



## Lowton West Primary School

### Contingency Plan

**This Contingency planning will be flexible and subject to change alongside any changes to COVID guidance sent through from the Local Authority or the Government.**

#### **Stepping measures up and down**

The government guidance states that all schools should have Contingency Plans (sometimes called outbreak management plans) outlining what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to take extra measures to help break chains of transmission.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

Therefore, at Lowton West we have considered taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead the school to consider taking additional action, and the steps the school should work through, can be found in the government's [contingency framework](#). We have used this government guidance to produce the following Contingency Plan which would come into effect in the event of an outbreak of Covid-19 at Lowton West Primary School.

#### **When would the Contingency Plan come into effect?**

The Contingency Plan may be necessary in the following circumstances (for example):

- to help manage a COVID-19 outbreak within the school
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

#### **What will the Contingency Plan cover:**

The plan will cover:

- roles and responsibilities

- when and how to seek public health advice
- details on the types of control measures the school might be asked to put in place (described in ‘measures that settings should plan for and your sector’s guidance’ – found in Government Contingency Framework’)

For each control measure, we will include:

- actions we would take to put it in place quickly.
- how we would ensure every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled.
- how we would communicate changes to children, pupils, students, parents, carers and staff

## The Lowton West Primary School Contingency Plan is outlined below:

### PART A: Roles and Responsibilities

**Parents:** will be required to inform the school if their child has tested positive for Covid-19 (either PCR or LFT)

**Staff:** will be required to inform school immediately if they have tested positive for Covid-19 (either PCR or LFT)

**Office staff:** will be required to keep a comprehensive list of any pupils/ staff who are being tested for Covid-19 and are awaiting results (including name of child/ staff member and class; date of onset of symptoms; what the symptoms are; date of test (both LFT and PCR if necessary); type of test; result of test (both LFT and PCR if necessary)

**Office staff:** will be required to immediately inform the HT and other Senior Leaders of any positive cases (staff or pupils or visiting staff e.g. school counsellor)

**Office staff/ HT (or SLT member in absence of HT):** to liaise daily in relation to the number of positive cases in the school setting

**HT/ SLT/ SBM:** to contact Wigan Public Health and the LA if there is an increased number of cases and a possible outbreak (i.e. meeting the threshold as described within the government guidance).

**HT/ SLT/ SBM:** to notify staff, parents, pupils, governors/ LA if the school’s the school’s Contingency Plan (or some of the measures) need to be implemented.

**HT/ SLT/ SBM:** to inform all staff, pupils/ parents/ governors of the measures that need to be implemented and the necessary details

**All staff:** to immediately explain any changes to the pupils and implement the changes with immediate effect

**All staff:** to implement any measures outlined in the Contingency Plan as directed, including Remote Learning

**Parents:** to support their child with completion of home (remote) learning as needed

**HT/ SLT:** to continue to liaise with Public Health/ LA/ Dfe and any other organisations as needed

**HT/ SLT/ SBM:** inform staff, pupils, parents, governors when the Contingency Plan measures can cease and the usual September 2021 Risk Assessment can be resumed.

### **PART B: When and how to seek Public Health Advice**

The School will think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting.

The government guidance states that the thresholds, detailed below, can be used by the school as an indication for when to seek public health advice if they are concerned:

#### **For most education and childcare settings, whichever of these thresholds is reached first:**

- 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;

or

- 10% of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

#### **Examples of groups mixing closely in a school setting is given below, but a group will rarely mean a whole setting or year group:**

##### **Close mixing**

For schools, this could include:

- a form group or subject class
- a friendship group mixing at break times
- a sports team
- a group in an after-school activity

#### **Action to be taken by the school once a threshold is reached:**

If a threshold (as described above is reached), the school will seek additional public health advice (due to concerns about transmission in the setting), either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements (Wigan Public Health team: 01942 404240).

