

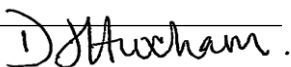
ACORN EDUCATION TRUST. COVID BUSINESS CONTINUTIY PLAN

School: Kingdown

School Specific Plan

West Ashton

Signed by:



Headteacher

Date 4th Dec 2020

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.

The Government have given revised advice on the closure of schools as of 27th November which states the following:

Where the contingency framework is implemented, primary schools should continue allowing all children to attend. In the very unlikely event that evidence supports limiting attendance in primary schools, DfE may advise only vulnerable children and children of critical care workers may attend.

Face coverings will be worn in accordance with the Acorn Covid Risk Assessments.

Schools Internal Action Card version 5 (25.11.20)

Outline	Definitions
Schools, under current DFE guidance, have children and staff working in class and year group 'bubbles'. This, along with strictly enforced hygiene rules such as regular hand washing, catch it and bin it processes, regular cleaning and disinfection of surfaces and social distancing where possible are the main forms of preventative practice. Limiting where possible mixing between bubbles is also a key part of work in schools.	<p>POSIBLE Case: new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)</p> <p>CONFIRMED Case: laboratory test positive case of Covid-19 with or without symptoms</p> <p>Contact</p> <ol style="list-style-type: none"> 1. people who spend significant time in the same household as a person who has tested positive for Covid-19 2. a person who has had face-to-face contact (within 1 metre), with someone who has tested positive for Covid-19, including: being coughed on, having face to face conversation within 1 metre, having skin to skin physical contact or contact within 1 metre for one minute or longer without face to face contact 3. a person who has been within 2 metres of someone who has tested positive for Covid-19 for more than 15 minutes 4. a person who has travelled in a small vehicle with someone who has tested positive for Covid-19 or in a large vehicle or plane near someone who has tested positive for Covid-19 <p>Note: Household of CONTACTS do not need to isolate</p> <p>Infectious Period: The infectious period is from 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic</p> <p>Incubation Period: Usually 5 – 6 days but can be between 1 and 14 days</p> <p>Outbreak: Two or more confirmed cases among individuals associated with a specific setting with onset dates within 14 days AND ONE OF:</p> <ol style="list-style-type: none"> 1. Identified direct exposure between at least two of the confirmed cases in that setting (e.g. within 2 metres for >15 minutes) during the infectious period of the putative index case <p>OR</p> <ol style="list-style-type: none"> 2. (when there is no sustained community transmission) - absence of alternative source of infection outside the setting for initially identified cases. (NB- 2 is not relevant currently due to second wave). <p>Cluster: 2 or more confirmed cases among pupils or staff in the same setting with onset dates within 14 days</p>

Actions

SUSPECTED Case	CONFIRMED Case	5 ≥ CONFIRMED Cases
<p>Only notify Local Authority Public Health team (PHTracing@wiltshire.gov.uk) and PHE SW HPT (swhpt@phe.gov.uk) if:</p> <ul style="list-style-type: none"> - suspected case has been admitted to hospital with Covid symptoms - suspected case won't or can't get tested - there is a cluster of possible cases/ increased absenteeism - suspected case has link to definite case. 	<p>Contact Local Authority Public Health Team by email (PHTracing@wiltshire.gov.uk) to notify of confirmed case. See 'Information for notification email' section below.</p>	<p>Contact Local Authority Public Health Team (PHTracing@wiltshire.gov.uk) and we will liaise with PHE SW HPT (swhpt@phe.gov.uk) to notify them of 5 or more cases. LA PH will support risk assessment and follow up</p>

