

# The Norwood School Plan for Implementation of the Coronavirus Education Contingency Framework

June 2021

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## Department for Education Context and Application of the Contingency Framework

This plan is developed in response to the Government's Contingency framework: education and childcare settings. Any restrictions on education would only be as a last resort and may only be initiated following a ministerial decision or in consultation with Public Health. This framework is designed to set out how such restrictions would be implemented as a containment measure for the rare circumstances in which they are required to address transmission within education settings and the community.

This framework is designed to act as a containment measure where:

- there is extremely high prevalence of Coronavirus (COVID-19)
- other measures have already been implemented

It is primarily a means of limiting the spread of Coronavirus (COVID-19) in educational settings and the wider community. It is designed to be flexible and responsive to local circumstances. Restrictions may be advised for one, some or all of the types of setting. An educational setting should not move to implement restrictive measures of the kind set out in the contingency framework without the explicit agreement of Lambeth Public Health.

In all circumstances, and in all settings, priority should continue to be given to vulnerable children and young people and children of critical workers to attend full time.

### Secondary schools

Where the contingency framework is implemented, secondary schools should only allow vulnerable children, children of critical workers, pupils in Years 10, 11, 12 or 13 and other pupils due to take external examinations this academic year to attend. High-quality remote should be provided for all other pupils.

### **Norwood Plan for Implementation of the Contingency Framework**

Upon implementation of the Contingency Framework, Norwood School will be open only to the following students:

- vulnerable children
- children of critical workers, key workers
- students in Years 10, 11, 12 or 13 and other pupils due to take external examinations this academic year



	<ul style="list-style-type: none"> <li>• Arrangements for curriculum delivery to remain as per existing timetable for students in Years 11 and 13 or other exam years, who continue to attend school.</li> <li>• Students in Years 10 and 12 while Years 11/13 have completed assessment period.</li> <li>• Students will arrive / depart via their designated gate and will remain within their year group 'bubble' during the school day.</li> </ul> <p>Intervention / revision sessions and internal assessments / examinations will continue as normal to support students in preparing for their public examinations.</p> <ul style="list-style-type: none"> <li>• Where numbers in classrooms have reduced as a consequence of students self-isolating, seating plans to be reorganised to enable effective social distancing during lessons and shared on central system.</li> <li>• Information to be shared with the catering team regarding reduced numbers of students accessing school meals.</li> <li>• Letter to be sent home to parents to outline arrangements for on-site provision (to include expectations for attendance at school).</li> <li>• Pastoral provision will remain in place for students in year groups attending school.</li> <li>• Open School will be available for vulnerable students and those whose parents are key workers (see Vulnerable Students / Children of Critical Workers below).</li> </ul>	<p>JT/JOS/JCO</p> <p>T/JOS/JCO</p> <p>JN</p> <p>JN/RC</p> <p>JCO JOS</p>
<b>Remote Learning</b>	<ul style="list-style-type: none"> <li>• Students studying at home will be set all Google Classroom work via Google Classroom by their teacher for each subject.</li> <li>• A letter will be sent to parents outlining important information and expectations regarding remote learning.</li> <li>• Engagement with Google Classroom will be monitored via Class Charts.</li> <li>• Where appropriate to do so, teachers to teach remotely via Google meets.</li> <li>• Google meets remote learning protocols to be set out to students and teachers in advance of remote lessons being delivered.</li> <li>• Regular contact will be maintained between school and students (via the Form Tutor).</li> <li>• Where concerns may exist about individual students accessing Google Classroom or their well-being, the Pastoral Support Team will make contact and provide the necessary support.</li> <li>• Weekly pastoral programme available on line and isolating students and year groups learning remotely</li> <li>• Communication between students and their teachers to take place using Google classroom messenger and/or the school email addresses.</li> </ul>	<p>JOS/JT</p> <p>JCO</p>
<b>Vulnerable Students/Children of Critical Workers</b>	<ul style="list-style-type: none"> <li>• Open School to be reinstated for vulnerable students and children of critical workers in year groups that are not attending school (9am to 2.50pm each day).</li> <li>• Students to be organised into distinct and separate Open School 'bubbles'. – KS3 and KS4</li> <li>• Students to complete the work set by their teachers via Google classroom supported by LSAs and Behaviour Mentors.</li> <li>• One hour of physical activities to be organised for students during the afternoon session – PE staff</li> <li>• School lunch to be provided in the Dining Room for students attending Open School.</li> </ul>	<p>JOS NC</p>

	<ul style="list-style-type: none"> <li>• Open School to be supervised by Teaching Assistants (where available).</li> <li>• Students with EHCP and those in receipt of HNF to continue to attend school on a full-time basis in order to receive their entitlement to support.</li> <li>• Teaching Assistants may be assigned to support individual students (either in class or attending Open School).</li> <li>• SENDCO to review curriculum provision and its delivery for students in these categories.</li> <li>• Disadvantaged students not attending school to be provided with laptop where required to enable access to Google Classroom.</li> <li>• <i>Pupil Premium 'hot desk' to be reinstated to support disadvantaged students with remote learning.</i></li> <li>• DSL / Deputy DSL to be on site at all times (providing safeguarding cover for year groups in school and Open School) or available by phone</li> </ul>	<p>MCO</p> <p>RC</p>
<b>Tracking &amp; Monitoring</b>	<ul style="list-style-type: none"> <li>• Database developed and maintained to track and monitor students and staff who are absent for Covid-19 related reasons.</li> <li>• The flowchart contained in the appendix to this plan will be used to manage positive cases and the identification of close contacts. To support this process, teachers will be required to adhere to MINT seating plans for all year groups in school.</li> <li>• A list of students accessing Google Classroom for Covid-19 related reasons will be published on a daily basis in a secure location for teaching staff to access.</li> <li>• Sally Parsons will complete and submit the daily attendance return to the DfE.</li> <li>• The Attendance Team / Sixth Form Administrator / HR will provide information to (NC/Prisca?) on a daily basis of any students / staff who are absent for Covid-19 related reasons or have returned to school as a result of the period of quarantine / self-isolation ending.</li> <li>• Twice weekly home testing will continue for all staff and those students attending school whilst this remains government advice.</li> </ul>	<p>JCO/MCO</p> <p>NC/JN</p> <p>NC/MCO</p> <p>SP</p> <p>NC</p>
<b>Managing Staff Absence</b>	<ul style="list-style-type: none"> <li>• Any staff absence or inability to work from home as a result of ill health to be reported to BD/KDA by 7am on the day of absence.</li> <li>• Absent staff to provide information regarding reason for absence if Covid-19 related and indicative return date based on Government guidance.</li> <li>• Absent teaching staff will be covered by the Cover Supervision Team and SLT with CLs / SLs brought in to provide additional supervision of classes if required.</li> <li>• Teaching staff absent for Covid-19 related reasons will be required to plan and provide work for their classes (both in school and those accessing work via Google Classroom) unless there are unable to do so due to ill health. In this situation, work will be set by the Curriculum or Subject Leader.</li> <li>• Support staff who are self-isolating but not experiencing Covid-19 symptoms are required to work remotely from home where it is possible to do so.</li> <li>• Staff absence will be recorded and monitored via the tracking &amp; monitoring systems outlined above</li> </ul>	<p>BD</p> <p>KDA</p>

## School Based Considerations / Actions for Managing a Covid-19 Case in School



