



St. Stephen's C.E. Primary School

Aspire to Greatness



For we are the handiwork of God, created in Christ Jesus to do good works, which God prepared in advance for us to do." Ephesians 2:10

Coronavirus (COVID-19): Contingency Plan

Date of policy production: Sept 21

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Last updated: 17th December 2021

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Please note: this plan has been created in line with the latest government advice regarding contingency planning as set out in the DfE's '[Contingency framework: education and childcare settings](#)' and '[Schools COVID-19 operational guidance](#)' documents. The government has made it a national priority that education and childcare settings should continue to stay open as much as possible during the coronavirus (COVID-19) pandemic. Any restrictions on education would only be as a last resort and should only be initiated following a ministerial decision on a case-by-case basis.

We have confirmed with the DfE that the 'outbreak management plan' that schools should have in place, according to DfE guidance, is the same as the contingency plan. We have used the phrase 'contingency plan' throughout.

The aim of this plan

If our school or local area sees an extremely high prevalence of coronavirus (COVID-19) infection rates and existing measures in our community have failed to reduce this, the appropriate authorities will decide which additional measures to implement to help contain the spread. These measures may involve implementing a number of restrictions, which could include the partial closure of schools and childcare settings in our area. Measures may also be necessary to help minimise the impact from new coronavirus variants.

This contingency plan, also known as an 'outbreak management plan', outlines how the school will operate if further restrictions are implemented. The school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the headteacher, in conjunction with other key stakeholders, as and when the situation develops.

Restrictions to attendance

The government has advised that all schools should continue to operate as normal and that all pupils should attend school unless required to self-isolate.

The contingency framework is designed to act as a containment measure where:

- There is extremely high prevalence of coronavirus.
- Other measures have already been implemented.
- There is a need to minimise the impact from a new coronavirus variant.

Restrictive attendance measures, of the kind set out in the contingency framework, must not be implemented by schools without the explicit agreement of the DfE.

Restricting attendance in any form will only be used as a last resort, initiated following a ministerial decision. Where restrictions to attendance are implemented following government advice, they will be kept to a minimum, allowing for the maximum number of pupils to attend education; however, in all circumstances, priority will be given to vulnerable pupils and the children of critical workers to attend full time.

As part of their outbreak management responsibilities, LAs, Directors of Public Health, and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

Where LAs judge that wider containment action is needed and wish to limit attendance within an area, they will work with their Regional Partnership Team to escalate a proposal to the central Local Action Committee command structure.

If the contingency framework is implemented, the setting will continue to allow all children to attend on-site provision. Where advised by the DfE, in line with the available evidence, the setting will only allow the on-site attendance of vulnerable children and the children of critical workers. The setting will only limit attendance if it is directed to do so by the DfE. If attendance is limited, remote learning will be delivered to children who remain at home, in line with the Pupil Remote Learning Policy.

School-based nurseries in primary schools will have the discretion to follow the arrangements set for the primary school.

Unless advised otherwise, the school will allow all pupils to attend. If the contingency framework is implemented, the school will only allow the following pupils to attend on-site provision:

- Vulnerable pupils
- Children of critical workers
- Pupils in Reception and Years 1 and 2, where advised by the DfE

High-quality remote education will be provided for all pupils not in attendance, in line with the Pupil Remote Learning Policy.

The school will lift restrictions as soon as it is advised by the government that it is appropriate to do so.

Infection prevention and control

The school's Infection Control Policy will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus will be required to self-isolate and encouraged to get a confirmatory polymerase chain reaction (PCR) test. Tests can be booked online or ordered by telephone via NHS 119. Critical workers, including school staff, have priority access to testing.

All schools are currently being provided with rapid-result lateral flow device (LFD) testing kits, which include PPE, to identify asymptomatic cases of coronavirus. Full arrangements for delivering rapid-result testing can be found in our Coronavirus (COVID-19): Asymptomatic Testing Policy.

If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, the school will partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. The school will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to socially distance, e.g. due to the pupil's age or needs, they will wear PPE.

After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested with a confirmatory PCR test as soon as possible. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.

If a staff member develops symptoms while on site, they will be directed to go home immediately to self-isolate and to get a PCR test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual at school will not need to self-isolate unless they develop symptoms themselves. Fully vaccinated adults, and pupils under the age of 18, who have been identified as close contacts of a positive case via the NHS Test and Trace service, will not need to self-isolate unless advised by a healthcare professional. Individuals also do not need to self-isolate if:

- They live in the same household as someone who has tested positive for coronavirus, unless they develop symptoms themselves.
- They have taken part in or are currently part of an approved COVID-19 vaccine trial.
- They are not able to get vaccinated for medical reasons.

