



# Walsh Memorial CE Infant School

Ash Street

Ash

Surrey

GU12 6LT

## Contingency Plan

# September 2020 Covid-19 Response

### Our vision

The actions of St Peter inspire our three golden values: community, love and perseverance. Our school community like St Peter, aims to serve God. It strives to create a school family in which pupils are educated and inspired through a love and understanding of God each other and our world.

*'Jesus said: you are Peter and on this rock I will build my church' (Matthew 16 v 18)*

2.10..2020

As you are aware the situation regarding Covid-19 and subsequent government plans are rapidly changing. We continue to follow the advice from Public Health England regarding our response. Currently the guidance is clear that infant schools should remain fully open as usual for Tiers 1 to Tier 3 and will only partially close for Tier 4. Schools are reminded to take extra precautions such as regular and thorough handwashing throughout the day etc. (Please note the Tier system is different from Tier 2 for secondary children. Please see your child's own school for their Contingency Plan.)

### Who is this Contingency Plan for?

This plan is for any child attending Walsh Memorial CE Infant School, parents, staff and governors at the school.

The school will work in three year group bubbles for this period and revert back to six on full opening.

### The purpose of this contingency plan for Walsh Memorial CE Infant School is:-

- To provide a consistent remote education offer for all pupils including SEND in the event of a full or partial school closure due to a national spike of Covid-19 or a localised community spread with 24 hours. We understand remote learning to mean learning in a different place other than school
- To provide remote learning to groups and individuals within 24 hours for those who are self-isolating
- To ensure that all pupils have access to similar learning opportunities to that which would be provided within school by providing engaging and progressive lessons
- To provide support to parents and carers at home in delivering a broad and ambitious curriculum so that all children continue learning
- To provide clear expectations to all members of the school community
- To ensure all communications with any member of staff is courteous and polite

### Model Timetable

Before 9am	Get up, clean teeth make own bed and have breakfast Hand wash
9am	Active activity - inside or outside Hand wash
9.30 - 9.45 am	Phonics practice – see set guidance in packs/
9.45 - 10.45am	English- teachers set activities
10.45am	Outdoor time – family walk, play in the garden, fresh air. Hand wash
11am	Maths time – teachers set activities
12.30pm	Lunch time – hand wash, help to make lunch
12.30	Help around the home, wash up, load dishwasher, tidy up etc
1pm	Reading time – no electronics Practice words, share a book read in a special place read own school book – can access suitable Oxford owls
1.30pm	Creative and topic time – teacher set activities
2.30pm	Drawing, music, puzzles, lego, own choice of learning
2.30pm	Singing songs and story time
3pm	Yoga

During this difficult time it has strongly been suggested that children need routine and structure to help with their own anxieties. The above timetable is one way that could help. You know your child best and the times are only a guide, EYFS children will need less adult directed time and more play to learn.

**We will achieve our purpose through the objectives below:-**

Objective	Action
<b>Whole school or partial closure within 24 hours</b>	
<p>If the Government declares a total lockdown or Surrey County Council, a partial lockdown the school will follow the guidance provided by the DFE and Government.</p> <p>If the Government requires us to open to Critical Worker families, we may operate a staff rota system.</p>	<ul style="list-style-type: none"> <li>• Parents have completed a Critical Worker Registration form and provide written evidence or contact details for verification.</li> <li>• Critical Worker Parents have received a letter confirming a place in our school should the Government declare a Tier 4 situation.</li> <li>• A register of Critical Worker Children will be held from September 2020</li> <li>• A register of vulnerable children and those with an EHCP or social worker will be held from September</li> <li>• The numbers above will help the School Leadership Team to organise and plan staffing levels. Should it be possible the school will operate a 5 days on-site, followed by 9 days at home (weekend, week, weekend) rota. Currently all staff will be required on site to teach the children of Critical Workers or prepare home learning resources in school.</li> <li>• A template letter is available to inform parents of a school or class closure providing guidance on what to do if their child develops symptoms</li> <li>• A template letter is available to inform parents of a confirmed case of Covid-19 in school but that <b>it does not</b> affect their child. No details will be provided to any parent, <b>even on request.</b></li> </ul>
<p>Parents will be provided with the following weekly that equate to around 3 to 4 hours of learning a day:-</p> <ul style="list-style-type: none"> <li>• Five English lessons</li> <li>• Five Maths lessons</li> <li>• Five Foundation Stage Subjects</li> <li>• Links to phonic lessons/Espresso</li> <li>• Purple Mash 2Dos</li> <li>• Oak Academy</li> <li>• Access to the class blog</li> <li>• Parents are encouraged to take part in collective worship, physical</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will use our curriculum sequence that allows access to high quality online and offline resources and teaching videos that is linked to the school's curriculum expectations</li> <li>• Teachers will use Purple Mash to set 2do's</li> <li>• Teaching Assistants will be given access to Purple Mash and trained on how to support a child's learning</li> <li>• The school will make use of Oak National Academy Curriculum Maps and video lessons where the quality is good and the content relevant to the lessons being taught.</li> <li>• Class teachers will provide the remote learning for individual or small groups of children from the other class in their year group, in consultation with the child's class teachers.</li> </ul>

