p>We'll maintain the same rules on face coverings on-site as in tier 1</p>	<p>Remote learning arrangements</p> <p>Please see the separate Remote Learning Plan for details. Vulnerable pupils and children of critical workers, who will be on-site will follow the same programme of learning as their peers that are working from home.</p> <p>Staffing arrangements</p> <p>We will follow a similar rota system to the Lockdown schedule where staff will work in Bubbles and work in school with key worker and vulnerable students on a rotation. Teachers may wish to work in school to deliver online learning to their teaching groups working from home. They will follow the prescribed social distancing if they choose to come into work if Government guidance permits this.</p>

In Tiers 3 and 4, vulnerable students and children of key workers would be able to attend school at all times but would be placed under supervision to carry on with the remote activities in one of our ICT rooms.

FAQs for Parents

What are the expectations of students when they are working remotely?

Students should, if possible, follow their usual timetable which provides a structure to the day and helps to ensure an even amount of time is dedicated to each subject as it would be if students were present at school. However, we appreciate that owing to shared devices across family members, this may not always be possible.

We recognise that students will respond in different ways to this new working arrangement. Many will take to it very smoothly. However, those who find independent work difficult will find this challenging and need more support. Our tips and FAQs are designed to help all families during these trying times. The FAQs include additional ways to contact the school should the need arise.

Where is my child's work?

All work (including homework when school is operating on a normal basis) can be accessed via a student's Google Classrooms. Students need to log in to their school Google account, as they have been using since Easter 2020. Parents can sign up to receive daily emails about work set so that they can track their child/ren's learning. If a child is self-isolating (rather than partial or whole school tiers of restriction closures) they will be added to a year group specific Google Classroom to access learning whilst they cannot attend school.

What happens if an individual student needs to self-isolate or shield for a set period?

Once the school has been made aware that a student is self-isolating, the student will be added to a year group specific Google Classroom for the duration of their isolation period. This 'Covid' classroom will contain appropriate online lessons to cover the period of time that the student will be absent from school. Students should follow their usual timetable to complete the relevant lessons on the same day as if they were attending school.

Where a student is unwell, rather than simply isolating because a family member is suspected to have or is a confirmed case of Covid-19, they are not expected to complete online learning.

How should work be submitted?

Submitting work should be done via the Google Classroom for each subject. Teachers will provide instructions about how they would like the work to be submitted, along with any deadlines.

When will my child's learning activities be available?

Work will be set according to the usual school timetable. In some instances, several lessons will be set per subject in one go rather than setting work for a single one-hour lesson, so students will need to learn to manage their time well during the day. Work is therefore likely to be set in advance, particularly if we are operating the rota system of learning, but all teachers will be aiming to have lesson activities uploaded to the relevant Google Classroom and ready for students by 8.30am every day at the latest.

Where should my child complete the learning activity?

This will vary for each subject and each task. Instructions will be in the lesson activities and all work should be completed online. However, if this is difficult, students can do it on paper or in their exercise book.

My child does not understand what to do. How can they get help?

Teachers will be using Google Classrooms to keep in touch with classes. Students can send messages to their teacher via the Google Classroom message system, this will be sent via the student's school email address. Students should make sure that they use their school emails if they want to contact their teacher. Teachers won't reply to student's personal email address. Teachers and other staff will be communicating regularly with you over any period of school closure.

How do I get in contact with someone if I have a question?

If you know the email of the member of staff you need to get in touch with, please contact them. Alternatively, email office@cottesloe.bucks.sch.uk clearly stating who your email is for. Please respect wherever possible the school's working hours when sending emails. If an email is sent out of hours, it will almost certainly not be opened and responded to until working hours resume.

Please be mindful that a move to online learning will bring about a significant change for teachers as well as students. We will all adapt as quickly as possible, but the more enquiries we receive, the longer it will take to respond to them. If your enquiry is essential, please don't hesitate to contact us. If it is not urgent and it can wait until we reopen, this would be even better.

What do I do if I have a safeguarding issue that I want to discuss?

You can contact the school's [Safeguarding Team](#) and one of the Safeguarding team will contact you to discuss and offer support.

Should you have an emergency, you should follow the [advice here](#) to take the appropriate next steps. The Safeguarding Team will be in contact with Children's Services and will continue to support your child if such support is already in place and is required.

How will my child access support from Team HUB?

We will follow a similar process as we did during Lockdown, with students able to seek support as necessary from their form tutor, Head of Year or Team HUB. These adults will be in touch with students regularly to offer support as necessary.

How will SEN support operate now?

TAs will work alongside teachers to provide resources for the students they would normally be supporting in class and these resources will be available alongside all other work on Google Classroom.

SEN students will be allocated a TA who will then regularly contact students via email and/or Google Classroom to ensure they are accessing work and to support them however they can, in a similar way to when we were in Lockdown.

My child is eligible for Free School Meals. Can you help?

The school is currently providing free school meals on site as normal though with a slightly amended menu. If the school is required to move to Tier 2, 3 or 4 then the arrangements for free school meals will be updated.

The provision will reflect the latest Government Guidance and any national initiative such as the Food Voucher Scheme and this section will be updated accordingly.

When will you reopen fully as normal if Tier 2, 3 or 4 are put into place?

We are in frequent contact with the Local Authority and Health Officials.

We will share reopening plans on our website as advice becomes available. We very much look forward to having everyone back with us as soon as possible.

E-Safety

Please discuss e-safety with child/ren before they start our online learning programme. Childline have produced [an excellent resource](#) to help you with this.

Other useful tips for Parents and Students

- **Establish routines and expectations:** start times, breaks and lunch at school are at clear times. Maintaining this routine can help maintain a positive work ethic. Avoid spending the day in your pyjamas!
- **Identify a clear physical space in which to work:** this will make it easier to focus on your learning, without other distractions.
- **Talk about the plan for the day, and the lessons ahead:** spending extended time working at home is unfamiliar territory. Talking about how things are going can help pre-empt any problems.
- **Set times to be on and offline:** There will be more screen time than normal whilst working at home. You may have to share devices with family members, and setting time limits in advance can help manage this successfully. Equally, spending time offline is important to maintain a sense of balance in the day.
- **Remember to exercise:** Your wellbeing is enhanced by physical activity, so do make time for this. The PE team have planned some excellent activities. This can really help if you are feeling anxious, which is completely normal whilst you are working from home.
- **Talk about things on your mind:** it will be a big adjustment working from home every day. Talk about how things are going. The international situation is highly changeable. It is normal to feel uncertainty about this too. Be conscious of how much of the news you watch and talk about what you are watching.
- **Read a book:** Escape, relax, unwind. Look after yourself.

Sources

This document was produced using the following sources (all information is up to date as of 04/09/2020):

- [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