Keeping Children Learning
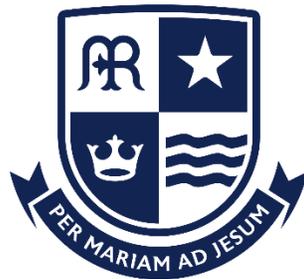
Contingency Planning and Remote Education - *COVID-19 (CV19) Response*

St Mary's College / Secondary

Version 1: Updated September 2020

The Mission of St Mary's College

"Love God with all your heart, with all your soul, with all your mind and with all your strength and love your neighbour as you love yourself" (Mk 12:30-31)

St Mary's College exists to help parents and carers to educate young people spiritually, morally, physically and academically as well as possible. We aim to be a truly Christian community, where our relationships are built on encouragement, concern, respect, forgiveness and reconciliation. Our religious life is rooted in the faith, practice and moral teaching of the Roman Catholic Church. Each person in our community is specially valued and has an important part to play in making sure that we live out our mission.

i. Purpose

This document outlines how St Mary's College intends to ensure continuity of education where children are unable to attend school as a result of issues arising from the current CV19 pandemic.

ii. Scenarios

There are several scenarios in which children may be unable to attend school which are directly related to the current pandemic[1]. These can be broadly grouped as follows:

- Shielding; or self-isolating due to symptoms of CV19 either for an individual student or for a member of their household; and/or contact through Track and Trace.
- A partial school closure / rota system is enforced.
- A full school closure / national or regional lockdown is enforced.

iii. Scope

This document provides an overview of the steps St Mary's College intends to take in response to each of the scenarios outlined above. Details of operational implementation are not included. References to the most relevant government guidance for schools to support contingency planning are provided and cited throughout. Further documents to support students and families are available through our website, as part of training undertaken in school and through our established remote learning platform SMC Study.

Please note that all planned responses are subject to adjustment given specific circumstances. This will include for example any impact on staff availability.

This document should be read in conjunction with the College's Child Protection, Behaviour, E-Safety and Data Protection policies and Staff Code of Conduct.

1. Shielding; or self-isolating due to symptoms of CV19 either for an individual student or for a member of their household; and/or contact through Track and Trace.

1.1 Assumptions/context for this scenario

This scenario assumes individual short term absence from school. Teaching will continue in school for all teaching groups.

1.1.1 Summary of actions

- Resources from all lessons will routinely be uploaded to the relevant 'Files' section of Microsoft Teams by all teachers in advance of their delivery.
- Students are provided with training on how to access these materials for all their classes and timetabled lessons if they find themselves individually unable to attend.
- It is an expectation that if a student is well enough to continue their learning at home then they access all resources in line with their timetable, read relevant information carefully and complete all tasks set to the best of their ability.
- In some specific circumstances staff may provide access to their onsite lesson using the live function of Microsoft Teams. Students will be notified where this is possible.
- Pastoral teams will contact home to check that work is being completed and register 'remote attendance' daily where appropriate.

2. A partial school closure / rota system is enforced.

2.1 Year bubble(s) isolation

Where there is a confirmed case of CV19, schools are required to report this immediately to the DfE who will work together with the local Health Protection Team to assess and direct a response. This may include as a precautionary measure asking one or more Year group bubbles to isolate for up to 14 days.

2.1.1 Summary of actions

- Teachers will immediately switch to remote delivery of live lessons using Microsoft Teams. The expectation is that this will include all timetabled lessons at scheduled times and that students are present, logged in and ready to be registered every day.
- Students should refer to the expectations for remote learning in their school planner which have been provided as part of preparatory training.
- The SMC Study platform established in Summer 2020 will remain live and provides access to a range of additional learning resources, advice, support and guidance.
- Technical support will be available through our online helpdesk at studentsupport@smchull.org throughout any period of remote learning.
- Unless directed otherwise, teaching staff will remain on site and deliver required lessons remotely whilst continuing to teach other available groups on site.

2.2 Local restrictions / Staff access

All schools are required to plan for the possibility of local restrictions with the aim of ensuring continuity of education in exceptional circumstances. The Department of Health and Social Care (DHSC) has provided a [Contain framework](#) which includes an overview of the tiers of intervention for educational settings when managing local outbreaks and implementing restrictions.[2] It is also acknowledged that if guidelines with respect to shielding are adjusted or there is a significant impact on staffing availability at any point during the pandemic, then a temporary partial closure / rota system may be enforced.