**NB: The school will also seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They will do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements (Wigan Public Health). Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.**

### **PART C: Other actions to be taken by the school immediately once a threshold is reached**

1. At the point of reaching a threshold, the school will also immediately review and reinforce the testing, hygiene and ventilation measures they already have in place.
2. The school will also consider:
  - whether any activities could take place outdoors, including exercise, assemblies, or classes
  - ways to improve ventilation indoors, where this would not significantly impact thermal comfort
  - one-off enhanced cleaning focussing on touch points and any shared equipment.
3. NB: A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. They might advise the setting to take some of the other measures described in the Government's 'Contingency Framework' document.
4. Additional action that could be advised by public health experts:

If you have called the DfE helpline and a Director of Public Health (DsPH) or a Health Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:

- a) Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting
- b) Temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review

- c) Reinstating on-site rapid LFD testing in secondary schools, colleges and universities for a two-week period to encourage uptake of twice weekly testing
- d) Increased frequency of testing

They may also recommend the actions listed under 'Other Measures' in the Government's 'Contingency Framework', or other proportionate measures to support continuing face-to-face education.

In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a DPH may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group (as they could any workplace experiencing a serious infectious disease outbreak). High-quality remote learning should be provided for all students well enough to learn from home. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers.

Where they have advised settings to take extra measures, DsPH and HPTs will work closely with their Regional Partnership Teams and keep the situation under regular review. They will inform settings when it is appropriate to stop additional measures, or if they should be extended.

#### **PART D: Guidance for all staff and parents**

This section of the Contingency Plan outlines:

- a) The types of measures that the school might put into place immediately or be asked to put into place
- b) Action the school would take to quickly put the measure into place
- c) How the school would ensure every pupil receives the quantity and quality of education and support to which they are normally entitled
- d) How we would communicate changes to children, staff and parents

#### **Guidance for all staff and parents**

This section (Part D) of the Contingency Plan is therefore a short overview for all parents and staff to ensure they are clear of the procedures and expectations on all of us if school has to implement any of the aforementioned contingency measures over the forthcoming months:

<b>Control Measure</b> <b>(Types of control measures the school may put into place or may be asked to put into place)</b>	<b>Actions school will take to put the measure into place quickly</b>	<b>How we would ensure that every pupil receives the quantity and quality of education and support to which they are normally entitled</b>	<b>How we would communicate changes to children, staff and parents</b>
<p>1a) At the point of reaching a threshold, the school will review and reinforce the testing measures they already have in place</p> <p>1b) Strengthened communications to encourage pupils/ families to undertake twice weekly rapid asymptomatic home testing and reporting</p>	<ul style="list-style-type: none"> <li>• HT will inform all staff that a threshold has been reached</li> <li>• HT/ SLT will encourage any staff who haven't opted into the Lateral Flow Testing to do so</li> <li>• HT will remind all staff to undertake the twice weekly Lateral Flow testing and to undertake an additional LFT if they are feeling unwell</li> <li>• HT/ SLT will inform parents that a threshold has been reached and will encourage all pupils/ families to undertake regular twice weekly lateral flow tests at home wherever possible</li> <li>• HT/ SLT will remind all parents of the importance of pupils isolating if they display symptoms and booking a PCR test</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils will continue to receive the necessary quantity and quality of education and support in school</li> </ul>	<ul style="list-style-type: none"> <li>• HT/SLT to communicate to staff via e-mail and/ or verbally</li> <li>• HT/ SLT to communicate to parents via letter (to be sent via School Spider app)</li> </ul>
<p>2. At the point of reaching a threshold, the school will review and reinforce the hygiene measures they already have in place</p>	<ul style="list-style-type: none"> <li>• HT will inform all staff that a threshold has been reached</li> <li>• HT/ SLT will remind staff to discuss and further reinforce the importance of good hand hygiene with pupils and remind pupils about washing hands with soap and warm water correctly for 20 seconds</li> <li>• All staff will monitor the pupils washing their hands and provide reminders/ support as needed (particularly with younger children)</li> <li>• HT/ SLT will remind staff to discuss and further reinforce the importance of good respiratory hygiene with pupils and further remind pupils about the 'catch it, bin it, kill it' approach</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils will continue to receive the necessary quantity and quality of education and support in school</li> </ul>	<ul style="list-style-type: none"> <li>• HT/SLT to communicate to staff via e-mail and/ or verbally</li> <li>• HT/ SLT to communicate to parents via letter (to be sent via School Spider app)</li> </ul>