Isolate individual for 10 days (day of onset of symptoms plus 10 days). Remainder of household need to isolate for 14 days.	Isolate individual for 10 days. (day of onset of symptoms plus 10 days) Remainder of household need to isolate for 14 days.	Isolate cases for 10 days. (day of onset of symptoms plus 10 days) Remainder of household needs to isolate for 14 days.
Cases must stay at home and get tested.	Advise those in contact (as defined above) to isolate for 14 days. Public Health will help identify close contacts in the school setting. Household members of those who isolate do not need to isolate unless develop symptoms. Symptomatic contacts to get tested.	Advise those in contact (within class/bubble) to isolate for 14 days. Public Health will help identify close contacts within the school setting. Household members of those who isolate do not need to isolate unless develop symptoms. Symptomatic contacts to get tested and engage with test and trace.
Clean/disinfect rooms suspected case was using – ensure appropriate PPE are used. Await test results.	Clean/disinfect rooms suspected case was using – ensure appropriate PPE are used. Continue until isolation periods end.	Clean/disinfect where possible with appropriate PPE. Refer to cleaning guidance on gov.uk SW HPT will provide tools to support outbreak communications and infection control advice
If positive, follow CONFIRMED case process. If negative, individual can return once well & contacts/ household can stop isolating.	Case & contacts/household can stop isolating once isolation period is complete.	Email PHTracing@wiltshire.gov.uk if situation worsens, there are hospitalisations or complex cases, media interest or if you have any other concerns.

Wiltshire schools do not need to contact the DfE helpline about positive cases. Local Authority Public Health will support schools to manage the situation where positive cases arise. We will liaise with Public Health England South West Health Protection Team (PHE SW HPT) where appropriate. The DfE will be kept informed of cases locally through regular updates from the Local Authority.

Local Authority response to positive cases

Public Health will: support with risk assessment; advise on next steps; provide information for parents on self-isolation; and 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.

If out of hours

Contact details:

- Local Authority Public Health (LA PH) - PHTracing@wiltshire.gov.uk - *this inbox will be monitored frequently both during and out of office hours and a member of the team will respond. Monday to Friday 08:00 – 20:00 and Saturday, Sundays and Bank Holidays 10:00 – 16:00*
- PHE SW HPT notification of hospitalised cases: swhpt@phe.gov.uk

Information for notification email

Please include as much of the following information as possible in your notification email to the Local Authority Public Health Team:

- Name of school

- Type of school – primary, secondary, special school
- Key staff contact details (name and phone number) to discuss situation
- Age and/or year group of positive case(s) – *do not include personal identifiable information*
- Number of children in bubble/ year group
- Date of onset of symptoms
- Date last in school

Contact details

- Local Authority Public Health (LA PH): PHTracing@wiltshire.gov.uk – this inbox will be monitored frequently both during and out of office hours and a member of the team will respond.
- PHE SW HPT Email: swhpt@phe.gov.uk
- PHE SW HPT Number: 0300 303 8162
- PHE SW Centre – for HPT OOHs: 0344257 8195
- 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>
- Regional leads:
 - Steve Wigley (North) steve.wigley@wiltshire.gov.uk
 - Lesley Lowe (East) lesley.lowe@wiltshire.gov.uk
 - Simon Watkins (West) simon.watkins@wiltshire.gov.uk
 - Helen Southwell (South) helen.southwell@wiltshire.gov.uk
- Louise Lewis - Head of Service louise.lewis@wiltshire.gov.uk
- *Wiltshire Council Public Health – publichealth@wiltshire.gov.uk – for general enquiries about coronavirus not related to a positive case

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

- Infection prevention control measures
- How children move around the school – break and lunch times
- Potential for bubbles mixing
- Cross over with other provision e.g. after school
- Children with safeguarding concerns
- Children on EHCPs / with complex needs
- Siblings in other year groups and/or schools
- 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:

- [Wiltshire Local Outbreak Management Plan](#) (scroll about half way down)

- [Right Choice Covid-19 page](#) for useful information and resources including: Risk mitigation advice for schools updated 16th July; School staff risk assessment; risk assessment for schools; September opening guidance for schools; Checklist for Acute Respiratory Infection Management in Educational Settings. **Check this page on Right Choice regularly for updated information including the latest version of this Schools Internal Action Card**
- Guidance for schools for opening including safer working practice and protective measures: https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=7e9a249c-fba1-47a8-874e-3eda4292ceec&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#history
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Aim

If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area.

This document outlines how the school will operate if a local lockdown is implemented. If a local lockdown is implemented in our area, 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 Kingdown 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, therefore a days full closure may be needed as significant staff illness or a potential Tier 2/3 situation arises.

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 a bubble closing, provision See Appendix 1.

