



AVELEY PRIMARY SCHOOL

CONTINGENCY PLANNING OUTBREAK MANAGEMENT PLAN

In the event of a significant outbreak (5 children, pupils or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10 day period) we will revert to the implementation of increased control measures, with the reintroduction of contact tracing and /or remote learning in order to ensure the maintenance of a high quality education and learning for all and the safe operational running of the setting.

We will also go back to additional measures within our setting, where appropriate, in response to localised outbreaks, including variants of concern.

These should include:

- The reintroduction of face coverings for staff and parents
- The reintroduction of shielding measures
- Instigating more stringent control measures for the setting including limited attendance at the setting or limiting educational activities such as educational visits, performances, open days and parent events
- The re-introduction of separating cohorts to minimise transmission
- Increased LFD testing for staff and pupils

Remote education for self-isolating pupils

Where individual pupils need to self-isolate due to testing positive for Covid-19, remote education will be offered. Where possible, the children will be invited to attend live lessons remotely and work will be set in line with the curriculum being offered in school.



In the unlikely event of schools needing to close a year group or school, due to a Covid outbreak or on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS, the following will apply:

Remote Learning

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

- A pupil's first day of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching. Set tasks are ready to be completed on TEAMS and Purple MASH for the first day of remote learning only. Thereafter, live lessons and set timetable will be followed, closely adhering to our full curriculum. This work will be uploaded onto their Microsoft Teams Class Page. Live lessons will be delivered via Microsoft Teams. All pupils from Reception to Y6 have a Microsoft Teams login. Timetables are varied according to each year group and can be found on our school website in Class Pages.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

- Yearly curriculum overviews are shared with parents via the curriculum page on the website, so they are aware of what is being covered in each subject area whether that be in school or through remote learning. Remote learning will still cover the broad curriculum that we would offer in school.
- It may be necessary to make some adaptations in some areas such as PE where the full PE curriculum has been changed to cater for all children working from home, with daily live PE sessions now focusing on fitness, high impact workout and fun. A dedicated live session will be adapted for each of our phases and led by a sports coach or the class teacher who can tailor the activities to ensure maximum engagement.
- Work will be set daily and it is expected that all pupils complete the work. We are aware that parents may be working from home and siblings may need to share devices and we will provide flexibility around this, so all tasks remain live during the day allowing tasks to be completed at times which may be more convenient.
- In the event of a family needing to borrow a school laptop, parents should email info.aps@catrust.org.uk to arrange this.
- During the live lessons, teachers will explain where the work has been set and show pupils how to access the assignments each day if needed. Opportunities will also be provided daily for the children to speak to the adults in their year group at the end of



each session if further support or clarification is required. All adults can be contacted via the TEAMS chat and issues or concerns are addressed immediately.

- On our school website, there are a number of how to guides to show children and parents where assignments can be found in Teams and how to navigate this platform efficiently. We understand that some pupils prefer to write their work on paper and ask that if this is the case, that parents take photos of any hand written pieces of work and they are submitted on Teams via the assignment attachment option in the first instance.
- The same curriculum is taught remotely, as in school, with adjustments made to suit the platforms being used. Careful thought is also given to the amount of screen time for children in each phase and a balance of creative opportunities is planned to encourage continued engagement. Immersion drama activities or crafting tasks ensure a keen balance is maintained in the types of learning on offer with tasks such as 'a video diary excerpt in the role of a Victorian child' or 'video reports from the perspective of journalists'. Such depth and understanding is still evidenced in their content but enable children to learn through perspective.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

The timetable below is an example and will be adapted for each year group as the need arises.

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Reception/ Key Stage 1	Example day for Reception/KS1	
	8:50 Log in to see daily timetable and morning activity before live lesson starts.	
	9:00-9:50	Live lesson - English
	9.50-10.20	Phonics
	10:20- 10:35	Break
	10:35-11.25	Live lesson - Maths
	11:25- 11:55	Live PE
	11.55-12:10	Assembly
	12:10-12.55	Lunch
	12:55- 1:25	Live Whole Class Reading
	1:25 – 2:15	Foundation live lesson
	2.15- 3:05	Foundation live lesson
	3.05- 3:15	Live Reading for Pleasure
Key Stage 2	8.45 Log in	Log into teams so you are ready to join the live lesson. Reading for morning work.
	9:00-9:50	Live lesson - English
	9.50-10.20	GPS & Interventions

	10:20- 10:35	Break	
	10:35-11.25	Live lesson - Maths	
	11:25- 11:55	Live PE	
	11.55-12:10	Assembly	
	12:10-12.55	Lunch	
	12:55- 1:25	Live Whole Class Reading	
	1:25 – 2:15	Foundation live lesson	
	2.15- 3:05	Foundation live lesson	
	3.05- 3:15	Live Reading for Pleasure	

Accessing remote education

How will my child access any online remote education you are providing?