	<ul style="list-style-type: none"> <li>• All staff will monitor the pupils washing their hands / respiratory hygiene and provide reminders/ support as needed (particularly with younger children)</li> <li>• SBM/ Caretaker will ensure there is always a plentiful supply of stock (tissues/ soap/ sanitiser).</li> <li>• SLT will continue to monitor hand and respiratory hygiene throughout the school</li> <li>• HT/ SLT will inform parents that a threshold has been reached and will ask all parents to reinforce/ further promote good hand hygiene and respiratory hygiene with their child at home</li> <li>• HT/ SBM will review and continue to monitor the cleaning schedule in place, ensuring that a rigorous cleaning schedule continues</li> <li>• The school will undertake one-off enhanced cleaning focussing on touch points and any shared equipment</li> </ul>		
3. At the point of reaching a threshold, the school will review and reinforce the ventilation measures they already have in place	<ul style="list-style-type: none"> <li>• HT will inform all staff that a threshold has been reached</li> <li>• HT/ SLT will remind staff to ensure that rooms are ventilated as much as possible</li> <li>• SLT will continue to monitor ventilation around school and consider any possible further ways to improve ventilation indoors, where this would not significantly impact thermal comfort</li> <li>• Staff will consider whether any activities could take place outdoors, including exercise, assemblies or classes</li> <li>• Assemblies will become class based/ virtual</li> <li>• Indoor PE lessons may cease for a temporary period</li> </ul>		<ul style="list-style-type: none"> <li>• HT/SLT to communicate to staff via e-mail and/ or verbally</li> <li>• HT/ SLT to communicate to parents via letter (to be sent via School Spider app)</li> </ul>
4. At the point of reaching a threshold, the school will contact Public Health for further advice	<ul style="list-style-type: none"> <li>• HT/ SLT/ SBM will contact Public Health for advice if a threshold is reached, either by phoning the DfE</li> </ul>	Pupils will continue to receive the necessary quantity and quality of	<ul style="list-style-type: none"> <li>• HT/SLT/ SBM to communicate to staff via e-mail</li> </ul>

	<p>helpline (0800 046 8687, option 1) or in line with other local arrangements (Wigan Public Health).</p> <ul style="list-style-type: none"> <li>HT/ SLT/ SBM will communicate any measures recommended by Public Health to staff, parents and governors.</li> </ul>	<p>education and support in school (unless Public Health advise the closure of a class or year group)</p>	<p>and/ or verbally any measures recommended by Public Health</p> <ul style="list-style-type: none"> <li>HT/ SLT/ SBM to communicate any measures recommended by Public Health to parents via letter (to be sent via School Spider app)</li> </ul>
<p>Additional measure that may be recommended by a DsPH:</p> <p><b>5.Increased use of testing by staff.</b></p> <ul style="list-style-type: none"> <li>This could include advice on more frequent testing</li> <li>These additional testing measures would need to be agreed with settings through consultation with the DsPH (to identify what support may be needed to do this)</li> </ul>	<ul style="list-style-type: none"> <li>HT/ SLT/ SBM to liaise with Public Health and agree any additional testing measures</li> <li>HT/ SLT/ SBM will communicate extra testing measures to staff</li> <li>Staff should undertake the additional testing as recommended by Public Health</li> </ul>	<p>Pupils will continue to receive the necessary quantity and quality of education and support in school (unless Public Health advise the closure of a class or year group)</p>	<ul style="list-style-type: none"> <li>HT/SLT/ SBM to communicate to staff via e-mail and/ or verbally any measures recommended by Public Health</li> <li>HT/ SLT/ SBM to communicate any measures recommended by Public Health to parents via letter (to be sent via School Spider app)</li> </ul>
<p>Additional measure that may be recommended by a DsPH:</p> <p><b>6.Face coverings should temporarily be worn in school.</b></p> <ul style="list-style-type: none"> <li>This may include face coverings in communal</li> </ul>	<ul style="list-style-type: none"> <li>If Public Health advise the use of face masks, the HT/ SLT/ SBM will communicate the reintroduction of this measure to staff</li> <li>Staff should immediately then wear face masks in school as recommended by Public Health</li> <li><b><u>Updated December 2021:</u></b></li> </ul>	<p>Pupils will continue to receive the necessary quantity and quality of education and support in school (unless Public Health advise the closure of a class or year group)</p>	<ul style="list-style-type: none"> <li>HT/SLT/ SBM to communicate to staff via e-mail and/ or verbally any measures recommended by Public Health</li> </ul>



