



Hartwell Primary  
School

# **COVID-19 Contingency Plan for Partial or Full Shutdown (including Remote Learning Policy)**

Hartwell Primary is a Voluntary Controlled academy and, recognising its historic foundation, works to preserve and develop its religious character in accordance with the principles of the Church of England. This includes the active promotion of Christian and British values and the respecting of those of other faiths or none.

*'Believe, Aspire, Grow'*

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## **Local Health Protection Team Contact Details:**

PHE East Midlands Health Protection Team,  
Public Health England, Seaton House City Link,  
Nottingham,  
NG2 4LA

Phone: [0344 2254 524](tel:03442254524)

## **1. Introduction**

This document sets out for all stakeholders, the school's plan should a period of remote learning be required due to a partial or full shutdown following an outbreak of COVID-19 – an outbreak is two or more confirmed cases within a 14-day period or a local or national lockdown.

At Hartwell Primary School, we understand our duty to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this plan, key concerns associated with remote working are addressed, concerns such as online safety, access to educational resources, data protection and safeguarding.

This document aims to:

- Minimise the disruption to children's education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect children from the risks associated with using devices connected to the internet.
- Ensure staff, parent and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all children have the provision they need to complete their work to the best of their ability, and remain happy, healthy, and supported during periods of remote learning.

## **2. Response to any Infection**

All staff and parents must engage with the NHS Test and Trace process and the school will work with the DfE service for confirmed cases of COVID-19: 0800 046 8687, option 1, and the local Public Health England health protection team: [0344 2254 524](tel:03442254524)

All staff and parents will need to take the following steps should they or their children show symptoms of COVID-19:

- Book a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) if they or their child are displaying symptoms. Staff and children must not come to school if they have any symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but

children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.

- Provide details of anyone they or their child have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.
- Self-isolate (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>) if they have been in close contact with someone who tests positive for COVID-19, or if anyone in their household develops symptoms of COVID-19.

The school has been provided with a small number of home testing kits that can be given directly to parents collecting a child who has developed symptoms at school or a member of staff who has developed symptoms at school. Advice is provided alongside these kits.

Parents and staff must inform our school immediately of the results of a test and follow this guidance:

1. **If someone tests negative**, they can stop isolating as long as they are well; no-one else in your household has symptoms or has tested positive for COVID-19; or they have not been advised to self-isolate by NHS Test and Trace
2. **If someone tests positive**, they should follow the guidance for households with possible or confirmed COVID-19 and must self-isolate for at least 10 days from the onset of their symptoms and if a person is asymptomatic, 10 days from the positive test result.

### **3. Managing Confirmed Cases of COVID-19 amongst the School Community**

Our school will take swift action when we become aware that someone who has attended our school has tested positive for COVID-19.

The school will immediately contact the DfE triage service (0800 046 8687, option 1) when every the school have a confirmed case of COVID-19. This service will then determine whether to involve the local health protection team. The local health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure that they are asked to self-isolate.

The health protection team will work with our school to guide the school through the actions needing to be taken. Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.

Close contact means:

- **Direct close contacts** – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- **Proximity contacts** – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This means that a class is considered a close contact as well as siblings. Children who attend Happy Hols are also in close contact with one another.

The local health protection team will provide definitive advice on who must be sent home. Should the local health protection team direct children to be sent home, school (as all schools have been instructed) will not share the names or details of people with COVID-19 unless it is essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a class that has been asked to self-isolate develops symptoms themselves within the 10-day isolation period they should follow the guidance for households with possible or confirmed COVID-19 infection.

#### **4. Containing any Outbreak by Following Advice from the Local Health Protection Team**

If school has two or more confirmed cases of COVID-19 within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak. The school will continue to work closely with the Local Health Protection Team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole school. In consultation with the local Director of Public Health, where an outbreak at the school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will focus on the person's class and then the whole school if necessary, in line with routine public health outbreak controls.

#### **5. Process in the Event of Local Outbreaks**

If our local area (South Northants) sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measure to implement to help contain the spread. The DfE will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.

