

FHS Plan for Implementation of the Coronavirus Education Contingency Framework

May 2021



Formby High School
'Determined to Achieve'

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. 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)
- a response is required to minimise the impact of an emerging variant of concern (VoC)
- 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 DfE.**

Before advising the introduction of attendance restrictions, other measures should be considered. These may include introducing further testing and re-introducing face coverings in education settings.

Testing

When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variants. Directors of Public Health may also introduce surge testing in an individual setting or a cluster of settings as part of their responsibilities in outbreak management, particularly in response to VoCs. An increased use of home testing by staff, pupils and students may also be advised in secondary schools and colleges.

Face coverings

Directors of Public Health may also decide to take additional steps to further reduce risks of transmission in individual educational settings where VoCs have been identified and may advise the temporary re-introduction of face coverings in an individual setting or a cluster of settings where necessary. This may include face coverings in communal areas (for pupils) and/or classrooms (both pupils and staff). In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.

Decision making

Where a need to take action is identified beyond an individual education setting or a cluster of settings, Directors of Public Health should work with their RPT to consider whether to recommend further measures in education settings in that area. This should then be escalated through the national Local Action

Committee command structure. This brings together colleagues from NHS Test and Trace and DHSC, the Chief Medical Officer, PHE and other government departments.

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 11 and 13 and other pupils due to take external examinations this academic year to attend. High-quality [remote education](#) should be provided for all other pupils.

FHS Plan for Implementation of the Contingency Framework

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

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

In some circumstances, we may be required by the DfE to adhere to further restrictions, opening the school only to the following students

- vulnerable children
- children of critical workers

We will deliver Remote Education for all other students.

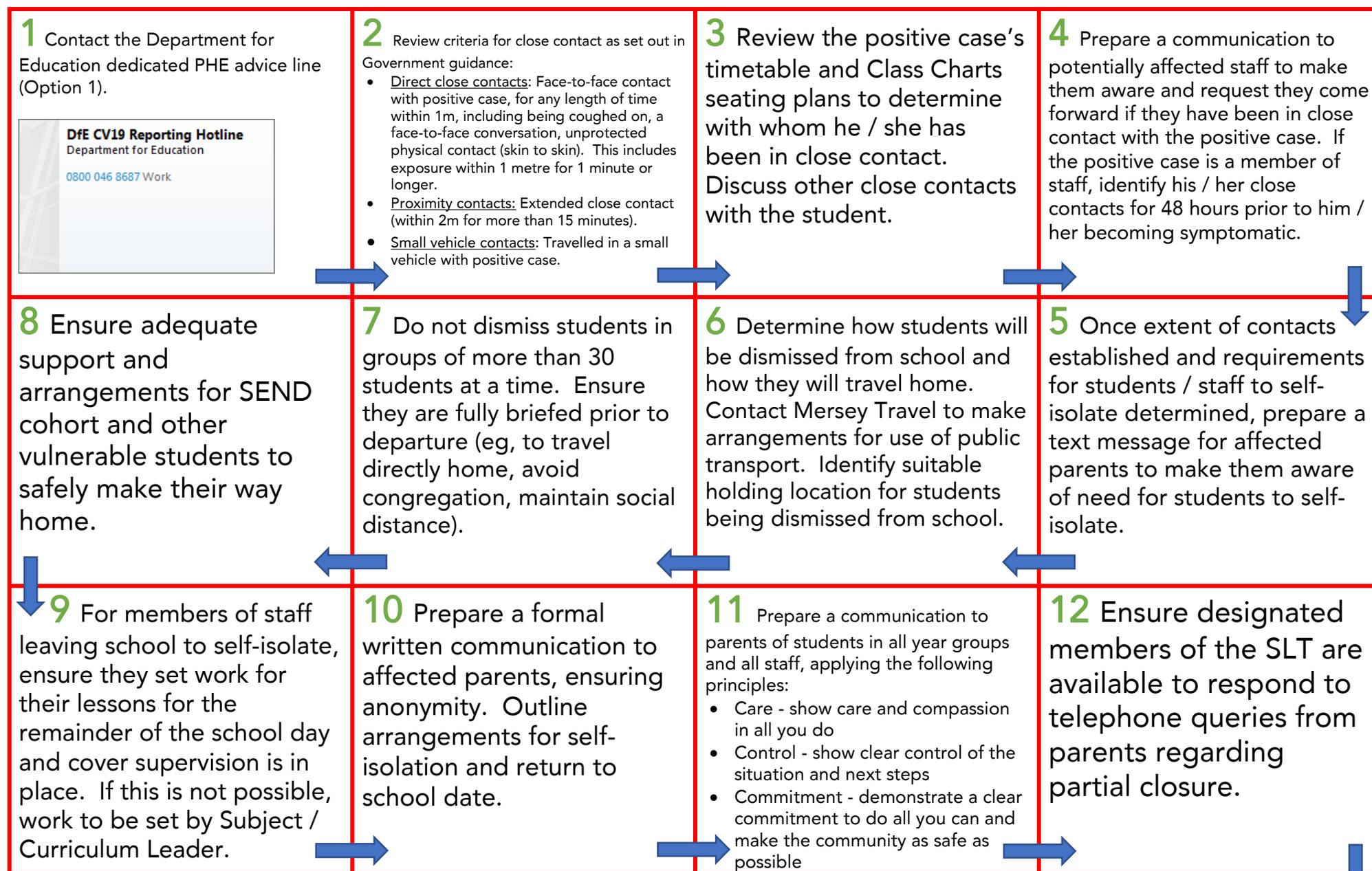
Area	Action Required	Responsible
Health & Safety Measures	<ul style="list-style-type: none"> • Detailed health & safety measures are set out in September Reopening Plan and Risk Assessment (with further updates in the March Reopening Risk Assessment) and will continue during implementation of the Contingency Framework. • There are some students who are at higher risk of severe illness from COVID-19. These people have been told directly by their GP or hospital clinician, or have received a letter, confirming that they are 'clinically extremely vulnerable'. Students who are clinically extremely vulnerable should follow national guidance regarding formal shielding measures in place at the time. • All staff and students (except those with exemption) will be expected to wear face masks whilst inside unless consuming food in the dining room. 	DMA

