

# FHS Plan for Implementation of the Coronavirus Education Contingency Framework

September 2021

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**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. The school will work with the Local Authority, Sefton's Director of Public Health (DPH) and the PHE Health Protection Team (HPT) who may recommend measures described in this document as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, government ministers may take decisions for the area.

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

Where there is an increase in cases locally or a variant of COVID-19 is classed as a variant of concern (VoC), on the advice of the DPH and HPT the school may implement increased asymptomatic testing. This will either be done through the provision of home LFD testing kits for staff and students or through the reopening of the on-site Testing Centre, utilising the school Sports Hall. If this is required the Testing Centre Manager will convene a testing team and plan an appropriate rota of the regular testing of students and staff in order to minimise any disruptive impact it may have on students' education.

### Face coverings

The DPH 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 and/or classrooms (for both students 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

Local authorities, DPHs and HPTs are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings. Local authorities, DPHs and HPTs can work with their regional partnership teams (RPTs) to escalate issues from the local level into the

central Local Action Committee command structure. RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context. In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

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.

### FHS Plan for Implementation of the Contingency Framework

This Contingency Framework will be implemented in the following circumstances:

- five students or members of staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
- 10% of students / members of staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

A group who are likely to have mixed closely might include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team or extra-curricular group
- a group in an after-school activity

Area	Action Required	Responsible
Health & Safety Measures	<ul style="list-style-type: none"> <li>• Detailed health &amp; safety measures are set out in September 2021 Risk Assessment and will continue during implementation of the Contingency Framework.</li> <li>• The Headteacher has overall responsibility for the implementation and monitoring of the measures set out in the school's risk assessment.</li> <li>• If advised to do so by the local HPT, all staff and students (except those with exemption) will be expected to wear face masks whilst inside unless consuming food in the dining room.</li> <li>• Close contacts of positive cases will be required to undertake daily LFD testing.</li> </ul>	DMA
Staffing	<ul style="list-style-type: none"> <li>• 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) in the event of a local outbreak / implementation of contingency measures.</li> <li>• 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.</li> <li>• Risk assessments for Clinically Vulnerable and Clinically Extremely Vulnerable staff to be reviewed.</li> </ul>	DMA / HR

Area	Action Required	Responsible
	<ul style="list-style-type: none"> <li>• It is only the government that is empowered to reintroduce 'shielding' in the event of a major outbreak or VoC that poses a significant risk to individuals. Where shielding is reintroduced, support staff will complete their work from home as directed by their line manager. Teaching staff will be expected to deliver lessons remotely via MS Teams (with a cover supervisor assisting in the classroom).</li> <li>• A member of staff who is shielding and his/her line manager will agree how they will maintain a good channel of communication and contact during the shielding period.</li> <li>• In the event of restricted attendance for students, 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.</li> <li>• In the event of restricted attendance, 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.</li> <li>• Support staff rotas will be reviewed by Support Managers / SLT line managers to ensure adequate staffing on site with all other staff working remotely.</li> </ul>	
Managing Staff Absence	<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 DMA / KBL / LKE 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 Remote Classroom) unless they 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>	DMA / KBL / LKE
Safeguarding	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• The school will work closely with the Local Authority to ensure the safeguarding of vulnerable students and the monitoring of students who do not engage with onsite learning in the event of restricted attendance being introduced.</li> </ul>	KBL
School Meals	<ul style="list-style-type: none"> <li>• Students attending school will be able to purchase a school meal on site (using their allocated dining room).</li> <li>• School will continue to provide Free School Meals for eligible students who are attending school.</li> <li>• 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.</li> </ul>	SWL / KBL