2.2.1 Summary of planning basis

Tier 1 involves remaining fully open, as the government has been clear that ensuring schools and educational settings remain open should be prioritised over other areas when restrictions are considered.

Tier 2 asks secondary schools to adopt a rota system and further education (FE) colleges to limit on-site attendance, whilst all other settings, including alternative provision (AP) and special schools, remain fully open.

Tier 3 requires secondary schools and FE colleges to limit on-site attendance to just vulnerable children and young people, the children of critical workers and selected year groups, other settings remain fully open. In the event of tier 3 local restrictions being implemented the Department for Education will issue operational guidance for the affected area that will confirm which year groups should be prioritised.

Tier 4 goes further to limit attendance to just vulnerable children and young people and the children of critical workers at all settings, excluding AP and special schools.

2.2.2 Summary of actions

On site provision

Secondary schools in areas designated as **Tier 2** should expect to operate a rota system. In this instance the preferred model to minimise the number of students on site will be as follows:

Week A – Year 7 / Year 9 / Year 11 / Year 13

Week B – Year 8 / Year 10 / Year 11 / Year 12

'Priority groups' defined by the Department for Education[2] will be provided for at all times throughout the rota period. These include children of key workers and those who are considered vulnerable.

Under **Tier 3** and **Tier 4** preferences for exam year groups will be expressed to the Department for Education and it is expected that any direction will support that position.

Where possible and appropriate selected staff will be supported to work from home. This will include teaching staff who do not have teaching groups on-site on any given day as well as selected non-teaching and support staff.

Remote learning

We expect that all year groups required to work from home will continue to receive live lessons through our Microsoft Teams platform (see 2.1.1). This transition will take place with immediate effect and consistently with each student's onsite timetable.

3. A full school closure / national or regional lockdown is enforced.

3.1 Full School Closure (without additional regional/national lockdown)

In the event of a full school closure resulting from a local outbreak our intention would be to switch to live lessons for all Year groups with immediate effect using Microsoft Teams (see section 2.1.1).

All staff have received the necessary training and have access to the required equipment to implement delivery.

3.2 Regional or National lockdown

In the event of a more extended lock down we will assess the wider implications of any additional measures for our community including our staff. Balancing associated personal demands with professional responsibilities of our staff, we would secure a high quality remote provision which might include a blend of live learning with some independent lessons for students to complete.

4. Additional considerations

3.1 Teaching and Learning / Curriculum / Quality Assurance

Staff training is provided to ensure effective strategies for remote delivery are considered and that available resources are highlighted and made available. Assessment tools are available including through Microsoft 365 and student progress will be routinely monitored. Curriculum planning includes contingency measures in all disciplines and at all key stages to ensure continuity and that all national requirements for programmes of study are addressed. An adapted quality assurance framework has been established in response to CV19 adjustments and includes the monitoring of remote provision.

3.2 Expectations / Training / Guidance

A program of training has been implemented for staff and students which includes clear expectations for remote learning and for working from home. Associated guidance and support documents are available as outlined on Page 1 (Sec iii).

Remote platforms for students (SMC Study) and staff (SMC Staff) which were established in Summer 2020 remain live and provide continued access to advice, support and guidance.

3.3 Access to devices to support remote learning

A termly audit will be undertaken with parents/carers to assess the capacity for students to access remote learning platforms. Records will be maintained, and a priority list created for deployment of available IT resources as loaned devices to families.

In the event of a partial or full school closure our ambition will be to begin the distribution of available resources the next working day. Parents/carers will be invited to collect devices from the school reception at a specific allocated time and will need to sign a loan agreement before taking possession.

Parent/carer queries regarding access to the remote education platform should be directed through Year teams in the first instance.

3.4 Safeguarding and Data Protection

Staff who interact remotely with students will continue to look out for signs that a child may be at risk. Any such concerns will be dealt with as per the College's Child Protection policy and procedures.

Staff will follow the College's Data Protection policy, plus follow national guidance issued by the Information Commissioner's Office (ICO). To support and safeguard students and staff, live lessons will be recorded and stored for 30 days.