

James Elliman Academy Contingency Plan

At James Elliman Academy, our primary aim is the safety and well-being of our staff and pupils. We recognise that a school closure will impact differently on all of us and we acknowledge that children and families will face a variety of situations and challenges. With this in mind we take all steps possible to keep school open but have robust contingency plans should school ever need to close.

We would ask all parents and carers to take the time to familiarise themselves with the information below so that our whole community can support our pupils and ensure minimal disruption to their learning if we should be forced to close for any reason.

The government has introduced a tiered system of restrictions to help pupils access face-to-face education for as long as possible in the event of local outbreaks.

In the exceptional circumstances where some level of restriction to education or childcare is required in a local area, local and national partners will carefully consider which of the tiers is the most appropriate one to implement. Under the Coronavirus Act 2020, ultimately the decision to order the closure of school and childcare settings is one for central government.

Decisions will need to be made on a case-by-case basis in the light of local circumstances, including information about the incidence and transmission of coronavirus. Attendance may therefore need to be restricted in different ways to those outlined below if there is specific health evidence that doing so is a necessary measure to help control that specific outbreak or transmission risk.

As measures are relaxed following local restrictions, these tiers can be implemented in reverse. This will ensure minimising time spent in the highest tiers, so schools are able to extend their opening, in a phased manner if appropriate, at the earliest point that it is safe to do so.

As part of their contingency planning, schools will consider how they would operate at each tier in the event that these restrictions become necessary in their local area. The tiers below will only apply if the school is in an area of local restriction/lockdowns. Local and national authorities will decide which tier to implement. Bear in mind that they'll make decisions on a case-by-case basis, and may need to restrict pupil school attendance in different ways.

Parents/Carers will be informed of any closure, including its projected duration, through the School App and the school website. We will also show clear and regularly updated information about closure and its duration. It is the responsibility of parents/carers to check the school app and website daily for updates, during a closure.

Staff will also receive regular email communication to keep them updated and to discuss what tasks can be carried out online/remotely. The school will continue to follow advice from the government and any other agencies throughout any closures.

Provision for distanced working

While school is closed, staff will still be expected to be available for work and to be able to work remotely as much as possible.

Obviously, work that can be carried out remotely will vary for different staff and, for some, much of their work is immediate and pupil facing. However, there is an expectation for teachers to be able to provide work at home as well as answer and send emails and so on.

Working patterns will not be as usual, but school closure should not be seen as holiday time, and there is a responsibility for all teaching staff to maintain quality learning for pupils as much as is possible bearing in mind the constraints we will have.

Provision for distanced learning for pupils

The main access for distanced learning will be the Google Classroom followed by the school website. While most children will have access to online learning, some may not. Some may also not have functioning printers, so it is probably better to avoid massive use of worksheets. Staff will ensure that children have login details in order to access Google Classroom and any other online learning tools provided. If children do not have online access, then text books and work books will be provided.

