



New Close Primary School
An Acorn Education Trust School



Acorn
Education Trust

ACORN EDUCATION TRUST COVID BUSINESS CONTINUITY PLAN

School: New Close Primary School

School Specific Plan

Signed by: **Louise Kilminster, Headteacher** **New Close Primary School** Date: **18th September 2021**

Acorn Education Trust Director of School Services

Key Documentation:

1. School Action Card
2. Latest Flow Chart
3. Actions in the event of bubble closure; (i) in event of confirmed cases; (ii) in the event of staff illness.

Educational Settings Internal Action Card - version 8 (02.09.21)

Preventative Baseline Measures	Definitions
<p>Ensure baseline measures and outbreak control measures are in place:</p> <ul style="list-style-type: none"> • Regularly review & update risk assessments for proportionate control measures. • Implement your Contingency Plan (outbreak management plan) setting out how you would operate if additional measures were recommended in your setting to control an outbreak. • Follow advice on COVID-19 testing in educational settings. • Follow advice on managing a case of COVID-19 in your setting. • Practice good hand and respiratory hygiene. • Appropriate use of PPE. • Ensure good ventilation of indoor spaces. • Maintain appropriate cleaning regimes. • Deliver strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases. • Encourage vaccination uptake for eligible students and staff. 	<p>Covid19 symptom definition:</p> <ul style="list-style-type: none"> • high temperature, a new, continuous cough, a loss of, or change to sense of smell or taste <p>Close contact</p> <ul style="list-style-type: none"> • anyone who lives in the same household or is in a support bubble or childcare bubble with a positive case • anyone who has had any of the following types of contact with a positive case <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having face to face conversation within 1 metre ○ been within one metre for one minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle <p>Infectious Period: 2 days before the onset of symptoms to 10 days after onset. If case has no symptoms but a positive test, treat the 2 days prior to test as the infectious period.</p> <p>Incubation Period: Usually 5 – 6 days</p> <p>Outbreak: Two or more CONFIRMED cases in the same group or class</p> <p>Cluster: 2 or more confirmed cases among pupils or staff in the same setting within 14 days</p> <p>Reporting thresholds as defined in the Schools Contingency Framework:</p> <ul style="list-style-type: none"> • 5 cases / 10% of pupils/staff, who are likely to have mixed closely, test positive within a 10-day period (mainstream schools); • 2 cases who are likely to have mixed closely test positive within a 10-day period (SEND/residential schools or settings with <20); • There are any admissions to hospital for COVID-19.

Actions		
POSSIBLE Case in child or staff member	CONFIRMED Case in child or staff member	More than 2 CONFIRMED Cases in the same group or class
<p>Complete the daily snap survey for Wiltshire Council Public Health Team with case numbers and year group using this link even if a 'Nil' return. Link on the Right Choices website</p> <p>If the possible case is displaying at least one of the Covid symptoms (See definition box) ensure the case isolates, arranges a PCR test and informs you of the result.</p> <p>Household members should also isolate, unless they are fully vaccinated or under 18 years and 6 months, until the results are known.</p> <p>If the child/student is in the setting – isolate away from others and send home. (refer to PPE guidance if personal care is required within 2m) If the possible case cannot or will not, get a PCR test, they will need to isolate for 10 days from the date their symptoms started</p> <p>Clean and disinfect rooms the possible case was using ensuring appropriate PPE are used.</p> <p>No further action is needed until the test result is known.</p>	<p>Complete the daily snap survey for Wiltshire Council Public Health Team with case numbers and year group. Link on the Right Choices website</p> <p>Ensure the case isolates for 10 days.</p> <p>Household members should also isolate for 10 days, unless they are fully vaccinated or under 18 years and 6 months</p> <p>If the confirmed case has not been in the setting during their infectious period (see definition in above section) no further action needs to be taken by the setting.</p> <p>If the positive test came from an LFD test, the case should take a confirmatory PCR test within 48 hours of the LFD.</p> <p>If the follow up PCR is negative and the case has no symptoms, the case can stop isolating and return to the setting.</p> <p>Student/child Following a PCR positive results, NHS Test and Trace will speak to the case (or their parent/carer) to identify close contacts and provide testing and isolation advice as required.</p> <p>Staff Settings should identify any close contact co-workers (using definition in above box) and report these to the Self-Isolation Self Service</p>	<p>Complete the daily snap survey for Wiltshire Council Public Health Team with case numbers and year group. Link on the Right Choices website</p> <p>You may be contacted directly by Wiltshire Council Public Health Team if you reach the reporting thresholds detailed by the DfE Contingency Framework Guidance. (See definitions box)</p> <p>Follow the process for a confirmed case</p> <p>Reinforce infection prevention measures throughout your setting including preventative baseline measures (box above) and</p> <ul style="list-style-type: none"> • rapid isolation of possible and confirmed cases • good hand hygiene and respiratory hygiene • good ventilation of indoor spaces • Regular cleaning of frequently touched areas <p>Contingency Framework As you have met threshold levels as defined by DfE (see box below) ensure you have implemented additional outbreak control measures and be ready to implement further measures as advised by the Public Health Team.</p> <p>Continue to report any further positive PCR Covid-19 cases on the daily snap survey</p>