<p>areas and/or classrooms, for staff. Children of primary school age and early years children should not be advised to wear face coverings.</p> <ul style="list-style-type: none"> <li>- Any guidance should allow for reasonable exemptions for their use</li> </ul>	<ul style="list-style-type: none"> <li>• In primary schools, the DfE recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</li> <li>• Face coverings do not need to be worn when outdoors.</li> <li>• <b>Reminder: Safe wearing and removal of face coverings</b></li> <li>• When wearing a face covering, staff, visitors and pupils should: <ul style="list-style-type: none"> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>• avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus</li> <li>• change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose</li> <li>• avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</li> </ul> </li> <li>• When removing a face covering, staff, visitors and pupils should: <ul style="list-style-type: none"> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> <li>• only handle the straps, ties or clips</li> <li>• not give it to someone else to use</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• HT/ SLT/ SBM to communicate any measures recommended by Public Health to parents via letter (to be sent via School Spider app)</li> </ul>
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	<ul style="list-style-type: none"> <li>• if single-use, dispose of it carefully in a household waste bin and do not recycle</li> <li>• once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them</li> <li>• if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li> </ul>		
<p>Additional measure that may be reintroduced by national government:</p> <p><b>7.Shielding</b></p> <ul style="list-style-type: none"> <li>- Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding</li> <li>- Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.</li> </ul>	<ul style="list-style-type: none"> <li>• If national government reintroduces shielding, the HT/ SLT will communicate this to the staff and staff who are required to shield will work from home</li> <li>• The HT/ SLT will keep in regular contact with the staff member</li> <li>• The HT/ SLT will direct the work to be completed at home</li> <li>• The SBM will provide the staff member with a laptop</li> <li>• The HT/ SLT will deploy the staff in school as necessary in order to provide cover for any staff who are shielding.</li> <li>• The HT/ SLT will arrange for additional staff to work in school (e.g. supply agency staff) if needed</li> </ul>	<p>Pupils will continue to receive the necessary quantity and quality of education and support in school (unless Public Health advise the closure of a class or year group)</p>	<ul style="list-style-type: none"> <li>• HT/SLT/ SBM to communicate to staff via e-mail and/ or verbally if national government reintroduce shielding.</li> <li>• HT/ SLT/ SBM to communicate any measures recommended by Public Health to parents via letter (to be sent via School Spider app)</li> </ul>

<p>- Shielding can only be reintroduced by national government</p>			
<p>Additional measure that may be recommended by a DsPH:</p> <p><b>8. School will limit:</b></p> <ul style="list-style-type: none"> <li>• residential educational visits</li> <li>• open days</li> <li>• transition or taster days</li> <li>• parental attendance in settings</li> <li>• live performances in settings</li> </ul>	<ul style="list-style-type: none"> <li>• If Public Health advise the limitation of these activities, the HT/ SLT/ SBM will communicate this measure to staff</li> <li>• Staff should immediately then cancel any such school activities as recommended by Public Health</li> <li>• HT/ SLT will consider alternative arrangements if such events are cancelled, e.g. virtual meetings/ information to be provided in written form.</li> <li>• NB: In some cases, there may not be an alternative arrangement (i.e. a residential educational visit may be cancelled)</li> <li>• SBM will pursue insurance arrangements and refunds for any school residential educational visits.</li> </ul>	<p>Pupils will continue to receive the necessary quantity and quality of education and support in school (unless Public Health advise the closure of a class or year group)</p>	<ul style="list-style-type: none"> <li>• HT/SLT/ SBM to communicate to staff via e-mail and/ or verbally any measures recommended by Public Health</li> <li>• HT/ SLT/ SBM to communicate any measures recommended by Public Health to parents via letter (to be sent via School Spider app)</li> <li>• Parents to be notified of any cancelled events and any alternative arrangements that school have put into place, e.g. virtual meetings via School Spider app.</li> <li>• Parents to be notified of any reimbursements (e.g. for residential trip) via School Spider</li> </ul>