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

Teaching in the event of staff illness

- (i) One class. Internal. HLTA and Nursery cover. Would work whilst waiting a test.
- (ii) If one Teacher off for two weeks a bubble will have to shut – see hierarchy below.
- (iii) Head can cover for 48 hours etc. not for fortnight.

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 Discoveres	If Head out, school can keep going with Trust support (day to day). If Senior Teacher is out we go to opposite rotation.
5/6 voyagers	
R/Nursery. Shooting Stars	
1/2 Explorers	

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 Thursday to allow 72 hours non-contact before returning to class bubbles.

Leadership. From the start there will be Exec Support.

See second box above

Admin staff

1. In the event of Admin Officer off support from Claredon and Central Team at Trust. Depending on reason for absence a large amount can be done from home.
2. Trust support. Potential TA support.

Tier 4, return to original lockdown procedures

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)

West Ashton's 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 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 – remote education will be arranged for them immediately.

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 at school will be sent home to self-isolate for 14 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Transport

Pupils and staff that have to attend West Ashton will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling.

Remote education in the event of lockdown

See detailed plans in Appendix 1

Teaching and learning – refer to Appendix 1

The school will utilise the support available through the DfE's '[Get help with technology during coronavirus \(COVID-19\)](#)' scheme. Under the scheme, the school can order 4 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 11
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice
- 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.

Rob Knott – Head of Acorn IT will arrange distribution of all laptops. Do you have any 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.

(Please ensure that there is highly accurate information on what provision is needed)

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. Please Appendix (2) - Catering continuity plan.

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. **Jo Ronxin (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.

Actions for West Ashton:

1. Ensure correct phone numbers.
2. Catering assistant to wear visor
3. Online learning plan.
4. Information for parents

PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19

Version 4.0 Date 05.08.2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19, as well as other infectious diseases, spreading in schools.
If you have any infection control concerns or questions please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk.
GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance
TESTING: Visit nhs.uk/ask-for-a-coronavirus-test or call 119.

SUSPECTED case in child or staff member

Only contact the HPT if:
1) The symptomatic person has been admitted to Hospital
2) The Possible case REFUSES testing
3) There are a cluster of possible cases/unexpected increase in absenteeism
4) The Possible case has DEFINITE link to a confirmed case.

Ensure the case isolates for 10 days EXCLUDING day of onset)
Household of the case isolates for 14 days.

Cases must stay at home and get tested.

Clean and disinfect rooms the suspected case was using – ensure appropriate PPE (gloves and apron) are used.

No further action is needed until the test result is known.

Result of test?

Negative for COVID-19

Case can return once well. Household can stop self-isolating and carry on as normal.

IF the CHILD is in the setting – isolate away from others and send home.
(Refer to PPE guidance if personal care is required within 2m)

CONFIRMED case in child or staff member

Contact PHE SW HPT on 0300 303 8162 to notify of single confirmed case so we can support risk assessment and follow up.

Ensure the case isolates for 10 days EXCLUDING day of onset)
Household of the case isolates for 14 days.

The class/group in close contact with the case need to be sent home to self-isolate for 14 days. The household of the wider group do not need to isolate unless the contact subsequently develops symptoms. * The HPT will help you identify contacts who need to isolate.

Ask symptomatic contacts to get tested.

Clean and disinfect rooms the case was using – ensure appropriate PPE (minimum gloves and apron) are used.

Cases & contacts can return once the isolation period is completed

2 or more CONFIRMED cases in the same group or class

Contact PHE SW HPT on 0300 303 8162 to notify of cases so we can support risk assessment and follow up.

Ensure the case isolates for 10 days EXCLUDING day of onset)
Household of the case isolates for 14 days.

The class/group in close contact with the case need to be sent home to self-isolate for 14 days. The household of the wider group do not need to isolate unless the contact subsequently develops symptoms. * The HPT will help you identify contacts who need to isolate.

Ask symptomatic contacts to get tested. Engage with test and trace.

