

Contingency Plan – Outbreaks - For Individuals or Groups of Self-Isolating Pupils in **KS2**

Tier 1 (14 days)	School Response	Staff Who to Inform?	Key Activities/Timetable		Actions
			Who?	What?	Sourced Online Learning
In the event of an individual child or a small group (10 children or less) needing to quarantine.	<p>Follow the school lockdown strategy for children in quarantine.</p> <p>Remote learning lessons must be provided for the children at home. Look at the options before deciding on the best form of action for your children (discuss this with your SLT before making a final decision).</p> <p>Digital devices must be accessible for the children (Check parent response on MS Forms questionnaire).</p> <p>If the child cannot access a device, the school needs to loan a device to the parents during the quarantine period (14 days). The device must be returned to the school at the end of that time (See parent protocol – signed document must be completed before the</p>	<p>The Headteacher will need to inform the school staff and Trust daily about attendance data, any children testing positive and any decisions to isolate groups of children.</p> <p>Teachers must plan to add a section for remote lessons on their planning format so that they are considering the needs of real, live, and remote lessons for all children. After school online feedback with the children will be necessary for support and reassurance. (This is achievable as clubs have been cancelled for the foreseeable future.)</p> <p>Teachers need to make best use of all online learning platforms with their classes in school, so the children are confident and able to use their login details proficiently I.e. MS Teams, Century Tech etc.</p>	Class Teacher	<p>The priority is for all teachers to plan time into their weekly schedule to teach the children how to use all the features of MS Teams. This needs to be checked and monitored. Digital devices will need to be put on a weekly rota so that the KS2 children can access them.</p> <p>Teachers should be setting homework on MS Teams for the whole class as part of their normal practice.</p> <p>A section for blended learning needs to be added to the daily lesson plans for real and virtual lessons.</p> <p>Record all core lessons (English, Maths, Phonics, & Reading) and upload to MS Teams. (This is an aspirational goal – it may only be English and Maths initially)</p> <p>If possible, deliver 'live' lessons via MS Teams so the</p>	<p>If the school's technology does not support option 1 or 2, teachers need to use this option.</p> <p>The Oak Academy, White Rose and the BBC websites all contain lessons for every year group.</p> <p>The class teacher will need to plan and provide the children with a timetable that is linked to their year groups curriculum. A pathway of learning will need to be planned using these websites so that the children can access the correct subjects and knowledge/ skills.</p> <p>The teachers will need to plan learning tasks linked to these clips and upload these to MS Teams as Assignments for the children to complete and return.</p> <p>The teacher/ LSA would mark the assignments online and give feedback either at the end of the school day or during PPA sessions.</p>

	<p>device leaves the premises and the IT Technician must have provided guidance on how the device works and how to access MS Teams.)</p> <p>The class teachers need to provide the children with logins and passwords to all the learning platforms that they require the child(ren) to access at home. (TTRS, Century Tech, MS Teams, Accelerated Reader)</p>	<p>Teachers also need to provide the children with logins and passwords to all learning platforms. (It is advisable to create a class document containing all these details so that it is easily accessible in the event of quarantine or lockdown.)</p> <p>The teachers need to keep a record of the login details in case a child loses or forgets them. The IT Support Desk does not want to be answering these types of questions. Teachers should be able to email the details directly to the child's parents instead.</p> <p>Schools (Technicians to support) must provide a device to vulnerable families if they do not have one at home. It must have the safeguarding software installed as well as the Office 365 apps, shortcut to MS Teams, Century, AR and TTRS. Headteachers will confirm which families need to receive the devices.</p>		<p>children can participate at home.</p> <p>Set up a remote learning channel or the chat facility for the child or group so that the teacher can communicate separately with them and upload work and links.</p>	
			LSA/TA/One to One Support	<p>MS Teams - support the class teacher to deliver the lessons and communicate via 'chat' with the children at home during the live lesson.</p> <p>One to one support staff should deliver 20-minute lessons. (Teacher to guide and support.)</p>	
			IT Technician & Blended Learning Champions	<p>Support the class teachers with the technology before and end of the lesson.</p> <p>Teachers need to make sure the lessons are uploaded to the class MS Team for the children to access for catch-up learning whether the lesson is live or not. (Technicians to support)</p>	
			Deputy Headteacher and Blended Learning Champions	<p>Ensure the Teachers/ LSA /TAs are fully aware of their role and they have regular slots for CPD to improve knowledge and skills on MS Teams. (This is a priority.)</p>	

