



The Cottesloe School

Contingency Plans for Coronavirus Restrictions

Updated 30/11/2020 following new DfE guidance published 27/11/2020:

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

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.

Previously the government set out four TIERS which would operate if an outbreak of COVID- 19 were to affect the local or school community. They have moved away from a tiered approach applicable only in education settings to avoid confusion with the new national restriction tiering system coming into effect from Wednesday 2nd December.

The government now states that:

any restrictions on education would only be as a last resort and may only be initiated following a ministerial decision. This framework is designed to set out how such restrictions would be implemented as a containment measure for the rare circumstances in which they are required to address transmission within education settings and the community.

Local restriction Tier 2: High Alert

From Wednesday 2nd December, the county of Buckinghamshire will be placed at Local Restriction **Tier 2: High Alert**. Tier 2 locations are considered to be areas with a higher or rapidly rising level of infections, where some additional restrictions need to be in place. Details of what can/cannot take place can be found here:

<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert>

The government contingency framework is not directly linked to policy on local restriction tiers. Unless advised otherwise, all settings should continue to operate as normal irrespective of local restriction tier, and all children and pupils should continue to attend unless they are required to self-isolate.

This contingency framework is designed as a means of reducing transmission within settings and the wider community. The government is clear that it should not be used to address operational challenges, including staff shortages.

This framework is designed to act as a containment measure where:

- there is extremely high prevalence of coronavirus (COVID-19)
- other measures have already been implemented

It is primarily a means of limiting the spread of coronavirus (COVID-19) in educational settings and the wider community. The contingency framework set out in this section describes how any restrictions to childcare and educational settings should be implemented. It is designed to be flexible and responsive to local circumstances.

An educational setting should not move to implement restrictive measures of the kind set out in the contingency framework without the explicit agreement of DfE.

In all circumstances, and in all settings, priority should continue to be given to [vulnerable children and young people](#) and children of critical workers to attend full time.

What does this mean for secondary schools?

Learning in school and at home

Where the contingency framework is implemented, secondary schools should only allow vulnerable children, children of critical workers, pupils in years 11 and 13 and other pupils due to take external exams this academic year, to attend. High-quality [remote education](#) should be provided for all other pupils.

This means that TCS would continue to teach face to face in school to the following year groups:

- Year 13
- Year 11
- Vulnerable children in all year groups in one bubble (if not in Year 11/13)
- Critical Workers' children in all year groups in one bubble (if not in Year 11/13)

Vulnerable students and children of critical workers would be able to attend school at all times but would be working under supervision to carry on with the remote activities in one of our ICT rooms.

The following year groups would be learning from home, following their usual timetable remotely:

- Year 7
- Year 8
- Year 9
- Year 10
- Year 12

We expect that all staff will be onsite during any 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.

Free school meals

We will continue to provide free school meals or food parcels for eligible students who are not attending school where they:

- are self-isolating
- have had symptoms or a positive test result themselves
- are a close contact of someone who has coronavirus (COVID-19)
- are not attending as a result of implementation of local restrictions advised by government

Safeguarding and designated safeguarding leads

There will be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners (local authorities, clinical commissioning groups and chief officers of police). Please see our FAQs section at the end of this document for details of the Safeguarding and Child Protection processes and procedures at TCS.

Exams and assessments

Should the contingency framework be implemented during a time when exams and assessments are planned to take place, we will remain open. We may implement additional mitigations to ensure that the delivery of exams and assessments is COVID-secure, in addition to the measures already set out in the [actions for schools during the coronavirus \(COVID-19\) outbreak](#). These additional mitigations may include:

- wearing face coverings in communal areas
- 2-metre spacing between all desks
- additional protections for candidates who are classed as clinically extremely vulnerable, such as taking exams and tests in a separate room to other candidates

The guidance directs senior leaders at TCS to determine whether it is appropriate, practical and reasonable to provide exams and tests in a separate room or, in exceptional circumstances, at the candidate's home. We will work with the individual student and their family to determine the most appropriate and safest course of action.

Education workforce

Where restrictions have been implemented, we will consider advice from the relevant Director of Public Health and their local authority in relation to our staff attending the school site. We will update our risk assessment to reflect the restrictions. We will ensure all staff understand the measures we are putting in place to reduce risks, including how these protective measures have been reviewed as part of an updated workplace risk assessment.