<p><b>9. Attendance restrictions</b> High quality face-to-face education remains a government priority. Attendance restrictions should only ever be considered as a short-term measure and as a last resort:</p> <ul style="list-style-type: none"> <li>• for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission;</li> <li>or</li> <li>• across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.</li> </ul> <p>In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables. Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised. <i>NB: Settings should ensure that high quality remote education is provided to all pupils or students not attending.</i></p>	<ul style="list-style-type: none"> <li>• If Public Health or national government advise attendance restrictions, the HT/ SLT/ SBM will communicate this measure to staff, parents and governors</li> <li>• The school will follow advice on which pupils will remain in school for on-site provision</li> <li>• The school will start to prepare for this measure in September 2021 by ensuring that vulnerable pupil lists are updated and asking parents to inform school if they are critical workers (and provide evidence).</li> <li>• Lists of critical worker children will be drawn up and kept up-dated so that they are ready in the event of attendance restrictions</li> <li>• Staff involved in school attendance restrictions will provide the same on-site and remote provision via the Seesaw Learning Platform.</li> <li>• The HT/ SLT will deploy staff to support with on-site provision/ remote education as necessary.</li> <li>• The HT/ SLT will keep in contact with vulnerable pupils as needed and will deploy other staff to support with this task as necessary</li> <li>• The HT/ SLT will deploy staff to deliver paper packs as needed</li> <li>• All staff will follow the school's 'Remote Learning' Policy.</li> </ul>	<p>Pupils still attending school will continue to receive the necessary quantity and quality of education and support</p> <p>Pupils working from home will receive the same quantity and quality of learning via the Seesaw app (refer to 'Remote Learning' policy).</p>	<ul style="list-style-type: none"> <li>• HT/SLT/ SBM to communicate to staff via e-mail and/ or verbally any attendance restrictions recommended by Public Health or national government</li> <li>• HT/ SLT/ SBM to communicate any attendance restrictions recommended by Public Health or national government to parents via letter (to be sent via School Spider app)</li> </ul>
<p><b>10. Provision of high-quality remote learning for individual pupils if:</b></p>	<ul style="list-style-type: none"> <li>• In the event of attendance restrictions (e.g. closure of a class), parents will be informed via the school's messaging service using School Spider. We have</li> </ul>	<p>Pupils still attending school will continue to receive the necessary quantity and</p>	<ul style="list-style-type: none"> <li>• HT/ SLT/ SBM to communicate any attendance restrictions</li> </ul>