Clean and disinfect affected rooms / areas – ensure appropriate PPE (minimum gloves and apron) are used. * Refer to cleaning guidance available on gov.uk

SW HPT will provide tools to support outbreak communications and infection control advice

Call the HPT again if:
• The situation worsens considerably
• There are any hospitalisations or complex cases
• Any media interest
• Any other concerns you feel you need support with

COVID-19 Case Definition: (as of 18/05/20)
• A high temperature
• A new, continuous cough
• A loss of, or change to, your sense of smell or taste

INFECTIOUS PERIOD:
48 hours before the onset of symptoms to 10 days after onset.
IF case has no symptoms but a positive test, it is 48 hours prior to test

Cleaning:
For detailed guidance refer to the guidance on gov.uk:

Routine measures during COVID-19 pandemic should already be to outbreak standard.

PPE should be worn for cleaning – minimum gloves and disposable apron. Consider using face mask and eye protection if risk is high i.e. cleaning areas where there are visible bodily fluids.

Public areas (e.g. corridors – clean as normal)

Surfaces that could be contaminated need cleaning and disinfection.

All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected.

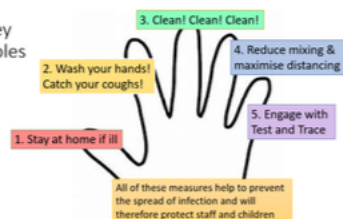
Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables)

Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton. [Check chemicals in use are effective against enveloped viruses]

Avoid splashes and spray when cleaning where possible.

Waste: Any COVID-19 related waste should be double-bagged and stored for 72 hours before usual disposal.

Five key principles



Appendix 1. Learning in the event of a bubble shut down.

West Ashton CofE Primary School Remote Learning

The following information explains what remote learning will look like at our school and what your children will be expected to complete from home if we have to close class bubbles due to positive Covid-19 test results

Voyagers Class:

A weekly timetable will be available on Class Story on Class DoJo which will ensure the children progress with the planned learning for Year 5 and 6. Each day will build on or consolidate previous learning.

English— Daily teacher input live via Teams, split by year group. After the input, children will complete the set task or tasks and send it via Class DoJo back to the class teacher. This could include writing, SPaG and/or reading. 10:30am Y6 and 11am Y5.

Maths— Daily teacher input live via Teams, split by year group. After the input, children will complete the set task and send it via Class DoJo back to the class teacher. 9am Y6 and 9:30am Y5.

Other subjects—each day there will be another task set from the remainder of the curriculum.

Discoverers Class:

A weekly timetable will be available on Class Story on Class DoJo which will ensure the children progress with the planned learning for Year 3 and 4. Each day will build on or consolidate previous learning.

English— Daily teacher input via live feed from Zoom. After input children will complete tasks and return to teacher via class dojo. The English will be linked to Egyptian topic— report writing letter writing, Y3 at 9.45 and Y4 at 9.00am

Maths— Daily teacher input via live feed from Zoom. After input children will complete tasks and return to teacher via class dojo, - Place value,

Y3 at 10.00 and

Y4 –10.15am.

Other subjects—each day there will be another task set from the remainder of the curriculum. Science and humanities in the afternoon. This will require a 15 min introduction live session.

Explorers Class:

A weekly timetable will be available on Class Story on Class DoJo which will ensure the children progress with the planned learning for Year 1 and 2. Each day will build on or consolidate previous learning.

English— Daily 15 input from teacher from live feed from Zoom the children will then do activities linked to the input

Y1– 10.15 am

Y2 10.00 am

Maths— Daily teacher input via live feed from TEAMS. After input children will complete tasks and return to teacher via class dojo, -

Y1 9.45 am

Y2 –9.00 am

Other subjects—each day there will be another task set from the remainder of the curriculum.

Shooting Stars Class:

A weekly timetable will be available on Tapestry.

Phonics- Daily lessons will be accessed using Tapestry, there will be a recorded lesson loaded weekly to follow daily.

The children will be given reading books or access Oxford owl home reading. The expectation is to read daily.

They will have a pack of handwriting sheets linked to the phonic teaching to practice daily.

Maths— Daily lessons and math's programmes. Links to number blocks and the lesson plan to go with it will be up, loaded twice weekly for parents to follow.

The other three days parents will follow white rose math's. ink below .

<https://whiterosemaths.com/homelearning/early-years/>

<https://www.ncetm.org.uk/numberblocks>

Parents can access uploaded activities to meet requirements set out in the prime areas of the EYFS.— all on Tapestry.

