



Contingency plans for education at Holywell during Coronavirus closure or lockdown

In local areas where restrictions have been implemented for certain sectors (from national direction) under the new tiers system, the UK Government anticipate that education and childcare will usually remain fully open to all.

Where there are no local restrictions in place, education provision will continue to remain fully open to all, and these tiers do not apply.

From 19th October, 2020, there is the additional requirement that face coverings should be worn by staff and students (the guidance is for Year 7 and above – at Holywell, we would have this for all students to avoid ambiguity). This is for outside classrooms when moving around communal areas where social distancing cannot easily be maintained (tier 1 onwards, as below). Being in school is vital for children and young people's education and wellbeing. It is also important that parents and carers are able to return to work, and having access to childcare will allow that to happen.

There may be exceptional circumstances in which some level of restriction to education is required in a local area. In those situations, restrictions will be implemented in a phased manner – the key aim being to retain as much face-to-face education and access to childcare as possible. These 'tiers of restriction' will ensure that extensive limitations on education and childcare are a last resort, and that priority is given to vulnerable children and children of critical workers for face-to-face provision in all cases. Where a class, group or small number of students need to self-isolate, or there is a local lockdown requiring students to remain at home, the DfE expect us to offer immediate remote education. Our provision for this remote education will vary depending on the number of students involved and this will be linked to the government's 'Contain Framework'.

The Contain Framework identifies 4 'tiers of restriction' and these are the actions relating to schools:

- Tier 1: all schools will remain open to all students.
- Tier 2: Secondary schools should move to a rota model combining on-site provision with remote education. Full-time attendance must be provided to vulnerable children and the children of critical workers. All other students should only attend school when their rota permits.
- Tier 3: In tier 3, primary schools, alternative provision and special schools should continue to allow all students to attend. Secondary schools and FE colleges should only provide full-time on-site provision for vulnerable children, the children of critical workers and 'selected year groups' (the guidance states that the DfE is yet to define 'selected year groups'). No other students should attend on site – remote education should be provided for all other students. As we are operating a secondary model the latter would apply to us.
- Tier 4: In tier 4, nurseries, primary schools and colleges should only provide on-site education for vulnerable students and the children of critical workers. Remote education should be provided for all other students.

As we are operating a Secondary School model of curriculum, Tiers 3 and 4 will be the same for us and we would only provide on-site education for vulnerable students and the children of critical workers. Remote education will be provided for all other students.

Key principles for this remote education are that we must:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations
- give access to high quality remote education resources



- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for students who do not have suitable online access
- recognise that younger students and some students with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum

When teaching students remotely, we need to:

- set assignments so that students have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well students are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to 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 students' understanding
- plan a programme that is of equivalent length to the core teaching students would receive in school, ideally including daily contact with teachers
- consider expectations in relation to the students' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support.
- avoid an over-reliance on long-term projects or internet research activities.

Remote education provision across each tier of restriction

Tier of restriction 1

This is for individuals or groups of self-isolating students while the school remains open to all students. This provision is for:

- Students with Covid-19 symptoms who need to self-isolate until they get a test
- Students who have tested positive for Covid-19
- Students who are self-isolating because someone in their family has tested positive for Covid-19
- Students who are clinically unable to attend school or students who have parents who are clinically ill.
- Students whose 'bubble' has had to close due to a confirmed case in school.

Provision

This is the most challenging scenario (and the most common).

There will be a brief questionnaire to complete to ascertain the level of support needed for each student and the length of time.

Tier 1 students will be allocated to our 'Online Learning Class' on Show My Homework. Work will be posted weekly for this class on 'Show My Homework' and will mirror what is being done in lessons in school. There will be an overview of the week's work with a variety of materials. Subject Leaders will be responsible for providing work and storing this centrally on the school P-Drive. The work will be



loaded onto Show My Homework centrally. Most work should be self-marking and, where there is work which requires feedback, students will be able to communicate with school via the Show My Homework messaging facility (again centrally managed). For longer term absences, class teachers may need to give feedback on key assessments and/or extended writing tasks.

Tier of restriction 2

This to be implemented where local restrictions are imposed and will only be adopted where it is necessary and safe to do so. Tier 2 is primarily a means of reducing risks for the wider community even further by limiting contacts and breaking transmission chains in secondary schools and will entail us adopting a rota system. In a tier 2 scenario, limiting overall numbers on-site will help to reduce the number of contacts children and young people have during a typical school day. Most importantly a rota system serves to break transmission chains, by allowing enough time at home for symptoms to present and students to self-isolate and avoid spreading the virus to others at the school. This is an important way to reduce the risk to students, families and the workforce, both in these settings and in the local area.

