

# Swanmead Community School

## COVID-19 Remote Education Contingency Plan



In the event of lockdown due to Covid-19, the action will depend on where the lockdown is. Following communication between the school and relevant parties:

- If a member of staff is absent from illness (whether it is Covid19 or not), they are **not** to produce any material, and follow the usual staff illness protocol.
- If the member of staff is well but is unable to attend their place of work because their **place of residence** is in a local lock down or they are in **quarantine**, they are to produce work as outlined in subsection A.
- If the member of staff is well but is unable to attend work because their **place of work** is in lockdown, they are to produce work as in subsection B.
- There is a **partial closure of the school**, where one or more year groups have to quarantine, but the school remains open. See subsection C.
- An **individual pupil** has to quarantine. See subsection D.
- The **whole school** goes into lockdown. See Subsection E.

### Subsection A – What happens in the event that a member of staff cannot attend work due to their **place of residence** is in lockdown or they're in **quarantine**?

The school is to cover the lesson with a member of staff that is on site. The role of this member of staff is to act as a presence in the classroom, but the absent teacher is to deliver the lesson via Google Meet. It is the absent teacher's responsibility to plan and action the lesson.

If a situation arises where the number of staff absent makes the opening of the school untenable, the Head teacher will make the decision to close the school. Following this, subsection B will be applicable. Any member of staff that is absent due to illness, are **not** to produce material until they are well, but this absence must be communicated to the Head teacher. When the member of staff is well enough again, they are to communicate this to the Head teacher, and will then follow subsection B. Staff delivering lessons via webcam at home, should ensure that there is a quiet and undisturbed space to do this. The background should be as plain as possible, preferably blank or obscured.

If a member of staff is teaching more than 3 lessons via 'Google Classrooms' in a day, they may request that any additional lessons where less teacher intervention is required to be delivered via cover supervisor. This is to be done via AW, who will assess this possibility.

### Subsection B – What happens in the event that a member of staff cannot attend work due to their **place of work** being in lockdown?

In the event that this happens, this is effectively a whole school quarantine. Follow subsection E.

### Subsection C – What happens if there is a **partial school closure** and one or more year groups are in quarantine?

*[A single year group having to quarantine is likely to result in school closure due to the contact that staff have with each year group]*

If the school is to go into a partial school closure, teachers are to direct children to lessons on the Oak National Academy at:

<https://www.thenational.academy/>

Teachers are to indicate the lessons that they want the pupils to follow on a pre-published, half termly list. Any child in quarantine for this period are expected to access these lessons.

Pupils are also expected to carry out 30 minutes of reading per day.

Subsection D – What happens if an **individual pupil** is in quarantine?

If a child is in quarantine, teachers are to direct children to lessons on the Oak National Academy at:

<https://www.thenational.academy/>

Teachers are to indicate the lessons that they want the pupils to follow on a pre-published, half termly list. Any child in quarantine for this period are expected to access these lessons.

Pupils are also expected to carry out 30 minutes of reading per day.

Subsection E – What happens if the **whole school** goes into quarantine?

In the event that the whole school goes into lockdown, children will be given on-line lessons via 'Google Classrooms'. However, the timetable will reflect a 3 hour a day system where children will be expected to engage in lessons for 3 hours. Staff will receive a time table (See below) and will be available at the appropriate time to deliver lessons. Because of the reduced number of lessons and to ensure capacity, staff will not have their usual timetabled periods/days.

If the school is asked to cater for 'key worker' children the school will accommodate these children and some members of staff will be requested to be onsite to deliver lessons or support classes. The timetable will ensure that this capacity is available.

Children are also expected to carry out approximately 45 minutes of reading per day.



## **Daily Schedule for all children**

Each day children across the school will follow the following structure. Key worker and vulnerable children on site will follow the same timetable of virtual lessons that are followed at home by other children. Children at home are to access their virtual lesson via their own personal @googleclassroom log in.

|                                   | <b>DAY</b>          |
|-----------------------------------|---------------------|
| <b>REG</b>                        |                     |
| <b>Session 1</b><br>9.00 – 10.00  | <b>Reading Time</b> |
| <b>Session 2</b><br>10.00 – 11.00 | <b>Virtual 1</b>    |
| <b>Session 3</b><br>11.15 – 12.15 | <b>Virtual 2</b>    |
| <b>Session 4</b><br>1.15 – 2.15   | <b>Virtual 3</b>    |
| <b>Session 5</b><br>2.15 – 3.30   | <b>Oak Academy</b>  |



From the Week beginning 25<sup>th</sup> January – some afternoon sessions of Oak Academy will be replaced by a programme of 'staying together' activities. This will include weekly tutor group sessions, Swanmead TV and quiz/competition activities for children in Year 5.

### **Technology**

As of Friday 22<sup>nd</sup> January, all children across the school community have the appropriate technology in order to success virtual lessons. The school were allocated 33 Dell Laptop devices by the DfE and were donated up to 12 devices by local community members. These have been distributed to children across the town and are being used by children on site.

### **Free School Meals**

Children eligible for free school meals are being catered for onsite by packed lunches and occasional hot food options. Children and families working virtual are part of a voucher system.