				<p>Check that the Technicians can provide the correct support, notify the Trust if you require additional technical help.</p>	
			<p>Headteacher</p>	<p>Maintain links with the families of the children.</p> <p>Deliver updates via assemblies for the children and parents and post updates for staff via Teams.</p> <p>Monitor the live and pre-recorded lessons. Go into the Team subject channels and check the lessons.</p> <p>Meet regularly with the teachers of those children.</p> <p>The Headteacher must keep an updated record of families who can and cannot access digital devices. This will enable the Headteacher to plan and organise lease schemes, school device loan schemes and donation schemes as well as access Government help with technology.</p>	

Contingency Plan – Outbreaks - For Whole Year Group of Self-Isolating Pupils in **KS2**

Tier 2 (14 Days)	School Response	Teachers Who to Inform?	Key Activities/Timetable		Actions
			Who?	What?	Use Pre-recorded Lessons, Assignments and Live Video Chat
<p>In the event of a year group lockdown (partial).</p> <p>1 to 3 classes in the same year group.</p>	<p>Follow the school lockdown strategy for children in quarantine.</p> <p>Live lessons and real lessons. Look at the options before deciding on the best form of action for your children (discuss this with your SLT before making a final decision).</p> <p>Digital devices must be accessible for the children (Check parent response on MS Forms questionnaire). Teachers in this year group would need to split the workload.</p>	<p>The Headteacher will inform all staff of any changes daily at an inset session/staff meeting.</p> <p>The Headteacher will need to inform the Trust about attendance data, any children testing positive and any decisions to isolate groups of children. Inform parents of the school's protocols and expectations. (Home Pack – Remote Learning)</p> <p>Teachers must add a remote learning section to their planning format so that they are considering the needs of real, live, and remote lessons for all children. At the end of the school day,</p>	<p>Class Teachers</p>	<p>To use a blended learning lesson plan for real and virtual lessons.</p> <p><i>Record all core lessons (English, Maths, Phonics, & Reading) and upload to MS Teams.</i> (This is an aspirational goal.)</p> <p>Deliver 'live' lessons via MS Teams to all the children at home. Remote learning timetable will need to be applied.</p> <p>Set assignments on Teams, mark them, give feedback and return. (The feedback will not be instant, and it can be verbal feedback – use the audio button to record comments)</p>	<p>Teacher to plan normal class lessons using pre-recorded video lessons which will be set on a weekly timetable (See below in appendix)</p> <p>Make sure English, maths, (phonics and reading lessons – if it is possible) are recorded or publicly sourced i.e. Oak Academy.</p> <p>These will then be uploaded to MS Teams using links to the Stream videos (giving the children permission to access the video) in the Catch-up Lessons Folder or the subject channel. Another option is to add the stream link to a timetable so that it is easier for families to access the videos in the correct order.</p> <p>Parents and children can access these at home later in the day or the next day. (Depending on family circumstances, devices, and lifestyle.)</p> <p>Teachers will devise a daily timetable with the links attached so that the children can view the lessons easily.</p> <p>Assignments will be set in MS Teams for the children to complete and return.</p>

	<p>If the teachers do not test positive for the virus or if they have the virus but are well enough to teach, then they can teach the children through remote learning.</p> <p>The children would be taught the same lessons using the remote learning planning format for English and Maths.</p> <p>Live lessons would be recorded and uploaded so that children could replay the lesson or watch it later in the day if they missed it.</p> <p>The children be provided with workbooks and would complete the learning tasks in their workbooks and online.</p> <p>The remote learners would upload their work to the assignments tab in MS Teams.</p>	<p>online chats (timetabled slots) with the children will be necessary for support and reassurance.</p> <p>Additional Note: Every week – Teachers in school, need to use all online learning platforms with their classes so the children are confident and able to use their login details proficiently.</p> <p>Teachers also need to provide the children with logins and passwords to all learning platforms. (It is advisable to create a class document containing all these details so that it is easily accessible in the event of quarantine or lockdown.)</p> <p>The teachers need to keep a record of the login details in case a child loses or forgets them. The IT Support Desk does not want to be answering these types of questions. Teachers should be able to email the details directly to the child’s parents instead.</p> <p>The teachers will need to monitor the usage of MS Teams, AR, TTRS and</p>	LSA/TA/One to One support	<p>MS Teams - support the class teacher to deliver the lessons and communicate via ‘chat’ with the children at home during the live lesson.</p> <p>TA to support with online marking and feedback. One to one staff will teach 20-minute sessions for English and Maths lessons (Guided by the class teacher).</p> <p>Use video chat for vulnerable and disadvantaged children.</p>	<p>The teacher/ LSA or nominated adult will mark the assignments online and give feedback either at the end of the school day or during PPA sessions.</p> <p>Another option is to use pre-recorded lessons for English and Maths but in the afternoon used a planned pathway to Oak Academy lessons for foundation subjects. Then the teachers can mark the work in the afternoons rather than spend the whole day pre-recording every subject lesson.</p> <p>Daily reading by the class teacher once a day at a set time for children to access live. The teacher/Support staff will record the session so that all children can access it at any given time.</p>
			IT Technician / Blended Learning Champion	<p>Support the class teacher / TA with the technology before and at the end of the lesson. (Communicate via MS Teams and check in with teachers)</p> <p>Make sure the lessons are uploaded to the class MS Team for the children to access for catch-up learning whether the lesson is live or not. (Teachers should do this but offer support if necessary)</p>	
			Deputy Headteacher and Blended Learning Champion	<p>Ensure the LSA/TAs are fully aware of their role and they have regular slots for CPD to improve knowledge and skills on MS Teams.</p>	