- Microsoft Teams - including One Note – This platform will be used for the delivery of live lessons for all pupils between Reception and Y6
- Evidence Me – used by Reception to upload evidence of work completed and interact with key workers
- Purple Mash
- Mini Mash – used by Nursery and Reception
- SATs Companion (Y5 and 6)
- Mirodo (Y3,4,5)
- TTRockstars/Numbots
- Reading Plus (Y2 – Y6)
- Oxford Owl
- Catalyst Academies Trust – YouTube Channel
- Twitter - @AveleySchool and @PeAveley. Each year group has a Twitter account as another means to communicate tasks to children and to celebrate the work that has been completed on other platforms. It is also a way of promoting cross-curricular activities – especially PE – and collaborative learning even when remote learning.
- School website - Each year group has its own class page. Weekly timetables are uploaded to give structure to families and pupils.
- Weekly assemblies – these offer opportunities for teachers to acknowledge those pupils who have been consistently applying themselves with their remote learning. Each week a class Star of the Week is chosen and the child is presented with a certificate on TEAMS and applauded for their efforts.



If my child does not have digital or online access at home, how will you support them to access remote education?

- We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:
- Parents/carers can request a laptop by emailing the school at info.aps@catrust.org.uk
Laptop allocation is dependent on the number of devices available
- In order to support parent/carers, the school has a limited supply of SIM cards to help access the internet courtesy of Vodafone. The school is also able to support by issuing Free BT WIFI codes. Both can be requested by emailing the school at info.aps@catrust.org.uk
- If pupils are struggling to access online learning any printed materials that are needed can be collected from the school office. These can be requested via the teacher who will make necessary arrangements to support.
- If pupils are unable to access the online portals, parents/carers can take a picture of their work and upload to either TEAMS or Evidence Me. In the rare event that they are unable to send in pictures, parents/carers may be able to drop the pupils completed work to the school office which will be marked and fed back to the pupil.

How will my child be taught remotely?

- We use a combination of the following approaches to teach pupils remotely:
- Live teaching (Year R to Year 6) at least 5 live lessons a day. Minimum of Maths, English, Reading, PE and at least one additional afternoon lesson (science, humanities, RE, art, PSHE). Live lessons are followed by tasks which are set on one note via teams, Purple mash or Evidence Me (EYFS).
- Tasks are set daily for children to complete following the suggested timetables. Tasks are open for the duration of the week if children need to complete the work at different times. Options are given to write answers and upload pictures or complete electronically.
- Teachers provide further small group work for selected children to ensure differentiation and provide further support as necessary.
- Whole Class Reading is still taught daily with the key text being shared on screen. This ensures that all children are still regularly exposed to a quality text and comprehension skills are developed through high quality questioning.
- Wave 2 Interventions will also be offered to those pupils who need additional support and will focus on embedding understanding of key core skills.
- Adapted lessons and approaches are made for our SEND pupils to ensure that they can still access learning in a way that is appropriate to their needs.



Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

- It is expected that pupils engage with all remote education and fully participate in the live face to face teaching in order to complete tasks and enable positive engagement and interaction.
- Parental support: Parents should encourage and support their children's work. Parents should help to support children by following the school's timetable for remote teaching daily.
- In the rare event that your child is unable to access the internet or has any technical issues with the remote teaching platforms, it is an expectation that work packs can be collected. It is expected that work is returned, or contact is made daily by emailing in evidence of the work completed by the children.
- Virtual parent workshops will still be led termly offering structure and guidance in key core skills. A focus on Phonics for Early Years and Key Stage 1 will provide parents with strategies to support early reading at home. For Key Stage 2, workshops will still be provided for the four rules of number, outlining strategies used to calculate problems applying our Calculation's Policy to ensure consistency.
- Interactive sessions are also planned with weekly reading sessions on offer for every class where an adult from school, reads a story to their class. A keen focus is on parents and children cuddling up together at the end of the week and simply enjoying a story for pleasure!

