

Bridge House Independent School



Contingency Plan - Coronavirus (COVID-19) Pandemic

Please note: this plan has been created in line with the advice regarding contingency planning in the DfE's '[Full opening guidance: schools](#)'. National guidance has been issued by the DfE for how schools should operate during a local lockdown, and a tier system has been established by the Department of Health and Social Care as part of its '[Contain framework](#)'

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1. THE AIM OF THIS PLAN

If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area, and different tiers of restrictions.

This document outlines how the school will operate if a local lockdown or restrictions are implemented. If a local lockdown is implemented in our area, 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.

2. TIERS OF RESTRICTION

The government has advised that it anticipates schools will usually remain fully open to all pupils in local areas where restrictions have been implemented.

There may be exceptional circumstances in which some level of restriction to schools is required in a local area. In these cases, restrictions will be implemented in a phased manner, known as the ‘tiers of restriction’. Under the Coronavirus Act 2020, the decision to order the closure of schools rests with the central government.

As a Special school, it is anticipated that Bridge House Independent School will provide access to full-time, on-site provision to all children currently on roll, at all tiers of restriction wherever possible.

This includes children of critical workers (those who work in key sectors as specified in guidance on critical workers who can access schools or education settings.)

We will also take reasonable steps to ensure that all vulnerable children and young people are able to access full-time on-site provision, and will strongly encourage their continued full-time attendance. vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who could therefore benefit from continued full-time attendance. This might include children and young people on the edge of receiving support from children’s social care services, adopted children, those at risk of becoming NEET (‘not in employment, education or training’), those living in temporary accommodation, those who are young carers, those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)

This plan sets out how the school would operate at each tier in the event that the restrictions become necessary in our local area. At each tier, the school will maintain communication with pupils and parents to ensure they understand who needs to be in school at any given time.

Tier 1

The school will remain open to all pupils. Children will remain in Key stage bubbles of no more than 20. Teachers will continue to teach across campuses, maintaining social distancing protocols.

Tier 2

The school will remain open to all pupils.

- Full-time on-site provision will continue to be offered to all pupils
- School will reduce bubbles to single classes that avoid mixing with one another
- Groups will remain in the same classroom for most lessons, except for those requiring a specialist facility (PE/Art)
- Face coverings will be worn by adults and pupils, wherever possible, when moving around the premises, outside of classroom.
- Facilities and enhanced cleaning measures will be implemented as normal

Staff will operate across different bubbles. Staff will maintain social distancing with each other and pupils as much as possible. If shielding measures are reintroduced in the local area, clinically extremely vulnerable staff will not be expected to continue working on site.

The school's relevant risk assessments will be updated to reflect the new protocols.

Tier 3

School will remain open to all pupils.

- Full-time on-site provision will continue to be offered to all pupils
- Single class bubbles will remain in one classroom at all times, with no swapping of classrooms at any time.
- Staff will operate only at a single campus, with no crossovers. Some teachers may deliver additional subjects to their own. Where this is the case, remote learning resources will be used to enable continuity of the curriculum for each subject.
- Where possible, the same staff member will be deployed to the same class as often as is practical to minimise transitions between classrooms.
- TAs will be allocated to a single class where they will remain at all times to support.
- Face coverings will be worn by adults (and pupils where this is possible), at all times, when moving around the premises, outside of classroom.
- Facilities and enhanced cleaning measures will be implemented as normal

Staff will maintain social distancing with each other and pupils as much as possible.

Clinically extremely vulnerable staff will not be expected to continue working on site.

Tier 4

The school will allow for full-time on-site attendance of all pupils.

- Full-time on-site provision will continue to be offered to all pupils
- Single class bubbles will remain in one classroom at all times, with no swapping of classrooms at any time.
- Staff will teach a single class only, with no crossovers. Some teachers may deliver additional subjects to their own. Where this is the case, remote learning resources will be used to enable continuity of the curriculum for each subject.
- Additional teaching staff will be used to provide PPA cover – they will cover a maximum of two different classes
- TAs will be allocated to a single class where they will remain at all times to support.
- Face coverings will be worn by adults (and pupils where this is possible), at all times, when moving around the premises, outside of classroom.
- Facilities and enhanced cleaning measures will be implemented as normal

Staff will maintain social distancing with each other and pupils as much as possible.

Clinically extremely vulnerable staff will not be expected to continue working on site.

Where school has concerns about operating this system, they will discuss these with the relevant local authority and Department for Education's regional teams to determine available solutions based on the needs of the children and young people concerned.

3. ATTENDANCE

All instances of non-attendance from vulnerable children and young people will be followed up by the school by:

- working together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance, considering the child's circumstances and their best interests
- working together with the local authority, social worker and other relevant partners to strongly encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person's attendance would be appropriate.

School will make every effort to prioritise and encourage vulnerable children's full-time attendance. However, if the parent of a vulnerable child wishes for their child to be absent from school, and the above measures have been followed in conjunction with the local authority and social worker (where applicable), the parent should let the school know in advance that they are making an application for a leave of absence. School will grant this leave of absence.

4. 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 encouraged to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing.

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 maintain social distancing, 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 asked to get their child tested. 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 to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the DfE Helpline on 0800 046 8687 and select Option 1, where a team of NHS advisers will decide what action is needed based on the latest public health advice. The school will follow the expert advice, which could include working with the local HPT if the situation is escalated by the advisers. The individual's close contacts at school will be sent home to self-isolate for 14 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

5. TRANSPORT

Pupils use dedicated school transport, will be reminded that they are advised to wear a face covering while travelling.

6. REMOTE EDUCATION

School will offer immediate access to remote education for pupils who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote learning for that group.

All remote learning will be delivered in line with the school's Pupil Remote Learning Policy.

7. TEACHING AND LEARNING

All pupils will have access to high-quality education when remote working.

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

- using comprehension
- Worksheets
- Quizzes
- Online materials

Teachers will ensure lessons are inclusive for all pupils and can be adapted 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 be clear on how regularly work will be checked.
- 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.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

In the event of a Tier 3 lockdown, teachers will include new material planning for a remote programme that is of equivalent length to the core teaching pupils would receive in schools, in addition to paying attention to the first, second, fourth and fifth above bullet-points.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

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 11
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice

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.

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.

8. RETURNING TO SCHOOL

The headteacher will work with the LA to ensure that school will return to usual provision when it is safe for them to do so. Prior to the return, all relevant risk assessments will be reviewed.

After a period of self-isolation, or the lessening of local lockdown rules, 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.

9. SAFEGUARDING

Ensuring safeguarding arrangements remain effective while the school is operating in a different way to usual, or when children are accessing remote learning, is a key priority.

Our Child Protection and Safeguarding Policy was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic – 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.

10. FOOD PROVISION

We will ensure measures are in place so that meals can be prepared and served safely for pupils who remain on site.

The school cook will work with our food providers to ensure we can continue offering FSM to pupils and families who are eligible.

11. COMMUNICATION

The school will communicate its plan for a local lockdown with parents, including any reviews of the protective measures as part of its risk assessments, or if remote working will be applicable. All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school as they develop.

Any concerns about space and staffing issues, will be raised with the relevant bodies at Local Authority level

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

12. MONITORING AND REVIEW

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

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