Area	Action Required	Responsible
Staffing	<ul style="list-style-type: none"> • The school will continue to consider advice from the local Director of Public Health and the Local Authority in relation to staff attending workplaces (including initial teacher training (ITT) trainees) when updating the risk assessment. • Given the reduced numbers on site and the use of remote education for students at home, the school will consider if the Coronavirus (COVID-19) education contingency framework offers more opportunities for staff to work at home, particularly those categorised as Clinically Vulnerable or Clinically Extremely Vulnerable. • Risk assessments for Clinically Vulnerable and Clinically Extremely Vulnerable staff to be reviewed. • The school will have due regard to staff work-life balance and well-being when planning how best to balance the demands of on-site teaching and support for remote education. • Teaching staff will be required to attend school to teach lessons and (if applicable) fulfil their wider managerial responsibilities. At all other times, they should work from home. • Support staff rotas will be reviewed by Support Managers / SLT line managers to ensure adequate staffing on site with all other staff working remotely. 	DMA / HR
Safeguarding	<ul style="list-style-type: none"> • The Designated Safeguarding Lead (DSL) will review the school's Child Protection Policy and safeguarding procedures so that they reflect the local restrictions and coordinated arrangements, and ensure they are effective. • Arrangements in place during implementation of the contingency framework will be contained in annexe to the Child Protection Policy and will be clearly communicated to all stakeholders. • A trained DSL (or deputy) will be available on site at all times during school hours with emergency safeguarding phone number provided to families of students not attending school. 	KBL
School Meals	<ul style="list-style-type: none"> • Students attending school will be able to purchase a school meal on site (using their allocated dining room). • School will continue to provide Free School Meals for eligible students who are attending school. • Where students are self-isolating or not attending as a result of implementation of local restrictions vouchers or food parcels will be issued to families in lieu of Free School Meals. • The school will follow the government guidance on provision of school meals during the Coronavirus outbreak. 	SWL / AWA
Organisation of On-Site Provision	<ul style="list-style-type: none"> • Arrangements for curriculum delivery to remain as per existing timetable for students in Years 11 and 13 who continue to attend school. • Students in Year 10 will be expected to attend school for Year 10 Religious Studies lessons. • Students will arrive / depart via their designated gate and will remain within their year group 'bubble' during the school day. • Intervention / revision sessions and internal assessments / examinations will continue as normal to support students in preparing for their public examinations. • 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. • Information to be shared with the catering contractor regarding reduced numbers of students accessing school meals. • Letter to be sent home to parents to outline arrangements for on-site provision (to include expectations for attendance at school). 	KBL / SCO / PSL

