



# Quarrydale Academy

## Quarrydale Academy Contingency Plan

This plan will be implemented if Quarrydale Academy:

- has to ask a group of students - a 'bubble' to stay at home and self-isolate
- is directed to close due to a local outbreak or national spike in coronavirus cases

The plan will also be implemented in the event of extreme weather conditions during the winter months.

### Scenario- A single case of coronavirus

If a student or member of staff tests positive for corona virus we will contact East Midlands PHE Health Protection Team and they will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

### Action

Based on the advice from the Health Protection Team, we will send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. This might be an individual class or a bubble of students.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

A letter will be sent to parents and staff if needed informing them of the situation and the action we have taken. We will NOT share the names or details of people with coronavirus (COVID-19) unless essential to protect others. The letter will suggest that household members do not need to self-isolate themselves unless the young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home':

guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and continue to self-isolate.

### **Scenario - Two or more cases of coronavirus**

If Quarrydale has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it is possible that we may have an outbreak, and we will work with the Health Protection Team who will be able to advise if additional action is required.

### **Action**

The Health Protection Team may recommend that a larger number of other pupils or staff must self-isolate at home as a precautionary measure – perhaps the whole school or a single bubble or two or more bubbles.

We will work with the health teams to demonstrate that we have the necessary controls in place in order to minimise the number of staff and students affected.

### **Guidance for parents in the event of a full or partial closure**

- Our aim is to keep our core purpose of teaching and learning continuing as effectively as possible.
- Parents will be contacted by email or text to alert them to the closure and what action they need to take. There will also be a dedicated COVID-19 page on the school website that will have additional information and contact details on it. This page can be accessed via the school website at <http://s2.quarrydale.co.uk/> During a closure this page will be updated on a daily basis.
- Students will be issued with a closure timetable which will consist of three 35-minute morning lessons plus afternoon self-supported study. We would want your support in encouraging your son or daughter to engage with the timetable they have been given.
- We will expect students to complete all work set - they will receive e-praise points as usual for excellent work and effort.
- To keep expectations clear that all work set must be completed we will not set any additional homework though we will expect Key Stage 3 students to do at least 30 minutes reading a day.
- Students will need to have access to Microsoft Teams and the internet along with a Chromebook/laptop/PC/tablet (please contact the academy if you require support with this - we have the capacity to provide a certain number of IT facilities for families who do not have a computer or internet connection).
- If your child is ill and is unable to access the closure timetable then please inform the school attendance officer for your child as soon as possible.
- For students with additional needs a member of our SEN team will be allocated as a link to provide remote support to enable students to access the work and liaise with teachers when appropriate.

## **Guidance for staff in the event of a full or partial closure**

### Teachers

- Teachers will log on to the VPN so that they can access SIMs and take an attendance register for each class.
- Teachers will plan and deliver individual live lessons in line with the closure timetable.
- These lessons will be up to 35 minutes long. Up to 30 minutes will be allocated for teaching with five minutes allocated for register taking and checking in with students. This will be done using Microsoft Teams.
- Teachers will deliver live lessons and set work that can be done during the allocated self-supported study time which will be in the afternoon. The work will be accessed via Sharepoint, e-praise or through the student's school email.
- E-praise points will be awarded for students making good progress with their work or who are contributing well to lessons.

### Tutors

- Each bubble has a team of tutors.
- During a closure period tutors will contact their group in the afternoon and check that they have understood the work from the morning sessions and are feeling safe and secure. This will last around five minutes but may involve some continuing conversations after the rest of the group have logged off to support individual students.

### Attendance team

- The attendance team will scrutinise registers and will make a first day call if a student has missed the day's sessions.

## **Guidance for students in the event of a full or partial closure**

- Students will need to know their closure timetable and access the correct Microsoft Teams meeting for the start of each lesson. The first lesson will begin at 9.00.
- There will be a short break between lessons to allow students to get a drink and move around.
- Following the three morning lessons, students will be expected to use the afternoon to complete work set in the morning. Where appropriate students will submit their completed work, through Sharepoint, e-praise or by email.
- Students can complete work in exercise books/on paper but will need to take clear photos of it and upload them to Sharepoint or attach them to an email.
- Teachers will give feedback to students through Sharepoint or via email and will use e-praise points to reward and praise work as normal.
- In addition, students in Years 7-9 will be expected to complete a minimum of 30 minutes reading a day.
- Students in Year 10 will be expected to complete a minimum of 1 hour self-directed revision a day.
- Students in Year 11 will be expected to complete a minimum of 2 hours self-directed revision a day.

## **Preparation for potential closure or partial closure**

### **Technology**

- Students will be surveyed about their access to the internet and the equipment they use
- Where possible students who are lacking resources will be provided with what they need
- Trials will take place of virtual lessons during the normal school day
- Parental consent for online lessons will be sought and GDPR requirements met

### **Teaching**

Staff will receive training in delivering live lessons using Microsoft Teams. This training will include:

- Familiarising teachers with the software
- Appropriate staff and student behaviour during live lessons
- Safeguarding
- Departmental teams will prepare two weeks' work that could be delivered virtually. This work will be quality assured by the head of department and sampled by the senior leader acting as line manager.

### **Students**

- Students will be briefed about what will be expected of them during a closure.
- Students will be given information about expectations and how to behave appropriately.
- COVID-19 will be a key feature of the school curriculum, students will be taught how to stay safe and to minimise their risk of infection. They will be made aware of how to identify symptoms and the need to report any symptoms, in themselves or others to a member of staff. Additionally, they will be made aware that a future local or national outbreak is possible.

### **Attendance team**

- The attendance team will scrutinise registers and will make a first day call if a student has missed the day's sessions.
- If a student misses three days the attendance team will arrange a home visit.

### **Safeguarding**

A designated Safeguarding Lead will be on the school site whenever the school is open, either fully or partially. During times of whole school closure a DSL will be contactable via the main academy number.

Staff should not communicate with parents or pupils outside school channels (e.g., they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers).

Staff will be reminded about the expectations set out in the code of conduct for communicating with pupils and parents, and staff-pupil relationships.

Staff will take a morning and afternoon register during times of partial closure. Students who wish to talk to a member of staff can remain online following the afternoon register for a conversation.

These contacts will also be used to identify signs of poor mental health and may result in an appropriate referral. Staff will receive training in identifying the signs of poor mental health remotely.

The safeguarding, behaviour and attendance teams will be contacting vulnerable students frequently in addition to the tutor contact. This may result in a referral to the school counsellor, school nurse or a member of the support services or an external agency.

These teams will pursue contact with families where students have not logged on to lessons and have not registered for any sessions during the day and where no contact has been made by parents.

After a period of three days without contact a student may receive a home visit to confirm that all is well.

The closure curriculum will be designed to provide additional support for student well-being and this will be a key feature when the school re-opens to students.

### **Delivering remote lessons**

Teachers will

- Only use the school-registered Microsoft Teams account
- Set the ground rules for the lesson and regularly remind students about the safeguarding policy
- Decide on the contribution settings e.g. who can chat? Who can start a stream? Who can join?
- Sit against a neutral background
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background)
- Dress like they would for school – no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they are sharing their screen
- Use professional language
- Senior staff will 'sit in' on some lessons to monitor quality, offer additional support and to ensure safeguarding for both the teacher and students

Students will be asked

- To be in a shared space in their house, rather than in their bedroom.
- To dress appropriately, no pyjamas for pupils either! Alternatively, students may be asked to turn their cameras off.
- To remind their parents or others who live in the house that other students might see or hear them and anything in the background.