Our rota system will involve two year groups being in school and two year groups being at home for 2 weeks at a time. Years 5 and 6 will be one pair and Years 7 and 8 will be the alternative pairing.

Provision

Students in school will follow their normal timetable.

For students at home, students will also follow their normal timetable. Teachers will set 'classwork' on Show My Homework during their normal timetabled sessions. Some lessons will be recorded and posted during the lesson, others may be delivered via Zoom.

Tiers of restriction 3 & 4

This is to be implemented if there is a return to a full lockdown (local or national). In this scenario, we would only provide on-site education for vulnerable students and the children of critical workers. Remote education will be provided for all other students.

Provision

Critical worker provision will be provided in school to small groups of students (15 students per bubble).

Online provision will be provided for students. This will be prepared by subject leaders and posted on Show My Homework. It will include narrated powerpoint presentations and, where appropriate, 'live' lessons delivered by class teachers via Zoom.



Questionnaire for parents of Tier of restriction 1 remote learning-provision students

Name of student: _____

Tutor Group: _____

1. Why is the student not attending school?
2. For how long do you anticipate the student will be away from school?
3. Will the student be well enough to do school work?
4. Does the family need any support to access work? (eg. access to technology, printed copies, etc)



Letter to Tier of restriction 1 parents/carers/students

Dear ...

We are sorry to hear that you are having to self-isolate and hope to see you back in school soon.

To support you at home we have added you to our 'Home Learning Group' on Show My Homework. This will give you access to work which is being covered in school.

How to organise your day's work at home:

1. Follow your timetable while you are home and aim to do up to an hour's work on each subject each day. The work will be highlighted in **red**.
2. Look at the work set for each subject. For English, Maths and Science, there is a weekly overview – work your way through the tasks in order. For other subjects have a look at the work set for the week you are at home. NB. Not all classes will be at the same point as your group, so you may need to check the work for the previous week (which will also be posted online). You may also find that you may be ahead when you return to school!
3. Do not stress or worry about deadlines / dates for submission. We have to set these as part of the Show My Homework format. Just work your way through the activities.
4. If you have any questions, issues or if you just need some help with the work, please contact Miss Dell : cdell@holywellschool.co.uk or school@holywellschool.co.uk

Yours sincerely

Holywell School Remote Learning Support Team.



Appendix 1: Acceptable Use Agreement

1. I will only use Computing and Technology systems in school for school work.
2. I will only log on to the school network with my own user name and password.
3. I will follow the school's Computing security system, not reveal my passwords to anyone and change my passwords regularly.
4. I will use my school messaging facilities responsibly (e.g. Show My Homework)
5. I will make sure that all electronic communications (including school and personal messaging, personal e-mail or blog entries), are responsible and sensible. I will not intend to upset or embarrass anyone. I will not bring the school into disrepute.
6. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
7. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone I have met online.
8. I will not take copies of photographs from the school network.
9. I will not publish photographs which compromise the reputation of the school online (eg. Inappropriate photographs when wearing school uniform or on school premises).
10. I will respect other people's work at all times. This means that I won't copy from anyone else and I won't try to delete or change their work either. I will only use my own computer and will not, in any way, interfere with a computer being used by someone else.
11. I will not deliberately look for, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
12. I will not download, attempt to download or install software.
13. I will not attempt to bypass the Internet filtering system.
14. I understand that my use of the Internet and mobile technology can be monitored and logged and can be made available to my teachers.
15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent / carer may be contacted.



Appendix 2: Online learning protocols

When using 'Zoom' or 'Teams'

Before the meeting/lesson

1. Never give out the link or passwords to people outside of your class/group/school.
2. Make sure that you are suitably dressed and that the background is as neutral as possible.
3. Arrange for a parent/carer to be with you during the meeting/lesson.
4. Sound is often best using headphones.

Starting the meeting/lesson

5. Always log in with your full name (ie. This should be the student's first name and family name NOT the parent's name).
6. The moderator of the session (another teacher at school) will allow invited members of the group to enter the meeting/lesson.
7. Mute yourself on being allowed into the online meeting or lesson.

During the meeting

8. Usual school expectations for behaviour are expected – treat others as you wish to be treated. Comments should be relevant, kind, helpful, useful and polite. Offensive language and behaviour will not be tolerated.
9. The teacher will lead the meeting and will invite individuals to unmute and speak.

Ending the meeting

10. The teacher will end the meeting/lesson for all.

Please note that all meetings will be recorded for staff training, monitoring and safeguarding purposes. Recordings will be deleted after five school days if there are no safeguarding issues or behaviour issues which need to be addressed. Recordings are purely for staff training, monitoring and safety purposes and will not be broadcast or shared publicly.