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| TIER | WHAT IT MEANS FOR OUR SCHOOL | ACTIONS WE'LL TAKE |
|------|---|--|
| 1 | <p>All schools: We'll remain open for all pupils.</p> <p>Early years and primary school: staff and visitors to wear face coverings when moving around communal areas in school. Staff and visitors 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.</p> | <p>School staff and visitors to wear face coverings in areas where there is crowding and difficulty in socially distancing.</p> <p>There is a requirement that people who are ill with coronavirus symptoms stay at home.</p> <p>School will establish active engagement with NHS Test and Trace when appropriate.</p> <p>School will maintain robust hand and respiratory hygiene.</p> <p>School will ensure that enhanced cleaning arrangements are in place.</p> <p>School will have staggered starts and ends to each day to support social distancing.</p> <p>School will function as year group bubbles to reduce contacts and maximize distancing between those in school wherever possible and minimize the potential for contamination as far as is reasonably practicable.</p> |
| 2 | <p>Early years settings, primary schools, alternative provision (AP) providers, special schools and other specialist settings:</p> <p>We'll remain open for all pupils.</p> <p>Early years and primary school: staff and visitors to wear face coverings when moving around communal areas in school. Staff and visitors 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.</p> | <p>School staff and visitors to wear face coverings in areas where there is crowding and difficulty in socially distancing.</p> <p>There is a requirement that people who are ill with coronavirus symptoms stay at home.</p> <p>School will establish active engagement with NHS Test and Trace when appropriate.</p> <p>School will maintain robust hand and respiratory hygiene.</p> <p>School will ensure that enhanced cleaning arrangements are in place.</p> <p>School will have staggered starts and ends to each day to support social distancing.</p> <p>School will function as year group bubbles to reduce contacts and maximize distancing between those in school wherever possible and minimize the potential for contamination as far as is reasonably practicable.</p> |
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| 4 | <p>Early years and primary school:</p> <ul style="list-style-type: none"> • We'll only remain open for vulnerable pupils and the children of critical workers • We'll provide remote education for all other pupils • We'll maintain the same rules on face coverings on-site as in tier 1 | <p>Notification of Closure</p> <p>All staff informed via emergency briefing if needed or at the end of the morning / afternoon as appropriate.</p> <p>All parents / carers informed by the School App. If collection needs to be instant, arrange for all children to go to usual exit points for the end of a day then bring any children not collected to main office / dining hall / classrooms depending on numbers but ensuring year group bubbles are maintained.</p> <p>If collection is at the end of the day, ensure that ALL children's items are removed from classes and corridors.</p> <p>App messages and letters to parents will explain the reasons for the closure and how we will communicate over the period of closure.</p> <p>Contact all external people who visit the school to let them know that we are currently closed</p> <p>Communication during Period of Closure</p> <p>Teachers will communicate to children and parents regarding learning through Google Classroom.</p> <p>SLT will communicate with parents/carers on updates regarding learning and provision through School App and Website.</p> <p>If the school site is accessible to staff, then communication regarding safeguarding and support may also be through telephone calls to parent/carers where appropriate.</p> <p>Critical Worker Children</p> <p>Children of critical workers will still receive in school provision during a school closure. Parents/Carers will be required to provide proof of employment to confirm that they are entitled to this provision. All proof will be checked by the Principal before a place is offered for a child to attend school during closures.</p> <p>Vulnerable pupils</p> <p>We will strongly encourage vulnerable pupils to continue attending school. To do this, we'll:</p> <ul style="list-style-type: none"> • Work with our local authority (LA). • Contact a pupil's parent or carer, and (where applicable) social worker if the pupil doesn't attend, to find out why and discuss their concerns. • Staffing arrangements: 2 adults per year group will be on site to supervise vulnerable and key worker children. • All other teaching staff will provide online learning for Google Classroom. |

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| | | <p>Free school meals</p> <p>We'll work with the Government voucher scheme for all pupils eligible for free school's meals, if they are at home.</p> <p>Remote Learning</p> <ul style="list-style-type: none"> • Our aim is to keep our core purpose of teaching and learning continuing as effectively as possible. During a school closure each pupil will be provided with learning to do at home and we will have high expectations of all pupils to complete the work set. A programme of learning will be delivered which is of equivalent length to the core teaching pupils would receive in school. Activities and tasks will be shared through Google Classroom. Assignments will be set so that children have work each day in a number of different subjects and pupil engagement with these assignments will be monitored consistently by all teaching staff. A planned and sequenced curriculum will be taught so that knowledge and skills are built incrementally, with clarity about what's intended to be taught and practiced in each subject. We will provide frequent explanations of new content through curriculum resources and/or videos. We gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks, and set a clear expectation on how regularly teachers will check work and provide feedback. Teachers will adjust the pace or difficulty of what's being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding. <p>However, JEA do recognise that health and wellbeing are paramount and we appreciate that the level of work that might be undertaken by a child will reflect the situation and circumstances at home.</p> <p>If any child is unable to access a computer, tablet or phone, please let us know in order for resources and activities to be arranged and collected.</p> <ul style="list-style-type: none"> • In the event of a national, local lockdown or a bubble within the school, JEA will continue to provide high quality education to our pupils. • We will do this remotely using Google Classroom for remote learning as we did previously following the March lockdown. • To ensure that our pupils are comfortable with this style of learning, we will introduce some elements into our present class based practice. • We will use a curriculum sequence that allows access to high-quality online and offline resources including teaching videos and audio that are linked to the school's curriculum |

