



# COVID-19 Contingency Planning

## Harewood C of E Primary School

(2021-22 update)

### *“Educating for Life In All Its Fullness”*

In the event of a local COVID 19 outbreak Harewood C of E Primary School will strive to work with our families to deliver a broad, ambitious and accessible curriculum which will allow children to keep learning while they are isolating at home.

The purpose of this document is to communicate what is currently in place and our plans in the event of enforced self-isolation, cases of COVID within the school community or partial/complete closure of the school.

The situation regarding the COVID-19 and subsequent government plans rapidly change. We will follow the advice from Public Health England, the DfE helpline and Leeds City Council regarding and response we make in terms of closures. Currently, the guidance is clear that schools should remain open as usual, but that we should take extra precautions such as encouraging regular and thorough hand-washing throughout the day.

Leeds City Council has issued a risk assessment to schools which is a comprehensive checklist of things for school leaders to consider and act upon. The document is regularly updated as guidance changes and is available on the school website and sent out to staff. This document covers the obvious things such as cleaning and pupil wellbeing, but there are other things to consider too, like contractors visiting the site, deciding what resources can be shared safely, and working alongside our catering agency. We're confident that we've considered everything closely and carefully, making our school as safe as it possibly can be, whilst balancing the need to provide an effective education and learning environment.

We are taking the cleanliness and hygiene very seriously at this time. Children and adults are all being instructed to wash or sanitise hands much more frequently and additional sanitisers have been placed strategically around school. Each room has access to a range of cleaning products and PPE which can be quickly accessed by staff.

To avoid adult spread of any infection we minimize visitors onto the school site when required and have requested that adults do not congregate at any point. In addition to this we have requested that visitors to the site, including parents, wear face coverings to protect themselves and others in line with guidance.

When the need arises due to an increase in positive COVID cases children may be working in classes which will operate as a 'bubble'. This class bubble will as much as possible be kept separate from the other bubbles in school. Each will have its own play area, entrance and

teaching space. Children and adults from one bubble will not often mix with those from another. If or when they do, it will be to maximise good teaching and learning opportunities. The adults who work in the class will nearly always be the same. When the adult is different, we'll have a record of any other bubble they've worked in so we can operate our own tracing in addition to that of Test and Trace..

### **School Closure**

In the event of school closure or collapse of a class bubble due to a school outbreak or guidance from the government, families will be informed via text message and email and this information will also be available on the website.

### **Staff Absence**

It is possible that for a period of time, the school will be open but a higher than normal number of staff may be absent. Whilst the government have "relaxed" the law regarding maximum class size, if high staff absence does become the case, we will do everything we can to remain open, but on the grounds of health and safety we may have to take the decision to close. However, this would be a last resort.

### **What to do if your child has symptoms of COVID-19?**

**At home**, if your child displays symptoms of Covid-19, please don't send them to school. Book a PCR test for your child and it may also be worth booking tests for other family members. If a child tests positive on a Lateral Flow Test (LFT) they will need to then take a PCR test and then follow any instructions given by Test and Trace.

Although school now longer has the responsibility to perform contact tracing duties, please tell school of any test results so we can alert others if we need to.

**At school**, if your child displays symptoms, we'll contact you to collect your child as a matter of urgency. Please make sure there's someone from your household who can do this.

We'll encourage you to have your child tested. Go online to book the test: <https://www.gov.uk/get-coronavirus-test>. Alternatively, contact NHS 111 for medical advice.

If your child tests negative, they may return to school and other household members can end their self-isolation or daily testing. If your child tests positive for having COVID-19, they should complete the remainder of the ten-day self-isolation and all others in the household should comply with guidance around daily testing or isolation depending on current guidance.

To protect our school community, we ask that all our families and staff adhere to government guidance and restrictions away from school. We know this is often difficult but it is the best way of keeping our children and staff safe and therefor ensuring the continued education of the children.

## **Symptoms of COVID-19**

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

## **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>

Further guidance can be found on the NHS website at <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

## **Teaching, Learning, Behaviour and Wellbeing**

At the start of the school year we refocussed on our Behaviour Code which was developed by the children in the School Council just prior to the lockdown in spring 2020.

This code revolves around 4 key principles. These are:

- Be kind
- Be honest
- Be respectful
- Be your best self

Since returning to school this autumn we have made changes to the school timetable where needed to allow for a flexible drop-off and pick-up routines to avoid congestion at these times.

We have also made changes to how we are teaching the children due to the lengthy time some have spent away from school.

The key principals of our curriculum are that it should be:

- Broad and balanced.
- Be inspiring.
- Teach all children at their own level supporting their educational and emotional needs.

If children return to school after a significant period of absence, our initial focus will be to reintegrate the children back into school life. To support their emotional and social needs to enable them to return to more structured learning. During the initial phases of return the teachers may spend additional time focussing on rebuilding social groups and emotional resilience.

Due to the closures of schools following COVID-19 children have experienced loss of social interaction with their friends, extended family and their teachers. This may still be the case if a child has had to isolate for a period of time.

For some or all children these losses may have included:

- Routine
- Structure
- Friendships
- Opportunities
- Freedoms

It is our belief that without addressing these issues the children would not be ready to learn effectively.