<p>activities, talk topics and social skills development for an hour a day</p>	<ul style="list-style-type: none"> <li>• Children may continue to borrow off line resources such as worksheets and reading books. If the probability of a local lockdown is known children will be sent home with at least 6 books to be kept safe and returned immediately the lockdown is removed. School will be unable to change the books during lockdown.</li> <li>• We will provide live lessons at least weekly in small groups of six. The protocol for live lessons will be discussed with the children. Children who do not participate will be removed from the lesson and invited to the next session.</li> </ul>
<p>Teachers will continue to support pupils emotional and social development and well-being</p>	<ul style="list-style-type: none"> <li>• Mrs Johnson and Mrs Retallack will be available for telephone or zoom meetings to discuss pupil's well-being.</li> <li>• A log of all calls will be kept to ensure all families feel supported</li> <li>• We will talk to each child at least fortnightly by telephone or zoom/teams.</li> </ul>
<p>Parents will continue to be provided with additional online resources via the website</p>	<ul style="list-style-type: none"> <li>• Mrs Wall will ensure that online resources are up-to-date and accessible to parents on the school website.</li> </ul>
<p>Teachers will mark and make a feedback comment when relevant to all work completed on Purple Mash</p>	<ul style="list-style-type: none"> <li>• Teachers will mark and provide feedback to each child weekly on a target piece of work. This may be a piece of work from Purple Mash or uploaded onto Purple Mash</li> </ul>
<p>Teachers will respond to parental queries by email between 9-3.00pm. After 3pm the query will be answered the next working day</p>	<ul style="list-style-type: none"> <li>• Parents can communicate with class teachers via the <a href="mailto:info@walsh-memorial.surrey.sch.uk">info@walsh-memorial.surrey.sch.uk</a> address.</li> <li>• Help sheets have been created to support parents with accessing online learning and sent out in advance of any school closure.</li> <li>• A copy is also available on the website in the learning zone.</li> </ul>
<p>Every effort will be made to fully engage all parents in ensuring their child is accessing remote learning as it is important that children are given the opportunities to work at home.</p>	<ul style="list-style-type: none"> <li>• Staff will monitor the on-line learning and phone parents whose children are not engaging in online learning or paper based learning. Issues arising will be fully explored and a solution suggested</li> <li>• Teachers will assume that all children are accessing the remote learning at home with some support. If parents feel that the work is not matching the child's need then they must contact the teacher via the school office Info@ address or via Senco@ for children with SEND.</li> <li>• Teachers will work with parents to understand their working pattern and when best they can support their child</li> </ul>
<p>Every effort will be made to fully engage all children in their remote learning</p>	<ul style="list-style-type: none"> <li>• Certificates will be sent home for the parents to award</li> <li>• Teachers can nominate for Headteacher Awards which are delivered</li> </ul>

	<ul style="list-style-type: none"> <li>• Postcards will be sent home for exceptional work or as a whole school writing task</li> </ul>
Should the closure be longer than two weeks teachers will set assessment tasks for parents to return to school.	<ul style="list-style-type: none"> <li>• Assessment tasks will be used to plan future lessons, to set individual targets and to motivate children to keep on task</li> </ul>
Ensuring new learning	<ul style="list-style-type: none"> <li>• Teachers will keep a track of all material sent home to ensure progression of skills</li> </ul>
Supporting parents We are committed to working closely in partnerships with families and recognised that each family is different and may need additional support to access resources for their child.	<ul style="list-style-type: none"> <li>• We encourage all families who are struggling to support their child at home to make contact with the school.</li> <li>• Each family has been provided with a letter and number formation sheet to ensure they follow the school styles</li> <li>• Parents have been provided with detailed guidance on how to login to Purple Mash.</li> <li>• A copy of these are on the website</li> </ul>
<b>For individual and small group of up to five children self-isolating</b>	
Parents will be provided with the following weekly:- <ul style="list-style-type: none"> <li>• Five English lessons</li> <li>• Five Maths lessons</li> <li>• Five Foundation Stage Subjects</li> <li>• Links to phonic lessons</li> <li>• Purple Mash 2Dos</li> </ul>	<ul style="list-style-type: none"> <li>• For children who do not have access to online resources parents will be offered to come and collect printed resources</li> <li>• As all our children are very young, they will all require adult supervision and support to maximise the learning. The school will provide guidance to parents including pencil grip, letter formation, expectation and length of study time</li> <li>• Teachers will make it clear if it is new learning or practicing skills</li> <li>• Parents will be encouraged to use the use website section 'Learning' especially whilst waiting for results.</li> </ul>
<b>For Children awaiting test results when the rest of the school is open</b>	
	<ul style="list-style-type: none"> <li>• Read the books in the Book bag and retell the story to a parent</li> <li>• Spelling practice in Years One and Two</li> <li>• Read and write some tricky words from the list provided</li> <li>• Write name, surname and Year Two middle name if appropriate</li> <li>• Create a fact file about themselves and bring it to school on your return</li> <li>• Learn address and date of birth</li> <li>• Access the Learning tab on the school website</li> <li>• Complete homework set including Purple Mash</li> <li>• Children will be invited to remote into a lesson the class teacher is delivering.</li> </ul>
<b>For children with SEND</b>	