The updated risk assessment will consider if the coronavirus (COVID-19) education contingency framework offers more opportunities for staff to work at home, given reduced numbers of students on-site and the use of remote education for students scheduled to be at home. Any changes we make will take into account the need for all staff to have a work-life balance and will ensure their wellbeing is supported. This includes considering how best to balance the demands of on-site teaching and support for remote education, which will be done within the terms and conditions of teachers' and staff employment.

Infection prevention and control

The Cottesloe School will continue to follow the system of controls guidance (which includes infection prevention and control) outlined in the:

- [actions for schools during the coronavirus \(COVID-19\) outbreak](#)

The guidance sets out a system of controls which, when implemented, create an inherently safer system where the risk of transmission of the virus is substantially reduced. These controls still apply if restrictions are implemented. We will update our risk assessment, in consultation with staff and unions, to reflect our contingency model and review implementation of control measures in light of this.

Face coverings

All members of the school community will be expected to wear face coverings when moving around outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained, unless they are medically exempt. This expectation will not change even if the local restriction tier changes.

Summary of key changes to guidance specific to each local tier

	Tier 1: medium alert	Tier 2: high alert	Tier 3: very high alert
Face coverings	Secondary: headteachers can decide to ask pupils, staff and visitors to wear face coverings in indoor areas outside of classrooms.	Secondary only: adults and pupils should wear face coverings when they're in communal areas at school, not including classrooms.	Secondary only: adults and pupils should wear face coverings when they're in communal areas at school, not including classrooms.
Performances	Avoid in-person audiences if possible. If you host a performance with an audience, follow the guidance for the performing arts .	Same as tier 1.	Schools shouldn't host performances with an audience.
Pupil attendance	Children who are clinically extremely vulnerable should return to school from 2 December, unless instructed not to do so by their GP or clinician. Children who live with a person who is clinically extremely vulnerable, but who aren't clinically extremely vulnerable themselves, should attend school.	Same as tier 1.	Same as tier 1. The government may reintroduce additional shielding measures. If it does so, it will contact families of clinically extremely vulnerable children separately to inform them if they shouldn't attend school.
Staff attendance	All staff, including those who are clinically extremely vulnerable, can attend school. Schools should use risk assessments to support pregnant staff, or staff who may otherwise be at increased risk.	Same as tier 1.	Same as tier 1. The government may reintroduce additional shielding measures. If it does so, it will contact individuals to inform them that they should shield and stop attending school.
School transport	Guidance on safe travel to school and general guidance on safe travel apply.	Everyone is advised to minimise travel at busy times.	Same as tier 2.

FAQs for Parents - updated 30/11/2020

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

Students should 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 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, and where a whole year group is at home, teachers will be online at the usual teaching time to support and facilitate the learning via the relevant Google Classroom.

The work seems to be taking my child longer than the usual one hour lesson. What do I do?

If you have any concerns regarding the actual work your son or daughter has been asked to complete, please contact the subject teacher that has set the work in the first instance. You will receive the fastest and specific response by doing so. The work set by teachers should be the equivalent of their usual one hour lesson. Some students may find working at home in the peace and quiet, that they are getting through the work more quickly than one hour. If this is happening on a regular basis, please make the class teacher aware so they can adjust tasks accordingly. If the work is taking considerably longer, students should only work for the hour and then make the teacher aware that they have not managed to finish. They should not keep working and working to complete a task so that they then miss the next lesson on their timetable.

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 a 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 when normal working hours resume.

Please be mindful that online learning has brought about significant change for teachers as well as students. We are all adapting 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.

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

With the move to the local restriction tiers, there has been NO change in the processes and procedures for SAfeguarding matters and the role of the school's Designated Safeguarding Lead, Chloe Hankin. 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 your son or daughter is required to self-isolate or a whole year group is learning at home, then the appropriate arrangements for free school meals will be undertaken.

The provision will reflect the latest Government Guidance and any national initiative such as the Food Voucher Scheme.

When will you reopen fully as normal if the school is required to close?

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 has 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 has 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 29/11/2020):

- [COVID-19 contain framework: a guide for local decision-makers](#), GOV.UK - DHSC
- [How schools can plan for restrictions](#), GOV.UK - DfE
- [Guidance for full opening: schools](#), GOV.UK – DfE