<p>If test is negative, they can return once well and at least 24 hours fever free (without medication).</p> <p>If positive for COVID-19 follow the confirmed case process.</p>	<p>Hub (020 3743 6715). NHS Test and Trace will then make contact to advise on isolation (if not vaccinated or not fully vaccinated) and testing.</p> <p>Staff and children who do not need to isolate should continue to attend the setting as normal.</p> <p>Contingency Framework If you have a confirmed case but not reaching threshold levels as defined by DfE (see definitions box) consider implementing additional outbreak control measures</p>	
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Local Authority response to positive cases

In accordance with changes in government guidance the service will be different to the response prior to the end of the summer term 2021

In order that we can support you we ask that you keep us informed of your case numbers of PCR confirmed Covid-19 using the daily snap survey link located on the Right Choices Covid page so we can prioritise those settings most in need.

Please be aware that due to the number of settings who may be requiring our additional support during this term you may not get a call back the same day.

The local authority is well placed to give local public health support alongside the education/early years team. Whilst settings can still choose to contact the DfE helpline (0800 046 8687) we ask that settings seek support through one route only.

Wiltshire Council Public Health will: support your setting when you meet the threshold levels defined above; advise on additional measures that can be implemented; provide information for staff, parents and pupils; support with communications including providing template letters for parents etc. This will happen in partnership with LA Education, Communication and Transport colleagues and PHE SW HPT where appropriate.

Contact details:

Wiltshire Council Public Health - PHTracing@wiltshire.gov.uk - this inbox will be monitored during office hours Monday to Friday 09:00 – 17:00. Urgent cases will be prioritised in accordance with the Contingency Framework

Case numbers reporting system

Please complete the daily snap survey to report your COVID-19 case numbers on the link on the Right Choices website even if a nil return

The Public Health Team will contact you should case numbers continue to increase and meet the set threshold levels

Contact details

- Wiltshire Council Public Health case recording: [Right Choice \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk)
- Wiltshire Council Public Health - PHTracing@wiltshire.gov.uk - *this inbox will be monitored during office hours and a member of the team will respond. Monday to Friday 09:00 – 17:00*
- Helean Hughes – Director Education and Skills helean.hughes@wiltshire.gov.uk
- NHS Testing service: NHS 111 Online portal or call 119. Or visit <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Ofsted [Tell Ofsted if you have a COVID-19 incident at your childcare business - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business) (follow the link on screen towards the bottom of the page)
- Early Years: earlyyears@wiltshire.gov.uk
- Regional leads:
 - Steve Wigley (North) steve.wigley@wiltshire.gov.uk
 - Judith Tinsley (East) judith.tinsley@wiltshire.gov.uk
 - Simon Watkins (West) simon.watkins@wiltshire.gov.uk
 - Debbie Tregellas (South) debbie.tregellas@wiltshire.gov.uk
- Louise Lewis - Head of Service louise.lewis@wiltshire.gov.uk
- Wiltshire Council Public Health Information Hub – publichealth@wiltshire.gov.uk – for general enquiries about coronavirus not related to outbreaks

Further information to consider for Outbreak Control Team (OCT) meeting if called

- Infection prevention control measures
- How children/students/staff move around the setting
- Potential for close mixing
- Cross over with other provision e.g. after school
- Children/students with safeguarding concerns
- Children/students on EHCPs / with complex needs
- Siblings in other year groups and/or schools
- Transport – Public or Passenger Transport
- Home learning provision
- Staff working in other settings – e.g. peripatetic
- Communications – LA will always provide support around this
- Inform/ involve Chair of Governors

For detailed information see:

- [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

- [Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](#)
- [Dedicated transport to schools and colleges COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)
- [Right Choice Covid-19 page](#) for useful information and resources including. **Check this page on Right Choice regularly for updated information including the latest version of this Educational Settings Internal Action Card**
- **Check primary and secondary document sharing platforms for updated guidance and resources to support asymptomatic testing.**

Aim

If the school sees a spike in coronavirus (COVID-19) infection rates or there is localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.