For children with an EHCP the SENDCo Mrs Retallack will phone the parent weekly to ensure that work provided is matching the pupils needs	<ul style="list-style-type: none"> <li>• Parents of children with an EHCP will be provided with the SENDCos email address</li> <li>• Parents must let the class teacher and SENDCo know if their child is not able to do the school work.</li> </ul>
The SENDCo will respond to parent emails	<ul style="list-style-type: none"> <li>• Parents will be informed that the SENDCo will respond to all emails on a Monday or Wednesday and matters which require a more urgent response should be directed to the Headteacher</li> <li>• Should the SENDCo be self-isolating the child's class teacher will respond as soon as possible</li> </ul>
For children on the SEND Register the class teacher will be responsible for their learning	<ul style="list-style-type: none"> <li>• Parents should inform the class teacher if the learning is too difficult or too easy for them</li> </ul>
For children who are following a programme provided by an outside agency e.g. every effort will be made to provide a weekly Teams lesson to support the child	<ul style="list-style-type: none"> <li>• Teams will be used to provide individual programmes to the child, records will be kept and future targets set.</li> <li>• Any missed sessions will be caught up on the child's return</li> <li>• Parents will be asked to supervise these online lessons</li> <li>• Parents will be advised of any suitable follow up work</li> </ul>
Additional lessons	<ul style="list-style-type: none"> <li>• Parents will be advised to support their child with the Oak National Academy lessons for SEND children when the lesson supports a target from their individual education plan.</li> </ul>
<b>For children without access to online learning</b>	
The children will have prepared workbook to take home and return to school at the end of lockdown.	<ul style="list-style-type: none"> <li>• For children without access to online learning a workbook will be prepared covering 14 days of learning. This work will not be a seamless transition between what the pupils would be learning in school as that is not possible. It will cover the core skills required to meet the expectations of the academic year group the children are in.</li> <li>• It is the parents responsibility to collect the learning or inform the school that they would like it delivered.</li> <li>•</li> </ul>
<b>For children without access to a printer</b>	
Paper copies of work planned will be available	<ul style="list-style-type: none"> <li>• Parents that have requested work to be printed must come to school to collect the home learning.</li> <li>• For whole school home learning distribution the hub system will be operated</li> <li>• Parents may request a home delivery if they are in self-isolation with a confirmed case or awaiting results. Home delivery may occur in other situations at the discretion of the Headteacher</li> </ul>
<b>Working with other Schools and the Community</b>	
We will look at ways to ensure that Home Learning is manageable	<ul style="list-style-type: none"> <li>• Senior Leaders of other local infant schools will work together to look for ways of providing and giving support</li> </ul>

Local Information	<ul style="list-style-type: none"> <li>Local information provided the Ash Community Well-being Team will be circulated</li> </ul>
<b>Staff working at home</b>	
The Governors will continue to ensure that staff welfare is monitored	<ul style="list-style-type: none"> <li>The Headteacher will ensure that all members of staff feel supported and offer access to Employee Assist where necessary.</li> <li>The Headteacher will respond to staff question quickly seeking further guidance where necessary</li> </ul>
Continued Professional Development	<ul style="list-style-type: none"> <li>All staff will be expected to continue to develop their own professional knowledge if they are working at home. A separate document will be circulated for staff.</li> </ul>
<b>School Meals</b>	
Children will be provided with a hot school meal when in school	<ul style="list-style-type: none"> <li>12/15 are our catering suppliers</li> </ul>
The Headteacher will ensure that pupils eligible for Free School Meals are provided with the required food provision	<ul style="list-style-type: none"> <li>12/15 will provide food hampers for children if the family cannot collect them when they are self-isolating for Covid-19, awaiting tests or the school is in Tier 4. If the school is delivering a food hamper it will be delivered to the property address at the time convenient to the school. If the family are not present the hamper will be return to school for the parents collection between 9am to 2.45pm.</li> <li>For children with a social worker, EHCP or classed as vulnerable the school is open and food hampers will not be delivered unless the family is self-isolating due to a confirmed case of Covid-19.</li> </ul>
<b>To further develop our provision we will:-</b>	
Investigate ways of providing a weekly collective worship via Microsoft Teams	<ul style="list-style-type: none"> <li>The Headteacher will investigate collective worship provisions for the school and update the contingency plan from October 2020. Resources from Guildford Diocese will be used to support the schools delivery of Collective Worship.</li> </ul>
Investigate ways of providing live lessons from November 2020 or earlier if possible	<ul style="list-style-type: none"> <li>To assist the delivery of new learning teachers will investigate the possibility of using Microsoft Teams for one live lesson a week in small groups of six.</li> </ul>
We would like to look at ways of increasing our social interaction with children and families believing that social interaction would increase educational interaction	<ul style="list-style-type: none"> <li>What family and child events could we run for fun</li> <li>Do we have any parents who are willingly to run social groups via zoom</li> <li>Would our volunteers record stories for children to listen to at home.</li> </ul>