Adults who receive their second dose of the vaccine close to 16 August will need to continue to follow the same rules as unvaccinated adults until two weeks after their second dose. Unvaccinated adults and adults who have only had one dose of the vaccine will need to continue to follow the rules on self-isolation if they have been identified as a close contact of a positive case.

Those aged 18 will continue to follow the same rules as under-18s until six months after their 18th birthday, when they will begin to follow the self-isolation rules for adults. Government guidance previously said 18 years and four months.

If a pupil or staff member is admitted to hospital with coronavirus, the school will contact the DfE helpline on 0800 046 8687 and select option 1. The school may be offered public health support in managing risk assessments and communicating with staff and parents.

It is important to think about taking extra actions if the number of positive coronavirus cases in the school substantially increases, as this could indicate that coronavirus transmission is happening in school.

The following thresholds will be used as an indication of when to seek public health advice, whichever is reached first:

- Five children, pupils, students or staff who are likely to have mixed closely, test positive for coronavirus within a 10-day period
- 10 percent of children, pupils, students or staff who are likely to have mixed closely test positive for coronavirus within a 10-day period

When a threshold is reached, the school will review and reinforce the testing, hygiene and ventilation measures already in place. The school will also consider:

- Whether any activities can take place outdoors, e.g. exercise, assemblies, or classes.
- Ways to improve ventilation indoors that will not significantly impact thermal comfort.
- One-off enhanced cleaning, focussing on touch points and any shared equipment.

- Contacts within a class or case will test with LFD tests for 7 days.

The director of public health may provide the school with advice that reflects the local situation. In areas where rates of positive cases are high, this could mean that the thresholds for extra actions are higher than the threshold set out above.

The school will seek additional public health advice if there is concern regarding transmission in the school, either by phoning the DfE helpline on 0800 046 8687 or in line with other local arrangements. The school will also refer to the government's [contingency framework](#) for further information.

The individual's close contacts at school – where they do not fulfil the criteria outlined in this section of the contingency plan – will be contacted by the NHS Test and Trace, and advised to take a PCR test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate. Staff who do not need to isolate and young people under the age of 18 years and six months who have been identified as a close contact should continue to attend school as normal.

As the result of an outbreak during step 4 of the coronavirus recovery roadmap, a temporary requirement could be implemented for staff to resume wearing face coverings in areas other than crowded spaces where they are likely to come into contact with others they would not normally meet. This may include face coverings being reintroduced in communal areas and classrooms for members of staff. The school may also be required to reintroduce the use of bubbles in order to resume social distancing and limit the transmission of coronavirus. The school will adhere to any conditions set out by the local HPT.

If, after 31 August, the setting is subject to any government-imposed restrictions or requirements relating to coronavirus, the '[Early years foundation stage: coronavirus disapplications](#)' can no longer be applied as the necessary conditions will not be met. The disapplications can be applied until 31 August, where deemed appropriate and necessary by the headteacher.

Transport

Pupils and staff attending school will be encouraged to walk or cycle wherever possible and to avoid public transport. The government has removed the legal requirement to wear face coverings but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet – this includes public and dedicated transport to schools. If pupils and staff need to use public or dedicated transport, they may be asked to wear a face covering while travelling, unless exempt in line with government guidance, e.g. due to a disability.

Transport services to and from the school will continue to operate as normal during times of local restriction where pupils are still attending. In the event that such services are not able to operate as normal, the headteacher will consider alternative options and communicate these to all parents and pupils in advance.

Teaching and learning

If restrictions to on-site education are required, the school will offer immediate access to high-quality remote education for all pupils who are required to remain at home. All remote learning will be delivered in line with the school's Pupil Remote Learning Policy.

Where advised during a local outbreak, further restrictions may be enforced with regards to certain musical and drama activities, e.g. singing, for pupils attending on-site provision, to help reduce the risk of transmitting coronavirus via aerosols. Restrictions may also be reintroduced to contact and indoor sports. The school will follow the advice provided by the local HPT.

The school will use a range of remote teaching methods to cater for all different learning styles. This includes:

- **Paper packs with learning resources contained in them**
- **Use of a range of apps and websites which will help support children with particular needs**
- **Online lessons/assemblies using google classroom**

Teachers will ensure lessons are suitable to the class group's age and ability, inclusive for all pupils, and will be adapted, where necessary, to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and use assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge.

- 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 pupils' understanding.
- Provide opportunities for interactivity, e.g. questioning and reflective discussion.
- Provide scaffolded practice and opportunities to apply new knowledge.
- Enable pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

The school will utilise the support available through the DfE's '[Get help with technology during coronavirus \(COVID-19\)](#)' scheme. Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 13
- Clinically extremely vulnerable pupils across all year groups who are not attending school in line with government and/or clinical advice
- Pupils in all year groups whilst attending school on a hospital site
- Pupils in any year group who have been advised to shield because they, or somebody they live with, are clinically extremely vulnerable

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.
- Arrangements follow the procedures outlined in the school's Loaning School Equipment Policy.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

The school has a remote learning policy which is available on the school website.