This document outlines how the school will operate. 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 Acorn Senior Executive and New Close SLT as and when the situation develops.

Key principles:

1. The care of all students and staff is our key priority
2. Whatever the situation, the school will need time to plan and organise to maintain the care and safety of all,

Overarching Trust principles.

- a. Schools open and safe
- b. Staff and students/children are happy and feel safe
- c. Students/children are learning, teachers are teaching at school or at home

In the event of an outbreak

School will follow the school action card (see above) and receive advice from HPT.

- (i) Teacher well.
- (ii) If no teacher for that class.

Teaching in the event of staff illness

- (i) One class, internal cover supervisor.
- (ii) Two classes, supply cover (or use of another internal- depending on which class teacher is absent) and internal. At this point the closure of a bubble will have to be looked at.
- (iii) In the event of class closing because there is no further capacity to cover the class with supply or internal cover, the hierarchy is below. The closure would be on a one week basis. This would mean different teachers between bubbles but with a weekend between moving to a new one. Ideally the 'new' teacher for the bubble will be released as early as possible on the Friday:

In the event of two or more teachers being unwell. These four classes would be closed on a one week rotation basis	In the event of stretched leadership capacity These four classes would be closed on a one week rotation basis
3/4 Otter	1st
1/2 Squirrel	2nd
5/6 Fox	3rd
R/N Rabbit/Bunny	4th

Key and critical worker children will be provided for. If more than one class they will be put in to one group from Monday to Friday to allow 48 hours non-contact before returning to normal class.

Leadership. From the start there will be Exec Support.

- (i) If Head unwell, Deputy Head to come off relevant part of timetable with support from other Key Stage Leader and Operations Manager. Supply/internal cover needed to cover Head
- (ii) If Deputy Head unwell, other Key Stage Leader to oversee, with support. Likewise supply.
- (iii) If supply not available for above scenarios a bubble will be shut according to above hierarchy.

Admin staff

1. In the event of one absence, the other steps in. Depending on reason for absence a large amount can be done from home.
2. Trust support. Potential TA support.

If government protective measures are reintroduced then we will adhere to the following key principles:

Critical workers, which includes school staff, are permitted to travel into and out of the lockdown areas to get to work, in order to maintain provision for pupils who will be attending on-site provision.

If shielding measures are reintroduced due to the local lockdown, affected members of staff will be supported to work from home or the appropriate leave or pay measures will be discussed.

Staff with roles that must be undertaken on site (e.g. teachers) will be asked to come into school to deliver provision, unless they are shielding or self-isolating. Staff members who are able to carry out their role from home will be supported to do so.

An audit of all staff will be conducted to assess who is able to work on site and who will need to work from home due to their underlying health issues or those of the people they live with. The audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.

If any staff member has concerns regarding working on the school site, they will discuss these concerns with their line manager.

Infection prevention and control (PLEASE REFER TO FLOWCHARTS AT START OF DOCUMENT IN CONJUNCTION WITH THIS)

New Close risk assessments will continue to be adhered to and meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus must go 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 (First aid room) 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 encouraged to get their child tested. The pupil will be required to self-isolate for at least 10 days if they have received a positive test result – remote education will be arranged for them immediately. If it is negative then they can return to school.

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 local HPT (**See information at the front of this document**). The individual's close contacts will be advised book a PCR . This will be done through NHS track and trace. Individuals will not need to self isolate if they are under the age of 18 and 6 months or double vaccinated unless they have symptoms of COVID. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Additional preventative measures may be implemented on advice from Acorn or HPT:

- Class bubbles formed
- Enhanced cleaning in addition to current cleaning procedures
- Face masks worn by staff when moving around school
- Children sitting in rows- facing forward
- Staggered starts
- Parents to wear face masks

Remote education in the event of children needing to self isolate/class closure or full closure (only as a result of advice from HPT).

See detailed plans in Appendix 1

Teaching and learning – refer to Appendix 1

The school will utilise the IT support through the Acorn Education Trust. This will be available for:

- 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 (should that become relevant)
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

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.

Acorn's IT department will arrange distribution of all laptops.

