



**Bishop Stopford's
School Contingency
Plan COVID-19
September 2020**

We are currently operating a controlled environment in school with all students and staff attending (subject to the completion of individual risk assessments for those at greater risk). Please refer to the School's full risk assessment to view measures in place to reduce the risk of the spread of Corona Virus.

The School will endeavour to keep the School open. The School will only close based on advice from Public Health England (PHE) or where the School cannot open safely due to a reduced workforce. This would be, for example, if we did not have enough staff to run the School because of absence through illness or dependency. The School has employed four full time cover supervisors to support in the event of staff absence. The School will monitor the absence rate of staff and students rigorously.

If any member of the School community (staff or student) has suspected case of COVID-19, or if any member of the School community (staff or student) has been advised to self-isolate, because of a connection to someone else who has an unconfirmed or confirmed case of COVID-19:

- Headteacher and Business Manager to be notified immediately
- Headteacher to contact support line provided by Public Health England where a member of staff or a student has tested positive
- Headteacher to communicate instructions from PHE to SLT, Chair of Governors, staff and Local Authority

If any member of the School community is unwell during the course of the day and is showing symptoms of the virus; new continuous cough and or a temperature the following process should be followed;

Report this immediately to the medical room, where welfare staff will advise next steps:

- The student/staff member will be isolated in a designated area which will include access to a toilet
- Welfare staff will contact home
- The student/member of staff will go home as soon as possible and follow the current guidelines of self-isolation as published by Public Health England (PHE)
- All staff/students presenting symptoms will be encouraged to engage with the 'Test and Trace'
- If the test is negative, the student or staff member may, if they feel well and no longer have symptoms, return to the school setting
- Where the test is positive, the School will contact the London Corona Virus Response Cell (LCRC) **0300 303 0450** and seek their advice on who else should then be sent home to quarantine.
- Based on this advice, the School will advise appropriate students/staff to self-isolate for 14 days **(the other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms).**

Further information and guidance can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

If a member of the School community has a suspected case of COVID-19 we will follow the advice of Public Health England. No school is allowed to close unless PHE have told them to. If we receive instruction to close the following actions will be undertaken:

- Headteacher to hold emergency SLT meeting and inform senior team and the Chair of Governors
- Headteacher to confirm communication to be sent out to parents, letters for students and notice on website
- Headteacher to call emergency staff meeting, where possible using remote technology. If not possible, communicate by email to outline that: the School is going to close, confirm for how long and the reason (eg. confirmed or unconfirmed case)
- Headteacher to confirm that during the closure of the School, work will be set for students to complete at home. Departments to liaise to ensure this happens
- Headteacher to confirm whether or not there will be any staff on site during the closure and to confirm plans for informing students
- Head of Year (HOY) and Pastoral team will notify students of the closure plans in place before dismissal
- Letters sent out by e-mail prior to school dismissal
- Business Manager to ensure cleaning staff, kitchen staff and any contractors currently working with us are aware of the closure details
- Deputy Headteacher Pastoral, supported by his/her team will cancel all events in the School calendar and inform all visitors of cancellations
- Headteacher to inform LDBS and LBE of specific plans

The government have introduced a tiered system to support the School and their planning for lockdowns both full and partial. If there is a 'local Lockdown' or 'partial lockdown' the School will take advice from the LHPT and will follow guidance from the government. Current advice identifies a tiered response to outbreaks

Tier 1:

fully open to all students full time, with face coverings required in corridors and communal areas; corridor communal areas for students in Year 7 and above.

Tier 2:

advise secondary schools and colleges in a restricted area to use rotas to help break chains of transmission of coronavirus, while primary schools remain open to all students.

Tiers 3 and 4:

Introduce remote learning full time for wider groups of students, with vulnerable children and children of critical workers continuing to attend.

TIER	WHAT IT MEANS FOR OUR SCHOOL	ACTIONS WE WILL TAKE
1	<p>We will remain open for all students.</p> <p>Everyone will be asked to wear face coverings when moving around communal areas in school where it is difficult to maintain social distancing, unless they are exempt from wearing one.</p> <p>Staff and visitors will be asked to wear face coverings when moving around communal areas in school where it is difficult to maintain social distancing, unless they are exempt from wearing one.</p> <p>We will follow the Health and Safety protocols as outlined in our risk assessment.</p>	<p>We have shared the full health and safety protocols and the risk assessment with staff, students and parents.</p> <p>This is reviewed regularly and subject to amendment in accordance with updated guidance from the government.</p> <p>Face coverings</p> <p>We have shared with parents and staff so that everyone knows what to expect.</p> <p>We have put posters up in areas of the school, such as in classrooms, so that people know how to properly remove their face coverings.</p>
2	<ul style="list-style-type: none"> • We will remain open full-time for vulnerable students and the children of critical workers • For all other students, we will move to a rota model, combining on-site provision with remote learning • We will maintain the same rules on face coverings, hygiene and social distancing as in tier 1 • We will continue to follow the health and safety protocols as outlined in our risk assessment for staff and students whilst within the school. 	<p>Face coverings</p> <p>We have shared a factsheet on face coverings with parents and staff so that everyone knows what to expect. We have put up in areas of the School, such as in classrooms, so that people know how to properly remove their face coverings.</p> <p>Our rota model</p> <p>Students will spend 2 weeks at school followed by 2 weeks at home to support our two-week timetable.</p> <p>We will split students into 2 groups, making sure:</p> <ul style="list-style-type: none"> • ‘Bubbles’ of students don’t mix with other rota groups • Where practical, students who are likely to come into contact outside of school (e.g. those who live in the same house) are in the same group • We will include vulnerable students and the children of critical workers in rota groups, even if they will be at school full-time. <p>We will use the weekends to prepare for a different rota group at the start of the week by following the HSE guidance on cleaning, hygiene and hand sanitiser. Information provided from link: https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p>