		<p>Century Tech and contact the parents of those children who are not using the platforms. (Send a daily/weekly update to SLT)</p> <p>Schools (Technicians to support) must provide a device to vulnerable families if they do not have one at home. It must have the safeguarding software installed as well as the Office 365 apps, shortcut to MS Teams, Century, AR and TTRS. Headteachers will confirm which families need to receive the devices.</p> <p>A technical helpdesk for the year group will be necessary to support parents with devices as well as possible Broadband/Wi-Fi issues.</p>	<p>Headteacher</p>	<p>Provide coaching session for one to one staff teaching.</p> <p>Check that the Technicians can provide the correct support, notify the Trust if you require additional technical help.</p> <p>Maintain links with the families of the children.</p> <p>Deliver updates via assemblies for the children in that year group and their parents.</p> <p>Post updates for staff via Teams.</p> <p>Monitor the live and pre-recorded lessons. (The lessons will be allocated to the lesson channels so that they can be viewed by owners and members of the Team.)</p> <p>Regular meetings with the teachers of those children via MS Teams to discuss updates and levels of engagement/ issues.</p>	
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Contingency Plan – Outbreaks - For Whole School of Self-Isolating Pupils in **KS2**
(School would still be open for key-worker children, vulnerable and disadvantaged children)

Tier 3 (Unknown time span – depends on the severity of the local/national situation)	School Response	Teachers Who to Inform?	Key Activities/Timetable		Actions
			Who?	What?	Real and Remote Lessons – Live and pre-recorded
<p>In the event of all classes in the school needing to go into lockdown (No children in school just vulnerable & disadvantaged & key worker children still in school)</p> <p>Localised or national lockdown</p>	<p>The school would create a rota for teaching. Keyworker children, vulnerable and disadvantaged children would be taught by 1 class teacher, supported HLTAs and TAs.</p> <p>Children at home would be taught remotely by the other year group teacher or another teacher (if one form entry).</p> <p>Live lessons would be taught in the morning – Maths and English.</p> <p>In the afternoon, the entire school would receive the same lesson</p>	<p>The Headteacher will inform all staff of any changes daily at an inset session/staff meeting.</p> <p>The Headteacher will need to inform the Trust about any children testing positive, children/families not engaging with the remote learning, difficulties with digital devices, key issues regarding vulnerable/disadvantaged children/families, information about staff testing positive and remote learning issues.</p> <p>Teachers must create an online learning timetable for the week with links to the live lessons. Teachers need to plan remote lessons using</p>	<p>Class Teachers</p>	<p>To use a blended learning lesson plan for real and virtual lessons.</p> <p><i>Record all core lessons (English, Maths, Phonics, & Reading) and upload to MS Teams.</i> (This is an aspirational goal.)</p> <p>Deliver 'live' lessons via MS Teams to all the children at home.</p> <p>Set assignments on Teams, mark them, give feedback and return.</p> <p>Teachers will plan for regular opportunities for assessment. To ensure learning is happening and planning is informed.</p>	<p>Teachers may need to link with other schools in the Trust and share pre-recorded lessons or links to live lessons.</p> <p>Make sure lessons English, maths, (phonics and reading lessons if possible) are recorded.</p> <p>These are then uploaded to MS Teams using links to the Stream videos (giving the children permission to access the video) in the Catch-up Lessons Folder. Another option is to add the stream link to a timetable so that it is easier for families to access the videos in the correct order.</p> <p>Parents and children can access the pre-recorded lessons at home later in the day or the next day (they will have to work one day behind the timetable possibly.)</p> <p>Teachers will devise a daily timetable with the links attached so that the children can view the lessons easily.</p> <p>Assignments will be set in MS Teams for the children to complete and return.</p>