<p>• they have tested positive for COVID-19 but are well enough to learn from home; or • attendance at their setting has been temporarily restricted</p> <ul style="list-style-type: none"> <li>- On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers.</li> <li>- If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.</li> <li>- <b>Education workforce:</b> If restrictions on pupil and attendance are ever needed, leaders of childcare and education settings will be best placed to determine the workforce required onsite and if it is appropriate for some staff to work remotely. Employers should have regard to the guidance on clinically</li> </ul>	<p>remote access to this platform so will be able to email and text with updates.</p> <ul style="list-style-type: none"> <li>• Information will also be published on the Home Page of the School website. It is important, if there are attendance restrictions, that children work remotely at home.</li> <li>• If the school has to temporarily stop onsite provision on public health advice, the HT/SLT will discuss alternative arrangements for vulnerable children and young people with the local authority.</li> <li>• Parents will be informed if their child is allowed to still attend school during a partial closure</li> <li>• A learning pack, including an initial basic skills pack, 'Home Learning' exercise book, handwriting resources, online learning links/passwords and other resources will be sent home at the start of the academic year in order to provide immediate remote education in the event of attendance restrictions 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 attendance restrictions at short notice.</li> <li>• If we have to put attendance restrictions into place 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.</li> <li>• If restrictions on pupil attendance are ever needed, the HT/ SLT will determine the staff workforce</li> </ul>	<p>quality of education and support</p> <p>Pupils working from home will receive the same quantity and quality of learning via the Seesaw app (refer to 'Remote Learning' policy).</p>	<p>recommended by Public Health or national government to parents via letter (to be sent via School Spider app)</p> <ul style="list-style-type: none"> <li>• SBM to publish any 'attendance restrictions' information on the home page of the school website</li> <li>• HT or SLT member to discuss alternative arrangements for vulnerable children and young people with the local authority.</li> <li>• HT/ SLT/ SBM to inform parents if their child is able to attend school during a partial closure</li> <li>• Staff to prepare and send home the initial basic skills pack in September 2021.</li> <li>• Staff to provide onsite provision and remote</li> </ul>
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<p>extremely vulnerable people</p>	<p>required onsite and if it is appropriate for some staff to work remotely.</p> <ul style="list-style-type: none"> <li>The school's 'Remote Learning' policy will be reviewed in September 2021 and then either annually or earlier if necessary.</li> <li><b>Please refer to the school's 'Remote Learning' Policy for further information.</b></li> </ul>		<p>learning provision as needed</p> <ul style="list-style-type: none"> <li>If restrictions on pupil attendance are ever needed, the HT/ SLT will determine the staff workforce required onsite and if it is appropriate for some staff to work remotely.</li> <li>DH to review the 'Remote Learning' Policy in September 2021 (any minor amendments in line with new government guidance)</li> </ul>
<p>11.If there are temporary attendance restrictions the school will consider:</p> <p>Safeguarding and designated safeguarding leads</p>	<p>If there are temporary attendance restrictions:</p> <ul style="list-style-type: none"> <li>There will be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:</li> <li>local authorities</li> <li>clinical commissioning groups</li> <li>chief officers of police</li> <li>The school (and all local safeguarding partners) will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.</li> </ul>	<p>Pupils still attending school will continue to receive the necessary quantity and quality of education and support</p> <p>Pupils working from home will receive the same quantity and quality of learning via the Seesaw app (refer to 'Remote Learning' policy).</p>	<ul style="list-style-type: none"> <li>The HT/ SLT will ensure that the Safeguarding and Child Protection Policy is reviewed regularly and shared with all staff</li> <li>The HT/ SLT will inform staff via e-mail and/ or verbally if there are changes to the</li> </ul>

	<ul style="list-style-type: none"> <li>• The school will continue to have regard to any statutory safeguarding guidance that applies to them, including:</li> <li>• Keeping children safe in education</li> <li>• Working together to safeguard children</li> <li>• Early Years Foundation Stage (EYFS) framework</li> <li>• At Lowton West, we will have a trained DSL (or deputy) available on site. If a DSL is not on site, a trained DSL will be available to be contacted via phone or online video, for example if working from home</li> <li>• If a trained DSL (or deputy) was not on site, a senior leader can take responsibility for co-ordinating safeguarding on site.</li> <li>• If a DSL or Senior leader was not available, the school would consider sharing trained DSLs (or deputies) with another school (who would be available to be contacted via phone or online video)</li> <li>• 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 parents as part of our support for parents 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 parents in order to overcome those concerns. Please be aware that where necessary we may involve external agencies.</li> <li>• 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</li> </ul>		DSL (e.g. due to staff absence)
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	<p>time that children have, the content they are accessing and the contacts that they may have.</p> <ul style="list-style-type: none"> <li>• We ask for parents to communicate with school via the school email address <a href="mailto:enquiries@admin.lowtonwest.wigan.sch.uk">enquiries@admin.lowtonwest.wigan.sch.uk</a>.</li> <li>• We will review our Safeguarding and child protection policy to make sure it reflects the local restrictions and remains effective.</li> </ul>		
<p>12. If there are temporary attendance restrictions the school will consider:</p> <p>Vulnerable pupils</p>	<ul style="list-style-type: none"> <li>• Where vulnerable children and young people are absent, the school will: <ul style="list-style-type: none"> <li>- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns</li> <li>- encourage the child to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child's attendance would be appropriate</li> <li>- focus the discussions on the welfare of the child and ensure that the child is able to access appropriate education and support while they are at home</li> <li>- have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so</li> </ul> </li> <li>• If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children with the local authority</li> </ul>	<p>Pupils still attending school will continue to receive the necessary quantity and quality of education and support</p> <p>Pupils working from home will receive the same quantity and quality of learning via the Seesaw app (refer to 'Remote Learning' policy).</p>	<ul style="list-style-type: none"> <li>• The HT/ SLT will be involved in following up with parents/ carers/ social workers, etc...</li> <li>• The HT will also deploy other staff to support with this task as needed</li> <li>• The HT/ SLT will discuss alternative arrangements for vulnerable pupils with the LA</li> <li>• The SBM/ office staff will support with ensuring that vulnerable pupils have access to a laptop if needed</li> </ul>
<p>13. If there are temporary attendance restrictions the school will consider:</p>	<ul style="list-style-type: none"> <li>• If your child is eligible for Free School Meals (these are not the Universal Free School Meals that all</li> </ul>	<p>Pupils still attending school will continue to receive the necessary quantity and</p>	<ul style="list-style-type: none"> <li>• Office staff will contact parents with information</li> </ul>