Teachers regularly assess the children to identify current attainment levels and identify potential gaps in learning. This leads their planning for the children in terms of narrowing any attainment gaps and gaps in knowledge and understanding.

Teachers have reviewed the Long Term planning for this school year to ensure that our curriculum coverage is appropriate to meet the needs of the children. Full details of the plans for the classes are available on the school website.

### **Reading, Writing and Maths**

While maintaining a broad and balanced curriculum, we're focusing on making sure children are secure in essential knowledge and skills in Reading, Writing and Maths that they need to support future learning. Every individual has had a different experience of learning at home and so teachers are taking care to understand any gaps that classes or individuals have, and adapt their teaching to address these.

Where needed teachers will dedicate additional time to secure the most important aspects of each subject. The balance of these aspects of learning are constantly under review to maximise learning for every individual.

### **Reading**

- Phonics – we're supporting children's understanding through phonics sessions for children EYFS, KS1 and into KS2 where needed as well as targeted time for individuals with specific gaps in learning.
- Fluency – children have time dedicated to developing reading fluency; children are developing reading fluency by reading with adults, independently and as a whole class.
- Information retrieval, interpreting meaning and understanding language choices – these three vital reading skills, which are already embedded within our curriculum.

### **Writing**

We're concentrating on teaching children the key essentials of grammar and punctuation, recapping on prior learning to make sure it's secure before moving on. We're focusing on sentences and short pieces of writing to build up the secure understanding, stamina and resilience needed for longer and more independent pieces later on in the year.

## Maths

Children are being taught the key essential concepts for their year group, recapping on prior learning to ensure they have the foundations they need to make good progress. Fluency, reasoning and problem solving are embedded within these essential concepts:

- number and place value
- number facts
- addition and subtraction
- multiplication and division

## Home Learning in the event of an absence from School

It is very important that if your child is away from school for any period of time and they are well enough to do so, they keep going with learning. Home learning tasks will be provided by school and planned by the class teacher to enable this to happen.

There may be a range of reasons why your child could not attend school. They may be ill themselves, be waiting for test results, have been told to self-isolate or it could be that the class bubble or school has had to close.

What we will provide for home learning will be different in each case and is set out in the table below.

If your child is ill.	We would not expect your child to be working through an illness. Teachers will not routinely provide work in this case but as your child improves contact the teacher and home learning can be sent.
If your child is waiting for COVID test.	In short term absence of this kind your class teacher will direct you to a range of online learning and prepared resources for this short period of time.
If your child has to self-isolate or the class bubble has been sent home.	For long term absence of this kind the teacher will provide structured daily lessons covering the curriculum including English and Maths tasks. These will be communicated to families via the Tapestry app.

The activities and tasks will be communicated with families via Tapestry. This will be familiar to families and enables tasks and messages to be easily passed back and forth as required. The school website will also be used as a store for learning activities if the school or a bubble is closed for a significant amount of time. These resources can be accessed on the Home Learning and Class pages on the site.

The lessons provided will be a planned, sequenced curriculum so that knowledge and skills are built on incrementally. We will avoid an over reliance on long-term projects or internet research activities that can place a strain where technology is shared or has limited availability in a household.

### **Types of activities to expect**

Where possible teachers will plan tasks that the children should be able to undertake independently or with minimal adult support. It would be fabulous if parents and carers could spend time working on the tasks with the children but we are aware that many people will be working from home or have several children to work with.

The tasks themselves may include video tutorials from sites such as White Rose Maths, BBC Home Learning and The National Academy, online tasks, paper tasks and practical activities which will cover a broad curriculum. If families are struggling to access online learning, we ask that they contact school and we will endeavour to provide access to paper versions of the Home Learning or adapt tasks appropriately.

### **Communication with families.**

Tapestry will be the main platform for communication between home and school for the purposes of home learning but families can also communicate with class teachers via their email addresses (If you require these sending please contact the school office at [office@harewood.leeds.sch.uk](mailto:office@harewood.leeds.sch.uk)). If school or a bubble is closed for a prolonged period of time class teachers will also keep in touch with families over the phone, via email or Zoom type calls.

If a child has been told to self-isolate but the class is still functioning as normal, the class teacher will endeavour to communicate with the child and family regularly, but due to the teaching commitment with the rest of the class this will inevitably be more limited.

### **Online Safety at home**

In the event of your child being away from school for a period of time and them taking part in online and remote learning tasks, it is important that families are aware of potential dangers or issues. There are details of websites for information and guidance on the school website [www.harewood.leeds.sch.uk/online-safety/](http://www.harewood.leeds.sch.uk/online-safety/) and on the Think you Know website [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk). It is also important that families are familiar with setting up the web filtering that is part of the home broadband package. Further information will be available from the provider.

As you will be aware this can be a very fast-changing situation and we are doing what we can to be prepared for any decisions that are made. We will keep you updated as soon as we know any further information.

We ask for your continued support and cooperation as we take decisions in the best interests of our children and to safeguard and protect the health and welfare of our school community.

A range of other documentation to add additional information to this document is available from school or the school website. These include the latest school Risk Assessment, Guidance document from the Government and our Outbreak Management Plan.

If you require additional information and these sources do not provide the information you require, please contact the school office.