

Holy Ghost Catholic Primary School

Contingency Plan – Covid

At Holy Ghost Catholic Primary School, we remain committed to an ambitious, broad and balanced curriculum for all pupils, and where each child’s progress is closely tracked, post Covid lockdown. Attendance at school is mandatory for all pupils from September 2020.

The school will make every effort to run as smoothly as possible, but will be prepared, in the event that a class bubble or group of children has to be remotely educated; or a local lockdown situation arises.

Event	Actions	Persons responsible
Update school planning in line with DfE guidance	Communicate with staff and parents	SLT Office
Managing Covid in school to minimise risk of spread	<p>Refer to detailed risk assessments and whole school planning – staggered starts – see school website</p> <p>Social distancing as required Hand washing routines Catch it - bin it - kill it.</p> <p>Staff required to be alert to children who appear unwell, and seek first aid advice</p> <p>Send children home if appearing unwell – nausea, loss of taste, loss of smell, continuous cough, temperature 37.8 or above Retain records of decisions</p> <p>Quick reference circulated to parents to aid decision making - if children need to be absent</p> <p>Advise parents to get child tested. Keep in touch with school and inform school of result.</p> <p>Staff with symptoms to access a test as soon as possible.</p>	All staff
Confirmed case requires decision to close a bubble	Contact PHE/LA (Liaise with mobile unit on site)	SLT SLT

	<p>Contact parents to communicate decisions</p> <p>Contact external providers</p> <p>Use Parentmail – to keep in touch - daily</p> <p>Notice on gates</p> <p>Notice on website</p>	Office
Remote education provided	<p>Communicate plans for remote learning – keep in touch with pupils</p> <p>Teacher presence for school hours each day – delivery of core teaching as if children are in school</p> <p>Teachers to instruct pupils via Google Classroom (GC) Zoom and Parentmail – adjusted by age/phase</p> <p>Consider if printed resources are required for families and deliver</p> <p>Share online resources available to children by remote</p> <p>Safeguarding requirements apply – highlight the importance of keeping children safe</p> <p>Monitor engagement of pupils</p> <p>Check progress of all pupils</p> <p>Consider expectations and manage feedback for learning</p> <p>Adjust for SEN/PP pupils</p> <p>Avoid over reliance on long term projects</p> <p>Avoid making significant demands on parents</p>	Teachers and SLT
Deep cleaning of space where infection confirmed	Review use of resources in school	Premises staff SLT and teachers
Update risk assessments as required		HT/all staff

Excessive staff absence due to quarantining / self isolating	Merging of classes Teacher accessing class via Zoom/GC Use of TAs under the supervision of a qualified teacher	SLT
Absence of catering staff/closure of kitchen	Parents asked to supply packed lunch. School to supply lunch for children with FSM	SLT
Parents' information session Parents consultations 1:1 Open Day Governors' Evening for parents	Use of imovie/pre-recorded presentations on Zoom Use of Zoom meetings 1:1 Virtual Open Day Virtual Governors' Evening for parents	Teachers Teachers/parents Year 6 pupils/HT/EYFS teachers/all teachers SLT and governors All classes
Other considerations	Health and Safety Security of site GDPR requirements	SLT with all staff