<ul style="list-style-type: none"> <li>• Providing school meal options for all pupils who are in school. Meals should be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.</li> <li>• Providing free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms or a positive test result themselves.</li> <li>• <i>NB: Further information is available in the guidance on providing school meals during the COVID-19 pandemic.</i></li> </ul>	<p>children in Reception and KS1 pupils receive), school will contact you in relation to the provision</p> <ul style="list-style-type: none"> <li>• We will then set up provision and communicate any alternative arrangements to parents at the time of any attendance restrictions</li> <li>• School will continue to provide school meal options for all pupils in school</li> </ul>	<p>quality of education and support</p> <p>Pupils working from home will receive the same quantity and quality of learning via the Seesaw app (refer to 'Remote Learning' policy).</p>	<p>about who is eligible for Free School Meals and will encourage parents to apply</p> <ul style="list-style-type: none"> <li>• Office staff will ensure that pupils not attending school due to Covid are provided Free School Meal support. The SBM/ HT will communicate the alternative arrangements to parents as needed</li> <li>• Kitchen team will continue to provide school meal options for all pupils in school</li> </ul>
<p>14. If there are temporary attendance restrictions the school will consider:</p> <p>Educational visits</p>	<ul style="list-style-type: none"> <li>• Any attendance restrictions should be reflected in the visits risk assessment and school leaders should consider carefully if the educational visit is still appropriate and safe.</li> <li>• Only pupils who are attending the setting should go on an educational visit. The school will consult the health and safety guidance on educational visits when considering visits</li> </ul>	<p>Pupils still attending school will continue to receive the necessary quantity and quality of education and support</p> <p>Pupils working from home will receive the same quantity and quality of learning via the Seesaw</p>	<ul style="list-style-type: none"> <li>• HT/ SLT to liaise with LA Health and Safety Officer for advice regarding planned school visits</li> <li>• HT/ SLT to ensure that any attendance restrictions are</li> </ul>

		app (refer to 'Remote Learning' policy).	<p>reflected in the visits risk assessment and school leaders will consider carefully if the educational visit is still appropriate and safe.</p> <ul style="list-style-type: none"> <li>• HT/ SLT will inform staff of decisions via e-mail and/ or verbally</li> <li>• HT/ SLT will inform parents of decisions taken via the School Spider app</li> </ul>
15. If any staff members test positive, school will follow the government guidance.	<p>If any staff members test positive, school will follow the government guidance:</p> <ul style="list-style-type: none"> <li>• The HT will call the Self-Isolation Service hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.</li> <li>• For all cases relating to staff, school will refer to the guidance for workplaces: NHS Test and Trace in the workplace</li> <li>• If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered</li> </ul>	Pupils will continue to receive the necessary quantity and quality of education and support in school (unless Public Health advise the closure of a class or year group)	<ul style="list-style-type: none"> <li>• All staff to inform the HT immediately if they test positive (or another Senior leader in the absence of the HT)</li> <li>• HT to inform staff of any additional measures due to staff absence (Covid cases meeting the threshold) via e-mail and/ or verbally</li> </ul>