Appendix 2: Admin info for business continuity plan

- Please complete as much information as you can.
- This document will ensure that school administration can continue in the event of the key admin person being unable to work.
- Retain a copy of this in school
- Send a copy to the Operations Manager for your school via secure means (Sharepoint southern hub) as soon as possible
- Keep it up to date

Site information

	Details		Where can this information be found in the school	Who else in school know this
Cleaners	Company/contact name:	Absolutely cleaning	With Admin officer – green book	Head
	Contact details:	Julie 07807149663		
Caterers	Company/contact name:	Kingdown school	With admin officer – green book	Head
	Contact details:	Joel - 07513446691		
	How do you order (include deadline?):	Weekly , before 12 on a Friday for next week. Sent by excel spread sheet.	ON computer (G drive) – All docs school -meals.	Head can access on computer.
Fire alarm	Panel Code or key (where is it):	Panel situated in entrance to the left of the door as you come in.	Key in office in key safe number 39.	head

	Location of instructions:	Instructions on panel.		
	Company/contact details:	Unknown. – site manager will know		James Evans
	Where is your fire folder:	A folder in the cupboard in the office. Main documents are held with Site manager at Acorn	Admin officer has key	James Evans.
Opening and Closing Arrangements	School procedures: Contacts:	Head plus Teachers plus admin have access by front door key . All teachers plus admin can operate intruder alarm Whoever arrives first will unlock door and who ever leaves last will lock door and check building is secure	Head, all teachers plus admin .	Cleaning company.
Burglar alarm	Do you have one?:	Yes		
	Code:	9173		
	Who knows how to reset it:	Head, all teachers, admin officer and cleaners.		
	Company and contact details:	ADT – Zoe Sykes 07970938925		
Door entry codes	Code/key fob?	Key fobs.		
	What is the code:	N/A		
	Company name/contact details	Unknown – left with nick Trimby due to company is not in existence	Key to office on key safe right hand side of internal door into school – code 5002	

Keyholders	List names and contact details	Debby Huxham 07974956846 Claire Brown 07599244273 Alex Blake-Thwaite -07576932412 Sandra Meehan – 07795552438 Christine fox – 07855969509 Suzie house – 07887395879 Debby – cleaner - 07807149663		
Compliance records	Where are all health and safety documents, accident book, maintenance certificates kept?	At the moment they are all with site office at Kingdown – looked after by James Evans		Nick Trimby James Evans
Location of records				
	Details		Where can this information be found in the school	Who else in school know this
Single Central Record	Where is it kept		On computer on G drive admin share. In SCR file	Head . Admin officer
	Who has access to it			Head / Admin officer
	What is the password		No password as only Claire and I have access to G drive	
Staff files	Where are the hard copy files and where is the key	No hard files		
	Where are the electronic files (give file location eg: winpool\HR\staff		G drive – all staff – individual staff.	Head
	Where are the update logs kept		G – drive – payroll sent to acorn via Acorn Education Trust – share point	HR
	Who has access to staff records in SIMS?	Claire Brown and Debby Huxham		

Recruitment	Where are ongoing recruitment documents kept eg applications, references etc	All new staff information kept in G drive – All docs- Staff- individual files.	G drive – admin all doc – staff – interview and applicants.	Head
Pupil records	Where are the hard copy files (if any) and where is the key?	No hard copies	G drive – all docs- Pupils - individual pupil files.	Head Deputy
	Where are exclusion records kept	Hard copy in locked cupboard in office key number 32	Electronic copies in G drive – all docs- pupils – individual pupil files.	Head Deputy
	Where are attendance records kept		On sims	Head
Registration	Is attendance all done on SIMS?	Yes		All teachers Head
	If any hard copy registers, where are they?	N/A		
	Where are dinner registers kept	Current ones go to each classroom weekly	Saved on G drive – all docs – school meals -termly	Head Deputy
SIMS	Who has system admin rights for SIMS?		Claire Brown	Head

Systems

	Details		Where can this information be found in the school	Who else in school know this
IT	Who looks after IT systems if not Acorn:	Acorn	Green book in office	Head Admin officer Deputy All teachers