Area	Action Required	Responsible
	<ul style="list-style-type: none"> • Pastoral provision will remain in place for students in year groups attending school. • Open School will be available for vulnerable students and those whose parents are key workers (see Vulnerable Students / Children of Critical Workers below). 	
Remote Learning	<ul style="list-style-type: none"> • Students studying at home will be set all Remote Classroom work via Class Charts by their teacher for each subject. • A letter will be sent to parents outlining important information and expectations regarding remote learning. • Engagement with Remote Classroom will be monitored via Class Charts. • Where appropriate to do so, teachers may choose to teach remotely via MS Teams. • MS Teams remote learning protocols to be set out to students and teachers in advance of remote lessons being delivered. • Regular contact will be maintained between school and students (via the Form Tutor). • Where concerns may exist about individual students accessing Remote Classroom or their well-being, the Pastoral Support Team / CfLL will make contact and provide the necessary support. • Virtual assemblies to be reinstated for year groups not attending school. • Communication between students and their teachers to take place using Class Charts messenger and/or the 'three initials' email addresses. 	SCO
Vulnerable Students / Children of Critical Workers	<ul style="list-style-type: none"> • Open School to be reinstated for vulnerable students and children of critical workers in year groups that are not attending school (9am to 3pm each day). • Students to be organised into distinct and separate Open School 'bubbles'. • Students to complete the work set by their teachers via Class Charts. • One hour of physical activities to be organised for students during the afternoon session. • Online booking system to be reintroduced for parents to book their child onto Open School (fortnightly booking window). • School lunch to be provided in the Dining Room for students attending Open School. • Open School to be supervised by teachers released from teaching through year group absence, Cover Supervisors (where available) and Teaching Assistants (where available). • 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. • Teaching Assistants may be assigned to support individual students (either in class or attending Open School). • SENDCO to review curriculum provision and its delivery for students in these categories. • Disadvantaged students not attending school to be provided with laptop where required to enable access to Remote Classroom. • Pupil Premium 'hot desk' to be reinstated to support disadvantaged students with remote learning. • DSL / Deputy DSL to be on site at all times (providing safeguarding cover for year groups in school and Open School). 	SCO / KBL / AWA / SWA
Tracking & Monitoring	<ul style="list-style-type: none"> • Database developed and maintained to track and monitor students and staff who are absent for Covid-19 related reasons. 	LFO

Area	Action Required	Responsible
	<ul style="list-style-type: none"> • 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 Class Charts seating plans for all year groups in school. • A list of students accessing Remote Classroom for Covid-19 related reasons will be published on a daily basis in a secure location for teaching staff to access. • The Attendance Team will complete and submit the daily attendance return to the DfE. • The Attendance Team / Sixth Form Administrator / HR will provide information to LFO 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. • Twice weekly home testing will continue for all staff and those students attending school whilst this remains government advice. 	
Managing Staff Absence	<ul style="list-style-type: none"> • Any staff absence or inability to work from home as a result of ill health to be reported to DMA / KBL / LKE by 7am on the day of absence. • Absent staff to provide information regarding reason for absence if Covid-19 related and indicative return date based on Government guidance. • 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. • 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 Remote 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. • 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. • Staff absence will be recorded and monitored via the tracking & monitoring systems outlined above. 	DMA / KBL / LKE

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



16 Where members of staff are having to self-isolate, ensure (i) teacher cover is in place and teacher is aware of expectations to set good quality work, (ii) duty cover is in place, (iii) member of support staff has agreed with his / her line manager arrangements for home working.

15 Identify a suitable person to handle any queries from the local media.

14 Provide reassurance to clinically vulnerable members of staff.

13 Prepare communication to self-isolating students / parents to ensure they understand how to access school work via Remote Classroom / Class Charts. Ensure all students have access to the necessary passwords, etc to access online resources.

17 Brief the Chair of Governors and wider Governing Body.

18 Ensure any relevant disadvantaged students have access to laptop computer to enable homeworking.

19 Ensure food parcels are organised for families of students in receipt of FSM who have been sent home to self-isolate.

20 Ensure deep cleaning of the areas of the school used by students / staff who have been sent home to self-isolate.

24 Update the school's tracking & monitoring document to ensure the most up to date information re: students / staff self-isolating and return dates are accurately recorded.

23 Use official communication channels to provide **regular** information to counteract misinformation / adverse coverage in social media.

22 Prepare communication for students to be delivered through Daily Notes the following morning to explain circumstances and reinforce messages regarding hands, face and space.

21 Inform Local Authority of positive case.