Parents were surveyed in term 1 to establish availability and type of technology in the home:

- Mobile phone
- Laptop
- Computer
- Tablet
- Do you have an internet connection.
- How many children do you have who would need access to a laptop.

Returning to school

The Headteacher with and through the Trust will work with the LA to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, 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. Trust wide templates have been prepared.

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.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed 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.

Food provision.

There is a separate Catering Continuity plan in place.

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

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

Communication

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all. Acorn's Head of Acorn Communication will oversee all communication and prepare all templates.

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.

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

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.

Appendices

- 1. Online Learning Plan**
- 2. New Close remote learning policy**

Appendix 1. Learning in the event of children not being able to access school due to COVID

Remote education

Ongoing	Pupils who are unable to at school because they are waiting for test outcomes or have had a positive result but are generally well will be directed to school website- class pages- remote learning. There will be worked posted on this site that will link with the learning taking place in the classroom.
In advance	All parents have received the rationale for bubble/school closure (New Close Flow Chart) and the procedure for remote education in event of class closure This will include information for user names and passwords for 365 (TEAMS). All parents have been asked to complete a questionnaire to establish what technology is required should closure occur.
Day one or ahead of day one if at weekend Class closure	Parents informed of closure and PHT contacted- follow the Trust's guide and order of events. Work will be available on the class pages section of the website and invites will be set up for Micro soft Teams sessions. Parents will be emailed the timetable for child's learning, this will also be available on the website. Send home age related expectations for live sessions. Email and put on class page. Office will liaise with IT team to arrange technology for those identified as needing it.
Day two Class closure	Work will be available on the class pages section of the website. On each class page the day will be broken up into sessions and time scales. Explanations will be given with links to videos/activities. There will be one opportunity a day for a TEAMS teaching session. Session to last approx. 20 mins. Teachers to go through live session expectations. Teachers need to prompt with start and finish times so that in households where there is more than one child in different classes, technology can be used with next child. Parents will be asked to email work/photographs of work to class teacher completed, at 3pm, with teacher feedback received by 5pm where possible.
Day three onwards until return to normal	The procedure from day 2 will continue until children return to school. Teachers to follow up any children who haven't submitted work with for 3 or more days.
Arrangements for local lockdown	In the event of local lock down- vulnerable and key worker children will be in school. Children will be organised into appropriate groupings (depending on numbers of children). These children will be supported by TA's. They will access the work that has been set up by teachers for their normal class (home learning). Teachers will continue to prepare and deliver home learning within this time. Interacting with groups when possible. Unless it is bubble lockdown- staff will be expected to be in school. If teacher is unwell and unable to teach/prepare work, another member of staff will step into this role.

Timetable for Home learning- if all of school is shut

Block out sessions on website as before. In order including marking in where the live session will be. This will be updated daily, rather than weekly this time.

Suggest rest/lunch breaks so parents can see how these sessions can be delivered.

Remind parents to email work/photograph and email at 3pm for the day.

Appendix 2

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines how we will deliver remote education during the pandemic.

1. Legal framework

- 1.1 This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:
 - DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
 - DfE (2020) 'Adapting teaching practice for remote education'
 - DfE (2020) 'Guidance for full opening: schools'
 - DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
 - DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
 - DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'

2. Contingency planning

- 2.1 The school will open to all pupils at the start of the Autumn term, in line with national and local guidance.
- 2.2 The school will work closely with Acorn Education Trust to ensure the premises are 'COVID-secure', and will complete all necessary risk assessments.
- 2.3 The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.
- 2.4 The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.
- 2.5 If there is **not** a local lockdown, but a single class needs to self-isolate, the school will immediately implement remote learning for that group.

3. Teaching and learning

- 3.1 All pupils will have access to high-quality education when remote working.
- 3.2 The school will use a range of teaching methods to cater for all different learning styles, this includes:

- Work booklets
- Email
- Live webinars
- Educational websites
- Reading tasks
- Pre recorded video or audio lessons

3.3 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.

3.4 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.

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

3.6 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.

3.7 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

3.8 In liaison with Acorn Education Trust, the school may utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.

3.9 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 6

- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

3.10 Before distributing devices, the Acorn Education Trust IT team 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.

3.11 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.

4. Returning to school

4.1 The headteacher will work with the LA/HPT/Acorn Education Trust to ensure pupils only return to school when it is safe for them to do so.

4.2 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.

4.3 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.

5. Monitoring and review

5.1 This policy annex will be reviewed in line with any updates to government guidance.

All changes to the policy will be communicated to relevant members of the school community.