	Name & contact details			
		State the names of people with access	Where is the admin password kept (and who could find it in an emergency) <i>Please don't put the passwords on here</i>	
Other systems:	Perspective lite	Debby Huxham Claire Brown		
	DfE sign in	Debby Huxham Claire Brown		
	Wisepay (or alternative payment system – please state)	Parent mail	Claire Brown Clear folder in admin top drawer	Head
	Which system do you use to communicate with parents by text or email? eg in touch, e-schools etc	Parent mail	Claire Brown Clear folder in admin top drawer when locked key in key safe - 34	Teachers Head
	Website provider	E schools		Claire Brown
	PS financials	Claire has access and deals with all.		
If there are any other key documents or systems not listed above, please provide information below.				
	Wiltshire council nursery funding .	Any admin issues or funding issues are dealt with Wiltshire council	Claire brown	Head

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Appendix 3. Catering Business Plan

Catering Business Continuity Plan

Communication to Primary Schools for any scenario– Joel Deverill / James Evans/ Claire Humphries/ Karen Bannister to call primary schools and explain situation regarding school meals.

Minimum number of staff required to produce food for Kingdown and Primaries is 7.

Scenarios

If Joel is absent, Claire to manage

If Joel and Claire absent – Jen to manage.

If Joel, Claire, Jen absent – Claire Williams to manage. Julie and Kelly to cook for Kingdown. Primaries to go to packed lunches

More than 5 kitchen staff are ill.

Action: Close New Close and all remaining staff based at Kingdown. Cold food only to be prepared and served to both Kingdown and Primaries

All kitchen staff are ill

Action: Kitchen open at Kingdown cold food for FSM pupils only. To be prepared by any available site staff/ TA's/ business staff. FSM food only to be transported to schools for distribution. Non FSM pupils to bring packed lunch provided from home.

No staff available for food preparation

Action: Parents to provide packed lunch for pupils. FSM parents to be reimbursed monies owed.

In the event of year group closure at Kingdown.

Food for pupils on site at Kingdown and primaries to continue

Food for Year group not in school. FSM pupils only.

Food parcel to be prepared for 1 week's meals. To be a combination of loaf of bread, butter, filling (cheese, ham), drink, yoghurt, fruit, cake.

To be distributed to central point in local community and families to collect. At this point may require additional member of staff to deliver food.

Stock of food.

Bulk buy bread, Create a stock of cakes and freeze, check with supplier for best before dates on sandwich fillings. Fruit and yoghurts can be obtained daily.

The West Ashton School

Remote Teaching Cook Book

An introduction to tools and systems that you can use for your remote teaching.

Use of tools

The tool is not the vehicle to success in remote teaching...the approach is far more important. Many tools exist out there that can be adapted or used differently to fit remote teaching but the approach, the understanding of the challenges and adapting many of our philosophies to teaching and learning is far more important.

Live lesson teaching – that is when you teach the whole class together using Teams – is not the panacea or magic bullet to replicate the classroom. Rather, consider very carefully how you are going to keep the quality of input (from yourself) to a high level.

Equal access to all in the class

- Not all students will have equal access to technology, the internet, hardware. Many may be using their parents' work laptop with limitations on what can / can't be downloaded
- Consider opening your resources so 'all' they need is a device that can access the internet. All recommendations in this cookbook can be accessed if there is an internet connection. The downloading of an app (for example, Teams) just helps things but is not essential
- In the simplest format, the mobile phone is likely to be the most owned device by our students and resources for the lesson should be compatible on such – this is worth checking.

Tips for teachers when remote teaching

Remote teaching does not require a whole new approach, but the following are elements that need a little more focus.

General pointers:

- Stick to the essentials
- Be aware of offering too much new subject matter
- Consider focusing on maintaining or developing what has already been learned
- Don't try to recreate remotely exactly what you do in the classroom

Adapting pedagogy

- Nothing in remote teaching replicates being in the classroom
- The inability to scan the classroom, know instantly when a student is struggling
- The speed at which we can check on work, check on the task at hand or offer ad-hoc support is extremely limited in remote teaching

New subject matter being taught:

- Frame the new subject matter you want students to learn in the larger picture...where does this work fit in to the Unit / the course?
- Clearly outline what it is you want the students to learn from the activity or task
- Provide them with scaffolding exercises to help them to help direct the learning process you are trying to teach them

Refer to previous learning activities that students can reference to or check back on:

- One of the key things in learning new material is what students already know on the topic
- Make sure that students know the prior learning that is expected of them. Where can they go if they need more information?