Area	Action Required	Responsible
	<ul style="list-style-type: none"> <li>The school will follow the <a href="#">government guidance</a> on provision of school meals during the Coronavirus outbreak.</li> </ul>	
<p>Organisation of On-Site Provision in the Event of the Implementation of Attendance Restrictions</p>	<ul style="list-style-type: none"> <li>In the event of attendance restrictions being implemented, the examination year groups (Years 11 and 13) will be prioritised for onsite learning (alongside students whose parents are critical workers and vulnerable children). These cohorts of students will be prioritised unless directed otherwise by the government.</li> <li>Arrangements for curriculum delivery to remain as per existing timetable for students in Years 11 and 13 who continue to attend school.</li> <li>Students in Year 10 will be expected to attend school for Year 10 Religious Studies lessons.</li> <li>Students will arrive / depart via their designated gate and will remain within their designated year group area during the morning break and lunchtime. They will attend lessons in classrooms as normal.</li> <li>Intervention / revision sessions and internal assessments / examinations will continue as normal to support students in preparing for their public examinations.</li> <li>If numbers in classrooms are reduced for Covid-19 reasons, seating plans to be reorganised to enable effective social distancing during lessons.</li> <li>Information to be shared with the catering contractor 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>KBL / SCO / PSL</p>
<p>Remote Learning</p>	<ul style="list-style-type: none"> <li>Students studying at home will be set all Remote Classroom work via Class Charts 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 Remote Classroom will be monitored via Class Charts.</li> <li>Where appropriate to do so, teachers will teach remotely via MS Teams to ensure students in year groups not attending school maintain face-to-face contact.</li> <li>MS Teams 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 Remote Classroom or their well-being, the Pastoral Support Team / CfLL will make contact and provide the necessary support.</li> <li>Virtual assemblies to be reinstated for year groups not attending school.</li> <li>Communication between students and their teachers to take place using Class Charts messenger and/or the 'three initials' email addresses.</li> <li>Laptop computers will be made available to disadvantaged students requiring access to technology at home.</li> </ul>	<p>SCO / KBL / GPA</p>
<p>Vulnerable Students / Children of Critical Workers</p>	<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 3.15pm each day).</li> <li>Students to be organised into an Open School 'bubble' (separated from Years 11 and 13).</li> </ul>	<p>SCO / KBL / GPA / SWA</p>

Area	Action Required	Responsible
	<ul style="list-style-type: none"> <li>• Students to complete the work set by their teachers via Class Charts or attend scheduled live lessons using MS Teams.</li> <li>• When students would ordinarily have PE lessons, one hour of physical activities to be organised for students.</li> <li>• Online booking system to be reintroduced for parents to book their child onto Open School (fortnightly booking window).</li> <li>• School lunch to be provided in the Dining Room for students attending Open School.</li> <li>• Open School to be supervised by rota of teaching staff released from teaching through year group absence, Cover Supervisors (where available) and 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 Remote Classroom.</li> <li>• Pupil Premium students working from home to be targeted for support with remote learning (by CfLL / Pastoral Support Team).</li> <li>• DSL / Deputy DSL to be on site at all times (providing safeguarding cover for year groups in school and Open School).</li> </ul>	
Tracking & Monitoring	<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>• School to assist NHS Test &amp; Trace with contact tracing of close contacts in the event of positive cases in school. To support this process, teachers will be required to adhere to Class Charts seating plans for all year groups in school.</li> <li>• 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.</li> <li>• The Attendance Team will complete and submit the daily attendance return as required by the DfE.</li> <li>• The Attendance 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.</li> </ul>	LFO
Educational Visits	<ul style="list-style-type: none"> <li>• During the period of attendance restrictions / contingency measures, all school trips will be either postponed or cancelled.</li> <li>• Parental refunds will be provided and, where necessary, the school will claim for any losses through the RPA insurance scheme.</li> </ul>	KBL / SWL
Transport	<ul style="list-style-type: none"> <li>• Students attending school using public transport should continue to adhere to the government's guidance on the use of public transport during the Coronavirus outbreak.</li> <li>• Students and staff travelling by public transport will be required to wear a face covering whilst on the train / bus, maintain social distance from other travellers where possible and should thoroughly clean their hands on arrival to school.</li> </ul>	DMA

Area	Action Required	Responsible
Other School Activities / Events	<ul style="list-style-type: none"> <li>• Events involving the attendance of parents / members of the public at school (for example, performances or information evenings) will be postponed or cancelled whilst contingency measures are in effect.</li> <li>• Where possible online / pre-recorded presentations will be delivered to parents as an alternative.</li> <li>• Subject Consultation Evenings scheduled to take place in school will be moved to the online platform.</li> <li>• Extra-curricular activities will be suspended for students in year groups not attending school in the event of restricted attendance being implemented.</li> <li>• Limits will be placed on visitors attending school site (for essential purposes only and where no alternatives, such as an online meeting via MS Teams, are possible).</li> </ul>	DMA