

Introduction

The Government has stated that:

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.

In developing these contingency plans, we expect schools to:

-  use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that are linked to the school's curriculum expectations;
-  give access to high quality remote education resources;
-  select the online tools that will be consistently used across the 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 pupils who do not have suitable online access; and
-  recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, we expect schools to:

-  set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects;
-  teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject;

- 📌 provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos;
- 📌 gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work;
- 📌 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 pupils' understanding; and
- 📌 plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

We expect schools to consider these expectations in relation to the pupils' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support. We expect schools to avoid an over-reliance on long-term projects or internet research activities.

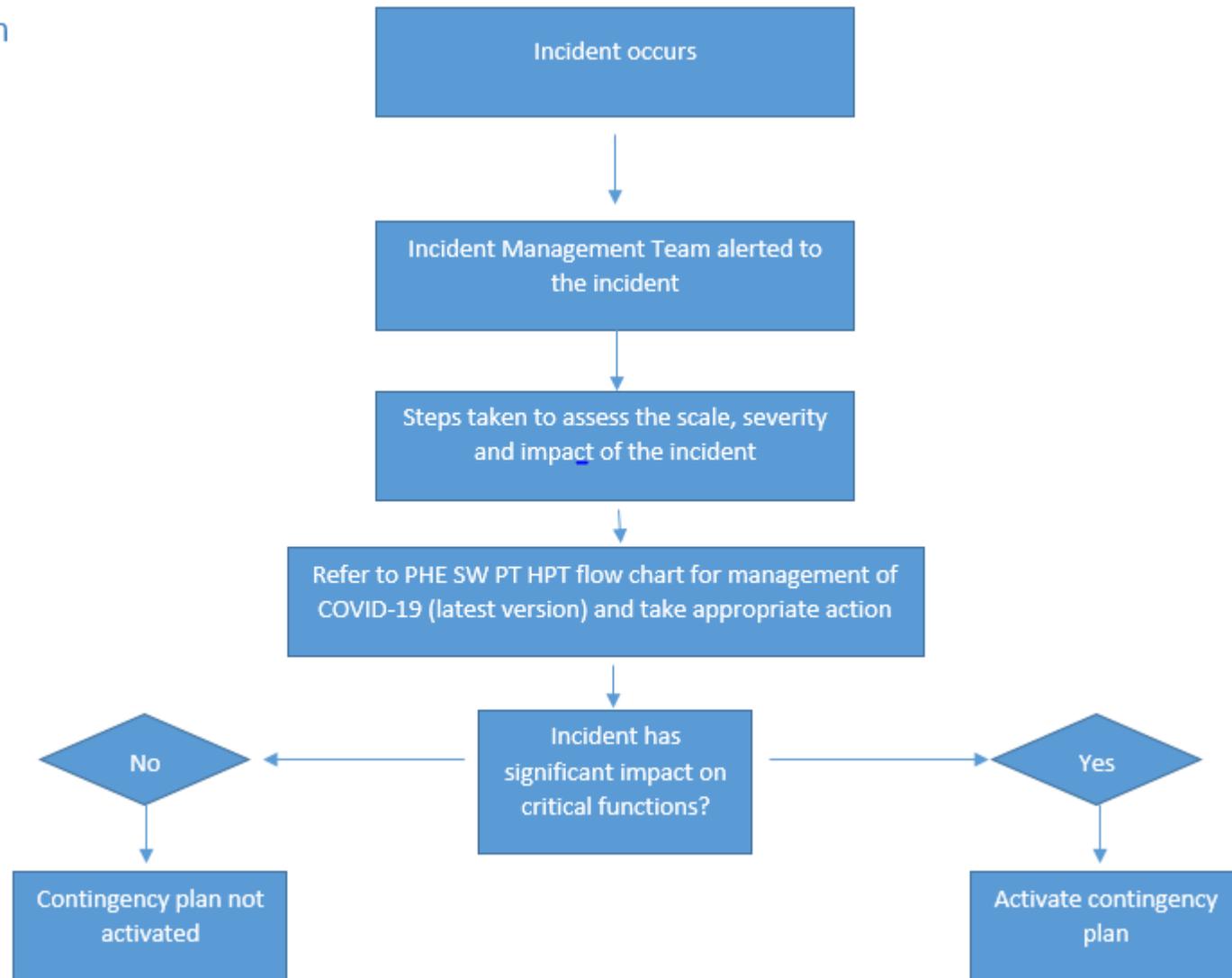
The aim of this plan is for the school to provide an effective and meaningful education for students. The plan describes our approach to distance learning including:

- 📌 How communication will occur;
- 📌 Technology systems to be utilised and safeguarding measures for pupils, staff and families;
- 📌 What teachers will provide;
- 📌 How students should engage; and
- 📌 How parents and families can support their children's learning.

OPJS Contingency Plan

No.	Critical Activity	Details	Action
1	Individual student unable to attend school due to COVID 19 related reasons.	<ul style="list-style-type: none"> • Student off school due to having COVID or COVID symptoms. 	<ul style="list-style-type: none"> - Student will have work set but no expectation to complete if unwell.
		<ul style="list-style-type: none"> • Student off school self-isolating. 	<ul style="list-style-type: none"> - Work set with expectation that it is completed. - Monitored by class teacher.
		<ul style="list-style-type: none"> • Student off school due to being extremely clinically vulnerable (unable to return due to doctors decision). 	
2	Individual staff member unable to attend school due to COVID 19 related reasons.	<ul style="list-style-type: none"> • Staff member off work due to having COVID or COVID symptoms. 	<ul style="list-style-type: none"> - If staff member is signed off work, supply will cover.
		<ul style="list-style-type: none"> • Staff member off school due to self-isolating. 	<ul style="list-style-type: none"> - If self-isolating but teacher is fit to work from home, teacher will set work remotely. - Monitored by SLT.
		<ul style="list-style-type: none"> • Staff member off school due to dependent self-isolating. • Staff member working from home due to being extremely clinically vulnerable. 	
3	Year group bubble unable to attend school due to COVID 19 related reasons.	<ul style="list-style-type: none"> • Year group bubble shut down due to <u>2</u> or more confirmed COVID 19 cases. 	<ul style="list-style-type: none"> - Work set by class teachers via Purplemash, Seesaw, Zoom and website. Flexibility is key. - Monitored by SLT
4	Year group teachers unable to attend school due to COVID 19 related reasons.	<ul style="list-style-type: none"> • Year group bubble is shut down due to following PHE guidance. 	
5	Full school lock down.	<ul style="list-style-type: none"> • School shut down due to local COVID 19 outbreak following PHE guidance. 	

Plan Activation



Incident Management Team		
Name	Position	Responsibilities
Dave Goucher	HT	Coordinator
Julie Butler	DHT	Coordinator/FSM provision/DSL
Glenn Dack	SLT	Curriculum
Rachael Van Roy	SLT	Coordinator/PP/DSL
Mary Chapman	SBM	Business Continuity
Steve Pike	Office Manager	Comms/SIMS/T2P/School Money
Tina Blackmore	Caretaker	Premises

Critical Numbers

The school requires a certain amount of staff to be on site in order to deliver the safe education of all students. Please see below the number of staff required in certain areas of the school and what would happen in the instance of this area of school being shut down.