	<p>from a member of the SLT or a teacher. (Lead Professionals and SLE's)</p> <p>They would teach a foundation subject such as Art, History etc and the entire school would access this lesson whilst the teachers who taught in the morning would mark the assignments and send feedback to the children. They would also conduct group chats after the afternoon topic lesson to communicate and support learning via video.</p> <p>The teachers would need to share engagement reports with the Headteacher. Regular updates.</p>	<p>the new planning format so that they are consider the needs for all children.</p> <p>Teachers need to work on a rota to support children remotely and in school. One to one support staff would also need to provide online lessons/ learning and support. (Guided by class teacher.) Teacher and TAs will need to communicate regularly throughout the week to discuss the learning and the needs of the children.</p> <p>TAs/HLTAs If the TAs and HLTAs are not in school, then they should be directed by the class teacher to support children remotely. They could contact vulnerable children and show them how to use MS Teams and some of the key apps etc.</p>	<p>LSA/TA/One to One Support Staff</p>	<p>MS Teams - support the class teacher to deliver the lessons and communicate via 'chat' with the children at home during the live lesson.</p> <p>TA to support with online marking and feedback. (SLT need to consider if support staff need computers at home to provide lessons and support to children.</p> <p>Use video chat for vulnerable and disadvantaged children.</p>	<p>Daily reading by the class teacher once a day at a set time for children to access live. The teacher/Support staff will record the session so that all children can access it at any given time.</p> <p>The teacher/ LSA will mark the assignments online and give feedback during the afternoon.</p> <p>Afternoon lessons to be taught by members of the SLT, Lead Professionals i.e. cooking, Art, history etc. Live lesson for all children – remote and in school.</p> <p>Children in school would watch the lesson and complete it at school. Children at home would complete the task at home and upload images and work to the MS Team.</p>
			<p>IT Technician / Blended Learning Champion</p>	<p>Support the class teacher / TA with the technology before and end of the lesson.</p> <p>Make sure the lessons are uploaded to the class MS Team for the children to access for catch-up learning whether the lesson is live or not.</p>	

		<p>Technicians will need to support staff and parents with the learning platform and try to allocate devices to disadvantaged children (Directed by the Headteacher).</p> <p>ELSA and SEND Maintain contact with key children and families via MS Teams. Use the SEND channel to communicate and update information. Contact the children and the families using the video chat. Inform the class teacher through MS Teams – keep them notified of communications and changes.</p> <p>Deputy Headteacher To monitor the live lessons, assignments, and the conversations in the MS Team Classrooms. Check that the safeguarding policy is being adhered too by pupils, teachers, and parents.</p> <p>Headteachers Communicate on the MS Teams via Stream. Weekly assemblies, parent updates, staff updates and staff</p>	Deputy Headteacher	<p>Ensure the LSA/TAs are fully aware of their role and they have regular slots for CPD to improve knowledge and skills on MS Teams. Check that the Technicians can provide the correct support, notify the Trust if you require additional technical help.</p>	
			Headteacher	<p>Maintain links with the families of the children.</p> <p>Deliver updates via assemblies for the children and parents and post updates for staff via Teams.</p> <p>Monitor the live and pre-recorded lessons.</p> <p>Regular remote meetings with the teachers and LSAs.</p>	
			ELSA/SEND	<p>Maintain contact with key children and families via MS Teams. Use the SEND channel to communicate and update information.</p> <p>Contact the children and the families using the video chat. Update outside agencies, SLT and class teachers using CPOMs and MS Teams.</p>	

		meetings. Video chats with vulnerable families etc.			
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Contingency Plan – Outbreaks - For Whole School of Self-Isolating Pupils in **KS2**
(Quarantine/Absolute Lockdown for the Entire School)

Tier 4 (Unknown time span – depends on the severity of the local/national situation)	School Response	Teachers Who to Inform?	Key Activities/Timetable		Options		
			Who?	What?	Option 1	Option 2	Option 3
In the event of all classes in the school needing to go into lockdown. Full lockdown/ localised or national	Teachers would still be expected to deliver lessons to their class through the learning platform. The structures would be like those listed in Scenario 3.	See above	See above	See above	See above	See above	See above