## **6. Plans for Remote Learning**

For individuals or groups of self-isolating children, remote education will be provided by school. In the event of a local outbreak, the local health protection team or local authority may advise a school or a number of schools to close temporarily to help control transmission. Should the school be directed to close, every endeavour will be made to remain open for vulnerable children and the children of critical workers whilst providing a full curriculum of remote education for all others.

## **7. Roles and Responsibilities for Providing Remote Learning**

### **The Governing Board:**

- Ensuring the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

### **The Headteacher:**

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this plan and policy termly and communicating any changes to staff, parents and children.
- Arranging any additional staff training required to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure children's education does not suffer.
- Ensuring that relevant risk assessments are carried out within an agreed timeframe.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that children identified as being 'at risk' are provided with necessary information and instruction, as required.
- Managing the effectiveness of measures through a robust system of reporting, investigating, and recording incidents.
- Overseeing that all school-owned devices used for remote learning have adequate anti-virus software and malware protection, whilst ensuring that parents understand that their household internet protection must be used for online safety at

home Ensuring all staff, parents and children are aware of the data protection principles outlined in the GDPR.

- Ensuring that all computer programs used for remote learning are compliant with GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

#### **The DSL and DDSL:**

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the headteacher to ensure that technology used for remote learning is suitable for its purpose and will protect children online.
- Identify vulnerable children who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the child is learning remotely, and liaising with other organisations to make alternative arrangements for children who are at high risk, where required.
- Identify the level of support or intervention required while children learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable children receive the support required during the period of remote learning, ensuring that all safeguarding incidents are reported and recorded on CPOMs.

#### **The SENCO:**

- Liaising with the headteacher to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that children with EHC Plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make alternative arrangements for children with EHC plans or HNF.
- Identifying the level of support or intervention that is required while children with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

#### **The School Business Manager:**

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for children to learn from home.
- Ensuring value for money when arranging procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

**All staff members:**

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the headteacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL, including recording on CPOMS, and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers, as well as any concerns they may have about remote learning to the headteacher.
- Reporting any defects on school-owned equipment to the SBM.
- Adhering to the Staff Code of Conduct at all times.

**Parents/Carers:**

- Adhering to this policy at all times during the COVID-19 pandemic and any associated periods of remote learning.
- Ensuring their child/ren are available to learn remotely at the times set out by the school, which are timetable during the school day.
- Report any technical issues to the school as soon as possible.
- Ensuring that their child/ren always have access to remote learning material during the times set out by the school.
- Ensuring their child/ren uses the equipment and technology used for remote learning as intended.
- Reporting any absence to the child's class teacher.

**Children:**

- Adhering to this policy at all times during periods of remote learning, following teacher and parent instructions.
- Following the expectations of the school's Behaviour Policy and our school values.
- Reporting any concerns about personal safety directly to Mrs Pardon via the [school website](#).

**8. Learning Materials**

During any periods of remote learning the school will endeavour to provide a broad and balanced curriculum covering a range of subjects. The school will use a range of different teaching and learning methods to help explain concepts and address any misconceptions. For the purpose of remote learning the school may make use of:

- Class Dojo/Tapestry
- Work Booklets
- Past/mock test papers
- Educational websites
- Reading tasks
- Work booklets
- Live webinars
- Pre-recorded teaching videos
- Live teaching via Microsoft Teams

Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

Each class teacher will produce a weekly timetable giving an overview of learning for that week. This timetable will also include where pre-recorded teaching videos are available to support that lesson and when any live lessons will be. The school recognises that siblings will be sharing a device and will therefore endeavour to avoid classes between the different classes.

Teachers will liaise with the SENCO, as necessary, to ensure that all pupils remain fully supported during periods of remote learning.

Children will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment. For children who cannot access digital devices at home, the school will, where possible, apply for technology support.

## **9. Online Safety**

This policy acts in conjunction with the school's online safety policy. All communication will be public and subject to monitoring.

