

# Lowton West Primary School



## Covid-19 Contingency Plan

### Guidance for all staff and parents

This document is a short overview for all parents and staff to ensure you are clear of the procedures and expectations on all of us if school has to implement a closure in the coming months, due to Covid-19, for either a single bubble, for part of the school or for the whole school. Whilst we have every intention of maintaining in-school provision for every child, everybody's health and wellbeing is a priority. This means we have to be prepared to handle whatever situation arises, to ensure we can keep children's learning developing in the right way should they need to stay at home. The continuity of their learning, through remote provision is crucial.

### How will I know that we are in a Contingency situation?

#### School Closure

- In the event of school closure, you will be informed via the school's messaging service using School Spider. We have remote access to this platform so will be able to email and text with updates. Information will also be published on the Home Page of the School website. It is important, if the school closes, that children work remotely at home.
- A learning pack, including an initial basic skills pack, 'Home Learning' exercise book, handwriting resources, online learning links/passwords and other resources were sent home at the start of the academic year in order to provide immediate remote education in the event of a school/ bubble closure or pupil self-isolation. This basic skills home learning pack is only intended for short-term use, and will include worksheets focusing on skills previously taught in school in order for pupils to revise and consolidate learning. This will allow children to adapt to the home learning environment and routines and allow teachers time to prepare or upload work onto our 'Seesaw' learning platform in the event of a school closure at short notice.
- [An additional learning pack will be sent home w/c 8<sup>th</sup> March with a small selection of basic skills resources e.g. handwriting/ letter formation, reading task/ reading comprehension, revision of maths skills/ concepts from Spring 2021 Maths objectives and Common Exception Words spellings/ phonics activities. This will only be used in the interim if online learning / access to IT resources is not immediately available when a period of self-isolation begins, in order to provide short term remote education that can be accessed immediately.](#)
- If we have to close for an extended period of time, the online 'Seesaw' home learning provision will provide a high quality online curriculum which will match the same curriculum taught in school, to ensure that children's learning continues.
- **Please refer to the school's 'Remote Learning' Policy for further information.**

#### A Single Bubble Closure

This will take place if there is a confirmed case of coronavirus in your child's year group bubble. You will receive a letter from school via School Spider notifying you of a positive case. Such a closure would follow the current government guidance to enable self-isolation.

### **Current advice on self-isolation**

There are updated guidelines regarding staying at home and self-isolating. Please use link for the most up to date information and advice: <https://www.gov.uk/coronavirus>

[Pupils and students who are clinically extremely vulnerable should follow national guidance regarding formal shielding measures in place at the time.](#)

[Pupils who are clinically extremely vulnerable will need to continue to shield following the return of the majority of pupils on 8<sup>th</sup> March 2021, alongside a small number of pupils who may need to self-isolate, including pupils where a member of their household needs to quarantine. In these circumstances, pupils will continue to access a high quality curriculum through the online Seesaw learning platform, in line with our Remote Learning Policy.](#)

### **Partial closure of school**

This decision would be taken under direction from Public Health England (PHE). It would be as a result of more than one case occurring in the school. The duration of this would be determined as necessary at the time. You will receive specific guidance as to your responsibilities and actions.

### **Full closure of school**

Again, this decision would be made under direction from PHE if it is a specific school or localised issue. In addition, it could be as a result of a government decision, aimed at controlling a significant upsurge in cases. The duration of this would be determined as necessary at the time. You will receive specific guidance as to your responsibilities and actions.

### **Staff Absence**

It is possible that for a period of time, a higher than normal number of staff may be absent. If high staff absence does become the case, we will do everything we can to keep all class bubbles open, but on the grounds of health and safety we may have to take the decision to close individual bubbles or the wider school on a short term basis. This, however, would be a last resort.

[If school is faced with operational challenges, including staff shortages, in allowing all pupils to attend, school will work with the local authority to discuss the individual circumstances and seek support.](#)

### **What happens if my child is NOT part of the closure group?**

- The same expectations and guidance will apply as is currently in place.
- All children who are not subject to self-isolation or a partial closure should continue to attend school.
- Siblings of children who are self-isolating can continue to attend school as long as the child who is self-isolating does not show any symptoms. Should they begin to do so, parents should contact 119 to support their decision whether to get a test to confirm whether their child has the virus. Parents should also inform the school if their child develops symptoms.
- School will continue to operate for those groups not identified by the closure. Where a full closure is in place, it is expected that some form of provision would continue for the children of keyworkers and vulnerable pupils (as would be specified by the government).
- Children should not be absent from school if parents are not directly instructed to keep them off. The government expectation is that school continues for all children unless specifically directed to stay home.
- Specific guidance for keyworkers and parents of vulnerable pupils will be provided in the event of a full closure.

### **Cancellation of events**

In line with guidance, school is currently not organising any events (e.g. trips/ visits) in the school calendar. This may change as government guidance is updated in the future. Parents will be updated accordingly.

### **What else do I need to be aware of?**

- If your child is eligible for Free School Meals (these are not the Universal Free School Meals that all children in Reception and KS1 pupils receive), school will contact you in relation to the provision available once school has received updated government guidance. We will then set up provision and communicate the arrangements to you at the time.
- The Safeguarding of all children remains a responsibility for all schools during any period of closure. This means that if we have any concerns based on a lack of contact or information received, we will attempt to contact you as part of our support for you and the children. This may be done by phone, email, Microsoft Teams virtual meeting, or face to face (socially distanced home visit) depending on the situation and the circumstances of the closure. We will be doing this out of concern for the children and will be seeking to support you / work with you in order to overcome those concerns. Please be aware that where necessary we may involve external agencies.
- The use of online provision naturally makes children more vulnerable to online safety issues and we ask all parents to be explicitly aware of the online screen time that children have, the content they are accessing and the contacts that they may have.
- We ask for parents to communicate with school via the school email address [enquiries@admin.lowtonwest.wigan.sch.uk](mailto:enquiries@admin.lowtonwest.wigan.sch.uk).

As you will be aware, the situation regarding the Covid-19 and subsequent government plans change rapidly. We will therefore continue to follow the advice from the government and Public Health England regarding our response.

We appreciate your patience, but as you will be aware this is a very fast-changing situation and we are doing what we can to be prepared for any decisions that are made. We will endeavour to always keep parents updated at the earliest possible opportunity in relation to changes to the whole school provision. We ask for your continued support and cooperation as we continue to follow government guidance and take decisions in the best interests of our children and to safeguard and protect the health and welfare of our school community.

### **Link to 'Remote Learning' Policy**

This Contingency Plan is closely linked to, and should be read in conjunction with, the school's 'Remote Learning' Policy.

Reviewed 23.2.21 in line with the DfE Schools coronavirus (COVID-19) operational guidance (22<sup>nd</sup> February 2021)