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

- Children's engagement with learning is checked daily. Registers are taken for every live session by support staff while teachers deliver the lesson. Teachers will make calls home if they are concerned with the engagement of a pupil. However, if concerns continue, pupils are referred to SLT who may make a home visit.
- Daily tracking sheets are completed by year group staff which indicates those pupils who have been online to access live lessons, handed in/completed work. These are monitored daily by SLT.
- Regular contact will be made with families to ensure the wellbeing of both children and adults. During this time, children's engagement with remote learning will be discussed as well as further support that could be put in place. Particularly for younger pupils, it may be that families need extra support when accessing our curriculum from home.
- Pastoral support is offered if needed to our vulnerable pupils through play therapy or online counselling
- Positive phone calls are made weekly to those pupils who have been engaging regularly and working hard to celebrate their consistent efforts.
- Parent consultations will still go ahead via TEAMS. This will provide an allocated time for teachers to feedback progress and quality of engagement and provide clear targets for



continued learning. Both parents and children are expected to be together to share the learning review.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. Our approach to feeding back on pupil work is as follows:

- Teachers will continue to assess engagement and progress of children during remote learning. Through engagement trackers, teachers will be able to assess which children are completing tasks and then address the issues behind why children are not engaging. It may be that children are struggling with the difficulty of what is being taught, in which case teachers can adapt the tasks being set for certain children (especially those with SEN).
- Once pupils' work is handed in, this will receive feedback from the class teacher. Feedback may be in written form, use of codes and some feedback will be given via 'voice note'.
- When paper packs are dropped back to the school, this work will be marked by the teacher and feedback given back to the pupil when they collect their next paper pack.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- SEN pupils are supported to access the online live lessons, some pupils have paper packs, some pupils have their 1:1 also on live lessons who support in the chat function or over the phone.
- Teachers are sending differentiated individual planning to parents of children with complex SEN needs and carers daily for them to implement further.
- Teachers regularly talk to SLT and the welfare officer and work together to support families to home-school their children.
- The online platform Evidence Me is used for early years and some complex SEN children to document and share working from home activities and work.
- We support children with their emotional wellbeing to help them to engage with their work. We provide children with individualised social stories for parents/carers to work on with their children. We also provide behaviour support and advise over the phone. If



any professionals are needed such as the EP, they conduct meetings over Teams with the school and parent for further advice.

- Parents are supported with ideas on how to support children with specific SEN needs such as recall and memory skills.
- Any specialist equipment or resources that are needed for children with SEN and or complex needs have been sent home.

What will happen if attendance restrictions are enforced but my child is vulnerable or I am a critical worker?

- High quality face to face education remains a government priority. However, if as a last resort, government advice dictates that attendance should be restricted in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS, all efforts will be maintained to offer on-site provision for identified vulnerable children and the children of critical workers.
- Families of children who have been identified by school as being vulnerable will be contacted by the school to see how we can best support each individual.
- Critical worker places will be allocated on a first come, first served basis, after the school have checked critical worker evidence that is supplied by the employee or their employer. Once schools have filled their allocation, additional applications will still be accepted and if successful put onto a waiting list.
- As a Trust our highest priority is to safeguard our own staff, and all pupils within our school community. Unfortunately, we have also been affected by the impact of the coronavirus on our staff and critical workers. Taking all of these measures into account, whilst supporting the Government's strategy to temporarily apply the contingency arrangements locally in delivering lessons online in an attempt stop the spread of Coronavirus, and reducing the risk to, and burden, on the limited number of staff that are available to cater for these pupils, the Trust is only able to offer critical worker provision to families where both parents are key workers and have no alternative provision.
- Successful applicants who wish to accept the place for their child(ren) will be required to take Covid-19 PCR test. This is in order to reduce the likelihood of new outbreaks in our schools. Any returning pupils and their families should get tested before their child attends school. Tests can be booked via the government website using the following link: <https://www.gov.uk/get-coronavirus-test>. The website also allows tests to be ordered by post as an alternative to driving to one of the drive through testing centres.



- To maintain a high quality, purposeful online learning offer recommended by the Department for Education, each teacher will be working from home, assisted by another adult who will be monitoring chat, assisting pupils, creating resources, checking pupil submissions and taking registers. All remaining staff including senior leadership will be responsible for the monitoring of pupils in the Critical worker classes. Due to the fact that there will be very few staff available after online roles had been allocated, we will have to limit numbers to 30 in each school and they will be placed in groups of 10-15 based on age and supervised whilst accessing the remote learning that all other pupils will be participating in.