All staff, parents/household members and children using video communication (live or pre-recorded) must:

- When delivering a live lesson, communication is in groups with two members of staff present.
- Wear suitable clothing – this includes others in the household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication,
- Use appropriate language – this includes others in the household.

- Maintain standards of behaviour that are expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission. Parents do not have permission to record live lessons delivered by school staff.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

The school will consider whether one-to-one sessions are appropriate for some children with SEND or are otherwise vulnerable. This will be decided and approved by the Senior Leadership Team, in collaboration with the SENCO.

Children not using devices or software as intended will be disciplined in line with the school's Behaviour Policy.

The school will provide parents with information to reinforce the importance of children staying safe online.

The school is not responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software on devices not owned by the school.

## **10. Safeguarding**

This policy works in conjunction with the school's Safeguarding Policy, which has been updated to be compliant with 'Keeping Children Safe in Education, 2020'.

The DSL will identify vulnerable children (children who are deemed to be vulnerable or at risk of harm) prior to the period of remote learning. During any period of remote learning regular phone calls will be made home – where possible those calls will be made on a school phone. Phone calls will be made once a week at a minimum, with additional contact, including home visits, arranged where required.

Should the DSL deem a home visit is required, the follow protocols must be followed:

- Visits are made by a DSL
- Undertaken by no fewer than two members of staff
- A record of the visit be submitted on CPOMs
- The child should be actively involved in the visit

All contact with vulnerable children is to be recorded on CPOMs and the DSL and DDSL be informed of each record.

The DSL will keep in contact with vulnerable children's social workers or other care professionals during periods of remote working, as required.

All staff, parents and children should report any safeguarding concerns to the DSL immediately. For staff this is done through CPOMs; for parents by emailing [head@hartwell.northants-ecl.gov.uk](mailto:head@hartwell.northants-ecl.gov.uk) or calling school on 01604 862880; and for children, by clicking the 'Contact Mrs Pardon' button on the homepage of the [school website](#).

## **11. Marking and Feedback**

All completed remote learning should be submitted for marking and feedback. All completed schoolwork must be:

- Finished when submitted
- Returned on or before the deadline set – school does not guarantee work submitted late will get marked
- Completed to the child's best ability, this includes handwriting and presentation as well as the quality of content
- The child's own work

Children are accountable for completing their own remote learning, with support from a parent/carer. The level of support will vary depending on the age of the child. Teachers will raise concern with parents if their child is not completing their schoolwork or if the standard is not to what the child is capable of. If this issue persists, the teacher will raise the matter with the Key Stage Leader.

Teachers will assess and monitor the progress of the children in their class and report this to the SLT. Teachers will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.

## **12. Communication**

The school will ensure that channels of communication are arranged in the event of an emergency. The school will communicate remote learning arrangements with parents as soon as possible primarily via letter sent on Parentmail, and also via the school website and social media sites.

The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements

Members of staff will ensure that they have a working mobile device that is available to take phone calls during working hours from school and that they have access to a school laptop that includes a working camera.

The school understands that during any periods of remote learning children, their families and staff have the right to privacy out of hours and should be able to separate their school and home lives – communication is only permitted between the hours of 8am and 5:30pm, unless there are extenuating circumstances.

Pupils will have verbal communication with their teacher at least once a week, usually through a live online lesson; sometimes a phone call might be necessary.

Parents will inform their child's teacher as soon as possible if for any reason schoolwork cannot be completed.

The class teacher will keep children and parents informed of any changes to remote learning arrangements or the schoolwork set.

### **13. Returning to School**

The headteacher will work with the local health protection team and the local authority to ensure children only return to school when it is safe for them to do so.

After a period of self-isolation, or the lessening of the local lockdown rules, the headteacher will inform parents when children can return to school. This will be communicated via letter sent on Parentmail.

### **14. Policy Monitoring and Review**

This policy is reviewed and updated whenever there is a change in legislation, DfE guidance or protocol within school.

This policy was last updated 7<sup>th</sup> January 2021.