Communicate clearly what it is you want the student to learn and achieve

- Be specific about what it is you want them to learn
- Be specific about how they know if they've completed the work to the required level
- Be specific about what achievement means on the topic
- Use clear learning goals and criteria

Consider asking students to complete some prep work ahead of the task

- Is there any pre-reading or pre-activities you want them to complete?
- How is this going to help you or them in the lesson?

- One example of this is a completed, worked through example...very clear step-by-step instructions over what you are going to be teaching them. During the lesson, steps can be removed one-by-one until they are able to complete the task themselves
- The worked examples (or tutorials) could be a reference to a YouTube video, a Loom video, a Sway video, an MP3 recording or scanned in notes of the completed steps

Keep checking on the progress the students are making during the task / lesson

- Keep offering support, keep offering checks that they are all understanding the task
- Direct them to where they can go for help / guidance
- Offer help / guidance / support as suitable or required

Tasks need to be set where students need to process / use the new learning gained

- Students need to implement their new learning to actual tasks
- They cannot sit there and receive the new material and remember it. They need to practice using it
- Give time across to students to do this. Don't be worried by allowing time in, for example, a Teams meeting for them to complete a written task or practice using the new learning
- Ask them to elaborate and develop the concept. Formulate new thinking
- Consider the use of questions: What? When? Who? Why? How? Where?

Let students know when / or if they have understood the subject matter

- Keep students informed of their progress
- How will students know they are at the required level of understanding on that task?
- How can you make use of PLCs used in your subject (both students and teachers)
- This could be in the form of a test (use of retrieval practice is seen as a far better tool for long-term memory engagement ahead of just re-reading the material)

Provide adequate feedback on what they have done

- Could be in a corrective way – the answer is wrong
- Much better in a directive way – the answer is wrong and you should have answered it in this way
- Or, are you able to frame feedback to allow further development – I am impressed by your level of understanding here, how might the answer change if...
- Monitor and keep an eye on those with low completion or activity levels – it might be as a result of lack of understanding or other, non-learning challenges they are facing. Offer support and other channels of support as appropriate

Spread content over time

- Don't offer too much content or make the sessions too lengthy
- You are far better to space the learning out, revisit previous content

Know how each class learns best in remote teaching

- Over time, gather an understanding of the tools and approaches that fit best for your class
- There is no 'one size fits all' approach
- One class may thrive on the use of a Loom and the ability to pause, others with very clear instructions on the task

Look to encourage peer communication

- We often use peer work / peer checking / peer review in the classroom...look to replicate this remotely
- What tools can you use to encourage this? Can review of a submitted piece of work be the homework task for the next lesson? Consider use of a shared folder set up on OneDrive where active discussion of other students' work is encouraged.
- Encourage collaboration wherever possible...lockdown can be a very lonely place! Encourage peer work beyond the classroom and challenge the students to work together in between tasks / lessons

The above tips are summarised on the next page...

Principles for remote teaching at West Ashton School

Before the lesson / task
Think carefully about the content you are going to cover
Consider focusing on maintaining or developing what has already been learned
Be clear with yourself over what you want the students to learn
Are there any activities students need to complete before the lesson?
Don't try to cover too much in one long lesson. Break it in to two shorter sessions
Consider the class and how they learn best...there is no one size fits all approach to remote teaching
During the lesson / task completion
Be clear on what is going to be learned in the lesson, use clear learning objectives for the lesson
Be clear about how they will now how success will be measured
Frame new content within the bigger picture
Use scaffolded tasks to increase confidence, participation
Link new content to prior learning and provide links where appropriate
Keep offering checks on learning and keep offering support throughout
Indicate where / who they can go to for help or support beyond the lesson
Ensure students have the opportunity to put in to practice the new content they have learned
Ask them to elaborate on the content
Encourage peer communication within the lesson where possible
After the lesson / task
Are there any activities students need to complete before the next lesson?
Keep students informed of their progress
Provide feedback appropriately (corrective, directive, developmental)