	<ul style="list-style-type: none"> • We will remain open full-time for vulnerable students, the children of critical workers and selected year groups (the DfE will identify these) • We will provide remote education for all other students • We will maintain the same rules on face coverings on-site as in tier 1 	<p>Risk Assessment We will update our risk assessment to reflect our rota model, and we will communicate our plans with all staff and parents.</p> <p>Vulnerable students We will strongly encourage vulnerable students to continue attending school. To do this, we will:</p> <ul style="list-style-type: none"> • Work with our local authority (LA) • Contact a student’s parent or carer, and (where applicable) social worker if the student doesn’t attend, to find out why and discuss their concerns. <p>Absence requests Vulnerable students: we will only grant absence requests for parents who want their child to be absent during their rota groups scheduled time at home. All students should attend school when their rota group is scheduled to be on-site with the exception of them showing symptoms of the virus.</p> <p>Children of critical workers: we will grant absence requests for children of critical workers if their parents tell us in advance that their child won’t be attending school when their rota group is scheduled to be at home.</p> <p>Remote learning arrangements. The School will:</p> <ul style="list-style-type: none"> • Plan a programme that is of equivalent length to the core teaching students would receive in school, ideally including daily contact with teachers • Set assignments so that students have work each day in a number of different subjects, and monitor students' engagement with these assignments • Teach a planned and sequenced curriculum so that knowledge and skills are built incrementally, with clarity about what is intended to be taught and practised in each subject • Provide frequent explanations of new content, delivered by a teacher in our school or through curriculum resources and/or videos • Gauge how well students are progressing through the curriculum, using questions and other suitable tasks, and set a clear expectation on how regularly teachers will check work
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3	<p>We will remain open full-time for vulnerable students and the children of critical workers</p> <ul style="list-style-type: none"> • For all other students, we will move to a rota model, combining on-site provision with remote learning • We will maintain the same rules on face coverings, hygiene and social distancing as in tier 1 school. 	<ul style="list-style-type: none"> • Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding • Avoid an over-reliance on long-term projects or internet research activities. <p>Free school meals We will work with the Enfield Catering Service to prepare meals or food parcels for all students eligible for free schools meals, whether they are at home or on-site.</p> <p>Staffing arrangements All staff will be in school to offer face to face lessons as well as remote learning to students as per the rota. This is subject to individual risk assessments for vulnerable staff and the most up to date government and PHE guidance regarding those who are extremely clinically vulnerable, clinically vulnerable and in identified high risk groups</p>
4	<ul style="list-style-type: none"> • We will remain open full-time for vulnerable students, the children of critical workers and selected year groups (the DfE will identify these) • We will provide remote education for all other students • We will maintain the same rules on face coverings on-site as in tier 1 	<p>Our remote education will:</p> <ul style="list-style-type: none"> • Use a curriculum sequence that allows access to online (e.g. teaching videos, tests) and offline (e.g. resource packs, reading books) resources, and that is linked to your curriculum expectations • Ensure access to those remote education resources • Select online tools that will be consistently used across our school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use • Provide printed resources, such as textbooks and workbooks, for students who don't have suitable online access • Recognise that younger students and some students with SEND may not be able to access remote education without adult support, and so we will work with families to deliver our curriculum for these students • Deliver a broad and ambitious curriculum

		<p>Vulnerable students We will strongly encourage vulnerable students to continue attending school. To do this, we will: Work with our local authority (LA)</p> <ul style="list-style-type: none"> • Contact a student’s parent or carer, and (where applicable) social worker if the pupil doesn’t attend, to find out why and discuss their concerns. <p>Free school meals We will work with the Enfield Catering Service to prepare meals or food parcels for all students eligible for free schools meals, whether they are at home or on-site.</p> <p>Staffing in school</p> <ul style="list-style-type: none"> • A staff rota will be used taking into consideration those staff known to be at greater risk. • Staff to use Google classroom to set work as needed. • Staff to communicate using school e-mail • Headteacher to communicate all updates to staff and parents using email, text message and website • Headteacher to liaise with LDBS, LBE and PHE to monitor. • Arrangements for re-opening to be confirmed to staff, students and parents. On re-opening, school continues according to the school calendar. Events which had to be cancelled to be re-scheduled as appropriate.
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Partial closure

It is possible that, although we will not be instructed to close by PHE, we may find it difficult to run the school as normal. This would be, for example, if we did not have enough staff to run the school because of absence through illness or dependency.

In these circumstances:

- We will remain open, but inform parents that we may need to employ a rota system
- Staff will need to report absence using the school's protocol and by 7am if they are not able to attend school
- Business manager to liaise with Headteacher about staffing levels in school
- Headteacher to decide with SLT if we cannot operate a full school day
- If a full day cannot be run, we will inform students and parents as soon as possible and by 7.30am if possible
- Priority will be given to teaching students in Year 11 and 13. Thereafter we will prioritise students in Years 10 and 12
- We will have the hall set up with exam desks if necessary, with classes working supervised by staff who are in

Public exams

We will ensure that students in Years 11 and 13 have all the resources they **need for revision whatever the situation in school.**

We will liaise with exam boards and JCQ to ensure we have sensible arrangements in place for managing public exams if Coronavirus remains a serious concern.

For further guidance please follow the link below to the DfE guidance for educational settings:
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