Returning to school

The headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

Where advised to do so by a Director of Public Health and/or the local HPT, the school may encourage staff to undertake LFD tests at home prior to their return to school and/or for a period of time following their return. The school will continue to recognise that testing is voluntary.

The headteacher will inform staff, pupils and parents, prior to the return to school, whether any further restrictions, such as the use of bubbles and face coverings, have been resumed.

After a period of self-isolation, or the relaxation of restrictions, the headteacher will inform parents when their child will return to school.

The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Exams and assessments

The school will remain open for any exams and assessments planned in line with current government guidance.

Wherever necessary, the school will implement additional mitigations to ensure the safe delivery of exams and assessments, which may include:

- Wearing face coverings in communal areas, where directed.
- Two-metre spacing between all desks, where directed.
- Additional controls for candidates who are classed as clinically extremely vulnerable. This may include measures such as seating them in a separate room to other candidates or, in exceptional circumstances, at the candidate's home.

[Tests for entry to selective schools can continue to operate for in-year admissions. Travel to such tests is considered to be essential travel but, where possible, the use of public transport should be avoided. Further [guidance](#) is available on the assessment processes for selective school admissions.]

Safeguarding

Ensuring safeguarding arrangements remain effective during periods of restricted attendance is a key priority. Our Child Protection and Safeguarding Policy has been updated to include provisions for keeping pupils safe during the coronavirus pandemic, both at home and in school – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

A trained DSL or deputy will remain on-site where possible. Where this is not possible, e.g. they are required to self-isolate, the school will ensure that the DSL or deputy, or a DSL or deputy from another school, are available to contact at all times. In addition, the headteacher will take responsibility for coordinating safeguarding on-site during this time.

Wraparound care

The school's wraparound care (both indoor and outdoor provision) will be provided to all pupils; however, where restrictions are required, wraparound care will only be provided on-site to pupils who are eligible to attend school full time.

Food provision

We will provide meal options for all pupils who are attending school.

We will provide FSM or food parcels to eligible pupils who are not attending school, where they:

- Are self-isolating.
- Have had symptoms or have tested positive.
- Are not attending due to the implementation of local restrictions advised by the government.

The school catering team will work with our food providers to prepare meals or food parcels, for collection or delivery, to eligible children during their time at home.

Communication

The school will communicate its plan for addressing any imposed restrictions with parents, including in relation to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
- Any reviews of the school's protective measures as part of our risk assessments.
- The arrangements for remote working.

All relevant stakeholders will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – their line manager
- Pupils – their class teacher or member of pastoral staff
- Parents – the headteacher

Monitoring and review

This plan will be reviewed continually, by the headteacher, in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholders as soon as possible.

Appendix

Staggered Entry to School and Exit Plan from Sept 21 and if in tighter restrictions

Registration (doors open)	Pick up Times	Year group	Teacher
8.45 Nursery path	15.15	Nursery	Mrs Goodwin
9.00 (8.55 entry)	15:15	EYFS Inventors	Mrs Molloy
9.00 (8.55 entry)	15:15	EYFS explorers	Mrs May
9:00 (8.55 entry)	15:15	Y1	Ms Dixon
8:55 (8.50 entry)	15:10	Y 1/2	Ms Booth
9:00 (8.55 entry from LKS2 door)	15:15	Y2	Mrs Robinson
8:55 (8.50 entry from LKS2 door)	15:10	Y3	Mr Hadjigeorgiou
8:55 (8.50 link corridor entry)	15:10	Y 3/4	Mrs Cheetham
9:00 (8.55 entry) Through fire door	15:15	Y4	Miss Crowe
8:55 (8.50 entry) Through fire door	15:10	Y5/6	Mrs Devitt
9:00 (8.55 link corridor entry)	15:15	Y 6	Mr Scott

Lunchtime Arrangements if in Contingency

In hall 68 pupils in hall from 11:30 – 12:00 Bubbles will sit separately	In hall 12:00 – 12.30 onwards <i>Juniors to come into the hall when space is available *132 seats in the hall</i> Naz Iqbal with HW and KK (+new welfare when appointed)	Sandwiches in class 12:00 – 12:30p.m. Supervised by 1 adult through split doors
EYFS And Y1 Y1/2 RH, MS, LV, AI	Y2 Y3 And Junior Hot meals to sit in small class bubbles JP, DB/LJ, JF	Y3/4 Y4 Y5/6 Y6 EC and SG to supervise