Encourage peer communication beyond the lesson where possible

Tools: Online meeting / lesson tools

Teams

- Part of the Microsoft Office suite of online applications
- A free download for mobile phones, tablets, PCs / Macs
- You sign in using your school username and password
- Invite / plan meetings from within the calendar part of the app or within Microsoft Outlook Calendar
- Can invite people to the meeting / lesson
- Ability to save the meeting in to the Office Cloud
- 'Safe' with inability for 'Zoom bombing' to take place

Training opportunities

- Loom recording on how to use Microsoft Teams
- If you need any further help, please speak to Toby Holman

Further links

- Accessing Teams: <https://www.loom.com/share/0f373a001a21445ca9fd78c445a812e3>
- Setting up Teams Meetings: <https://www.loom.com/share/2b6c50c9a6504a99ab162affda0c02f8>
- Teams Basics: <https://www.loom.com/share/19e4f47f545a4a31945813e45aa53a14>

Loom

- A really nice, free, tool that allows you to record your laptop / computer screen and puts an image of you in the bottom corner using your webcam
- Instant upload at the end of the recording – no time wasted to upload
- Can complete a voice over on any document / website / file / program that you have on your computer
- If you sign up using your Kingdown School account, we've been awarded a free upgrade to 'Pro'
- Once uploaded, you are given a direct link to your video which you can then share with others
- Just be careful not to share student details on your machine
- Make sure that your computer / laptop is not showing any personal information (photos, websites you may use, personal files) before you record your Loom
- Make sure that you do not mention a student's name in full...first name is sufficient if needed at all
- Remember to give pointers on pausing the video..."I'd now like you to think of five other examples....pause the video and press play when you have written the five down"
- Students can access the video on any device which has internet – akin to a YouTube video

Training opportunities

- Please speak to Toby Holman if you need any help or guidance
- Opportunity for training / guidance via Teams CPD

Further links

- www.loom.com
- Download Loom to your computer: <https://www.loom.com/desktop>
- Some excellent guides / assemblies here: <http://www.kingdown.wilts.sch.uk/online-assemblies/>
- Antony Jordan-Mayhew: <https://www.loom.com/share/df959308ddd346338b169e15ab02eadc>
- Amalie Millest: <https://www.loom.com/share/1fcd562bce12408389ee77c155aea9f0>

Recording MP3 clips

- Many phones have built in apps to record MP3 clips
- These can record your voice and then shared by email
- Generally, a 20 min clip will be less than 10mb so easily shared by email

Email

- School email lists are available on Q:/Email
- Ability to create and save the list just for your own classes
- Remember to BCC when sending an email to the whole class
- You can add lots of different file types to the email and add links to websites
- You will find you have far more control over appearance of the email if you use Outlook ahead of the web client
- You can access your email account from any web browser <https://portal.office.com/>
 - There is a hyperlink at the bottom of the school website to this page as well
- You also have access to primitive Office programs like Word and Excel and PowerPoint
- You must only use BCC for the class (to see this option, when composing a new email, click on Options > BCC)
- Remember to check that you are always sending to their school email account

Further links

- You can log in to your school email here: <https://portal.office.com/>

OneDrive

- All students and staff have 1,000gb of online storage available to use
- You can also download the OneDrive app for your PC / Mac / phone / tablet
- Within OneDrive you can:
 - Create a shared folder with a class
 - Create a shared folder with a specific person
 - Upload larger files that are too big to send via email
 - Request work be placed in there by students
- OneDrive works a lot like Dropbox (if any of you have used before)

Further links

- You can log in to your school OneDrive here (using school email and password): <https://portal.office.com/>

Tools: Go4Schools

Go4Schools

- The place to upload all homework to
- The homework, once allocated to your class, will also be sent to the students in your class
- Remember to be very clear on your instructions for the work you are setting
- Remember too, to follow the 'Principles for remote teaching at Kingdown School'

Further links

- You can log in to your school email here: <https://www.go4schools.com/>

Appendix 1: Teams Protocol