Area of school	Critical numbers	Plan if critical numbers are not met
Office	1	SLT to cover
First Aiders	1	Support from PAT schools
Safeguarding Leads	1	Support from a DSL from another PAT school
Cleaning staff	Direct Cleaning	Direct Cleaning to source
SMSAs	1	OPJS staff to cover
Kitchen staff	Chartwells	Chartwells to source
Teachers/support staff	4 (+ 1:1 TAs)	Supply cover (preferably in house) Classes to merge (maintain a year group bubble) Bubble/class to close as last resort
Senior Leadership Team	1	Support from PAT schools

Critical Activities – Detail

Individual student unable to attend school due to COVID 19 related reasons

Actions required to be completed for all individual students	<ul style="list-style-type: none">  Check if student requires FSM food parcel.  Check recent safeguarding incidents.  Check student has appropriate technology at home to access learning. If not provide tech or ensure they have access to paper-based learning.
Actions for Teachers in Y3-Y6	<ul style="list-style-type: none">  Class teacher will indicate which White Rose maths units the child should work on at home, based on where the class currently are in the scheme.  Work sent via email or pack if access is an issue.  Parents/Carers directed to the website for further activities.  Family signposted to the link to the National Oak Academy for other areas of learning.

Individual staff member unable to attend school due to COVID 19 related reasons

Staff member is unwell or is awaiting a test.	<ul style="list-style-type: none">  Supply staff (preferably in-house cover) assigned to the class.  Staff members planning in place – delivered by supply staff.
Staff member is self-isolating.	<ul style="list-style-type: none">  Supply staff (preferably in-house cover) assigned to the class.  Teacher to send in work for class in school (if well).  Teachers to continue working as normal from home (if well).  TA's to complete work set by teachers from home (if well).  TA's to complete on line training from home (if well).
Staff member has a dependant who is self-isolating and needs an adult at home.	<ul style="list-style-type: none">  As above although an understanding that work may be completed outside of normal working hours.

Bubble (Year Group) unable to attend school due to COVID 19 related reasons

<p>If one of the year group teachers is unwell with COVID.</p>	<ul style="list-style-type: none"> 🔒 In the first instance, the partner teacher to organise for the parallel class to send work home to the bubble. SLT to support as appropriate. 🔒 Parents/Carers to be made aware that provision might be affected in terms of feedback. 🔒 SLT to support the unwell class teacher by making regular contact with their vulnerable families. 🔒 DSLs to be aware of any safeguarding concerns (check CPOMS). 🔒 Keep in regular contact with the teacher who is off.
<p>Actions to be completed by class teacher if well and self-isolating</p>	<ul style="list-style-type: none"> 🔒 Teacher to organise the weekly class timetable and email home to parents/carers and publish on website. 🔒 Weekly learning to include 5x English lessons, 5x Maths lessons, 5x afternoon lessons (Theme), spelling, reading plus usual homework expectations. 🔒 Teacher to make regular contact with class. This will be through daily feedback through Purplemash, Seesaw and emails. 🔒 Two Zoom sessions with the class teacher during the week. The focus will be on wellbeing, checking in and opportunity to address any concerns. 🔒 Year group to prepare videos (i.e. teaching certain concepts etc.) as needed and if useful/appropriate. 🔒 Teacher responsible for reporting any safeguarding concerns to the DSLs. 🔒 Continue with annual reviews if appropriate. 🔒 Attend PDMs and other relevant meetings via Teams where possible. 🔒 Class teacher to keep a spreadsheet recording contact (emails/telephone calls). <p>If class teacher is unwell and self-isolating then:</p> <ul style="list-style-type: none"> 🔒 Contact the school as soon as they feel well enough to work – then follow as above
<p>Actions to be completed by DSLs</p>	<ul style="list-style-type: none"> 🔒 Check class list against CPOMS. 🔒 Make social services aware of any open cases who are at home for an extended period of time. 🔒 Ensure regular contact with vulnerable pupils.
<p>Actions for parents/students</p>	<ul style="list-style-type: none"> 🔒 Complete work set regularly. 🔒 Try and follow a routine normal to that of the normal school day. 🔒 Try your best to engage with learning.

Actions to be completed by Office

- ☑ FSM checks – contact the relevant families and ascertain whether they require a lunch. Food prepared by Chartwells and possibly delivered (Dave Davis or DG).
- ☑ Complete register for the whole class for the period of isolation.
- ☑ Ensure communications are sent home via parent mail as normal.