KS2 Playground Activities									
Classes to play in the zones as detailed and support staff to return to supervising their own classes. Children to wear bibs.							Lunchtime Staff 12- 1p.m.	Senior Staff Rota	Nurture
	* Muga	Zone for games on field *	Zone for football on yard	Games Zone	Hockey Zone	Quiet Zone		SMT on rota to support 12:40 – 1 p.m. Walkie Talkie Required	KK to provide support in the dining hall for Send and then in the nest.
Monday	Fishwick R Y3	Fishwick R Y3/4	Y4	Y5/6	Y6	Y4	DB 12- 12:30 mon – thurs	RD	
Tuesday	DB/LJ	JW/SG	Y5/6	Y6	Y3	Y5/6	/LJ on a Friday	FG	

	Y3/4	Y4					EC		
Wednesday	Fishwick R Y4	Fishwick R Y5/6	Y6	Y3	Y3/4	Y6		CC	
Thursday	JW/SG Y5/6	DB/LJ Y6	Y3	Y3/4	Y4	Y3		SH	
Friday	Fishwick R Y6	Fishwick R Y3	Y3/4	Y4	Y5/6	Y3/4		FG	

	KS1 Playground Activities								
Y1, Y1/2 and Y2 on Infant playground Children to wear class bibs							Lunchtime Staff 12-1 p.m.	SMT on rota 20 min yard support 12:40 – 1 p.m. Walkie Talkie Required	Nurture
	Football	Grassed area	Games Zone 1	Games Zone 2	Games Zone 3	Games Zone 4	AI (Y1/2) JP (Y1) NDK/Shareen on a friday (Y2)		LV and YP provide nurture support to EYFS (YP in nursery) and KS1 during lunchtime
Monday	Y1	Y1	Y1/2	Y1/2	Y2	Y2		RD	
Tuesday	Y1/2	Y1/2	Y2	Y2	Y1/2	Y1/2		FG	
Wednesday	Y2	Y2	Y1/2	Y1/2	Y1	Y1		CC	
Thursday	Y1	Y1	Y1/2	Y1/2	Y2	Y2		SH	
Friday	Y1/2	Y1/2	Y2	Y2	Y1/2	Y1/2		FG	

WET PLAYTIMES

EYFS staff cover Reception and Nursery. Y1: LV Y1/2 AI Y2: JP Y3: DB/LJ Y3/4: Sharolyn G/JW Y4: JF Y5/6 EC Y6: Sherry G

Fishwick Rangers to support JF to float

Possible Issue	Concerns	Plan
<ul style="list-style-type: none"> Shortage of staff due to 10 day self-isolation/illness due to COVID-19, 	<ol style="list-style-type: none"> This issue could arise if several teachers cannot attend school. 	<ol style="list-style-type: none"> In this case, HR guidance will be followed. <ol style="list-style-type: none"> Classes will be supported through staff redeployment or supply. Usually, this will mean covering with supply teachers. However, if a number of teachers cannot attend and supply cannot be sourced for a large numbers of teachers, school will have to look at deploying TAs (temporarily) to oversee learning. If there is a high number of staff off and school cannot be staffed safely, the school would need to close and revert to online learning whilst cover can be found. However, this should only be used as a last resort and for the shortest amount of time possible.
<ul style="list-style-type: none"> Reverting back to restrictions due to a high number of COVID-19 cases (on the advice of government/ local authority). 	<ol style="list-style-type: none"> Restrictions may have to be reimposed including class bubbles, staggered start/ end time and one-way systems as before. 	<p>Staggered start/ end times as followed from September 21</p> <p>One-way systems in operation: Class entrances to be used as directed during the previous regulations (no more than 2 classes per entrance/exit and staggered playtimes and entrance after lunchtimes)</p> <p>Classes will resume in bubbles with separate playtimes/ areas for them to play as before:</p> <p>Where the hall is used for lunches tables chairs will be disinfected between sittings.</p>

		<p>For playtime and lunchtimes children that are on the same playground at the same time will be kept separate in the zones as described.</p> <p>Worship would be delivered in class or to no more than 2 class groups in the hall.</p>
<ul style="list-style-type: none"> Whole school closure 	<ol style="list-style-type: none"> In the event of multiple infections across bubbles, local health advice may advise a partial or full closure of the school. This event may also occur due to localised COVID-19 issues unrelated to the school. Re-introduce home learning for groups of children. Return to childcare status. 	<p>In response to this school may be asked to:</p> <ol style="list-style-type: none"> Restrict pupil numbers due to local or national COVID-19 restrictions. <ol style="list-style-type: none"> How this is approached will be dependent on DfE guidance/rules. School would utilise SeeSaw to provide online learning. Teachers and TAs would work as they did in Spring 2021 to provide learning for those in school and support those at home. For this to be more effective, school will continue to loan devices if families need them. <ol style="list-style-type: none"> School has a stock of Amazon Fire tablets and DfE devices for families most in need. It is highly likely that school will see a further increase in numbers using this service as seen in Spring 2021.