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| | | <p>expectations.</p> <ul style="list-style-type: none"> • Google Classroom will be used consistently across the school in order to allow interaction, assessment and feedback. • Printed resources, including textbooks and workbooks will be used for pupils who do not have suitable online access. • Younger pupils and some pupils with SEND who may find it difficult to access remote education without adult support, will be provided with additional support from staff to ensure they have access to a broad and balanced curriculum. <p>SMT/SLT</p> <ul style="list-style-type: none"> • We will provide each pupil with their own log in details so they can access the provision. • Marking will be monitored to ensure consistency. • Planning is consistent with the National Curriculum and is broad and balanced. • CPD will be provided to all teachers to ensure they can carry out their role professionally. • Parents/carers will be advised about downloading Google classroom apps on their devices for compatibility. • Ensure that all year groups have planned lessons 3 weeks in advance of when they need to be uploaded. <p>Teachers</p> <ul style="list-style-type: none"> • Teaching will be consistent throughout the school following the Remote Learning Policy. • All staff to plan on Google drive (time saving/reduce workload). • Online learning will mirror what happens in the classroom so that children can continue their learning consistently, without gaps, aiding a smooth transition from school to home learning. • The learning content will follow our planning as informed by the National Curriculum ensuring appropriate progression in both knowledge and skills. Lessons will follow a consistent structure which again will help pupils to feel confident about what is expected. • Success criteria will be skills based, easy to follow and transparent. It can be embedded in the header of an assignment. • Work will be monitored and feedback to track progress. • Keep in contact with children through the |

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| | | <p>Google Classroom.</p> <ul style="list-style-type: none"> • Reply to messages, set work and give feedback on activities during the normal teaching hours; 8:45am - 3:15pm. • Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways. • Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development. • If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages on Google Classroom during this time will not be undertaken until the teacher is fit to work. • Teachers to contact parents and carers if there are concerns regarding the misuse of Google Classroom. • Teachers to monitor pupil engagement and contacting parents and carers if their child is not actively engaging with online learning. <p>Children</p> <ul style="list-style-type: none"> • Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities. • Children will be expected to adhere to set deadlines for returning work whether daily or weekly. • Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly. • Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that. • Read daily, either independently or with an adult. • Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative. <p>Special Needs</p> <ul style="list-style-type: none"> • For children with special educational needs (SEN) we realise this will have an impact on how Education Health and Care Plans are delivered. Extra attention will be given to meeting the individual needs of children and young people with SEN and their families in the |

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| | | <p>event of school closure or partial school closure.</p> <p>Parents</p> <ul style="list-style-type: none"> • Support their child's learning to the best of their ability. • Encourage their child to access and engage with Google Classroom. • Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of Google Classroom. • Know they can continue to contact their child's class teacher as normal through Google Classroom and year group email. • Check their child's completed work each day and encourage the progress that is being made. • Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax. <p>Different Scenarios</p> <ul style="list-style-type: none"> • Infection affects a member of our school community and a case is confirmed. • In this scenario, the school would have to follow direct guidance and risk assessment from Public Health England. It is possible that some or all of the school could be closed. A partial closure could affect school meal provision (and would, no doubt, be complicated as regards siblings). • In the event of a confirmed case in the school community: "a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary but this will be a local decision based on various factors such as establishment size and pupil mixing." • High levels of staff illness/absence make it impossible to staff all classes or children • In the event of high levels of staff absence, there may be some combination of classes and lessons may not be as formal as usual. Qualified teachers would have an overview of provision, but supervision of pupils could be delegated to suitably experienced support staff on occasions. We would have to make dynamic risk assessments to ensure the health and safety of the school community. In this scenario, it could be that the school would have to partially or completely close. |

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| | | <ul style="list-style-type: none">• If our kitchen was disproportionately affected by staff absence, then the school could remain open but children could be required to bring their own packed lunch. |