	with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.		
16. In some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups (see school's Risk Assessment produced in line government guidance)	<ul style="list-style-type: none"> <li>All staff will revert back to the class bubble system (from Year 1- Year 6). EYFS will remain as one bubble.</li> <li>Staff will keep class bubbles apart at all times including playtimes</li> </ul>	Pupils will continue to receive the necessary quantity and quality of education and support in school (unless Public Health advise the closure of a class or year group)	<ul style="list-style-type: none"> <li>HT/SLT to communicate to staff via e-mail and/ or verbally</li> <li>HT/ SLT to communicate to parents via letter (to be sent via School Spider app)</li> <li>Class teachers to communicate changes to pupils</li> </ul>
17. The school may also consider reintroducing social distancing of 2m if there is an outbreak	<ul style="list-style-type: none"> <li>Staff to revert back to 2m or 1m+ social distancing</li> <li>Parents to be encouraged to social distance further</li> </ul>	Pupils will continue to receive the necessary quantity and quality of education and support in school (unless Public Health advise the closure of a class or year group)	<ul style="list-style-type: none"> <li>HT/SLT to communicate to staff via e-mail and/ or verbally</li> <li>HT/ SLT to communicate to parents via letter (to be sent via School Spider app)</li> </ul>
18. The school may revert back to forward facing desks if there is an outbreak	<ul style="list-style-type: none"> <li>Staff to change layout of classroom and revert back to forward facing seating</li> </ul>	Pupils will continue to receive the necessary quantity and quality of education and support in school (unless Public Health advise the closure of a class or year group)	<ul style="list-style-type: none"> <li>HT/SLT to communicate to staff via e-mail and/ or verbally</li> <li>HT/ SLT to communicate to parents via letter (to be sent via School Spider app)</li> </ul>

<p>19. The school already has staggered start and end times. These may be reviewed further in the event of an outbreak</p>	<ul style="list-style-type: none"> <li>HT/ SLT to keep staggered start and end times under review and amend if needed.</li> </ul>	<p>Pupils will continue to receive the necessary quantity and quality of education and support in school (unless Public Health advise the closure of a class or year group)</p>	<ul style="list-style-type: none"> <li>HT/SLT to communicate to staff via e-mail and/ or verbally</li> <li>HT/ SLT to communicate to parents via letter (to be sent via School Spider app)</li> </ul>
<p>20. The school may review further the playtime times in the event of an outbreak.</p>	<ul style="list-style-type: none"> <li>HT/ SLT to keep staggered playtime times under review and amend if needed.</li> </ul>	<p>Pupils will continue to receive the necessary quantity and quality of education and support in school (unless Public Health advise the closure of a class or year group)</p>	<ul style="list-style-type: none"> <li>HT/SLT to communicate to staff via e-mail and/ or verbally</li> <li>HT/ SLT to communicate to parents via letter (to be sent via School Spider app)</li> </ul>

**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 classes open.

If school is faced with operational challenges, including staff shortages, in allowing all pupils to attend, school will seek advice from the local authority to discuss the individual circumstances and seek support.

**Review**

This Contingency Plan will be reviewed regularly and amended as needed.

**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.

**Link to School's Covid- 19 Risk Assessment - September 2021**

This Contingency Plan is closely linked to, and should be read in conjunction with, the School's Covid-19 Risk Assessment - September 2021

***Reviewed 28.08.2021 in line with the DfE Schools coronavirus (COVID-19) operational guidance (17<sup>th</sup> August 2021) and the Contingency Framework document (August 2021).***

***Reviewed December 2021 in line with updated Dfe Schools coronavirus operational guidance.***