



Secondary Contingency Plan

The plan below has been written to the Government guidance released on 29 August regarding school opening.

Secondary

<u>Focus</u>	<u>Area of need</u>	<u>Plan of action</u>	<u>Expectations from Teacher</u>	<u>Expectations from Pupil</u>	<u>Expectations from Senior Leaders</u>
Safeguarding	Keeping children safe remotely	Risk analysis undertaken and phone calls/ home visits undertaken as necessary. All recorded on My Concern.	Highlight to PLs if work is not being accessed or completed		DSL to complete risk analysis. Monitor this is happening.
	Pupil well being	Phone call home to key pupils to speak to the pupil once during the isolation period.	Progress Leader to contact home if a number of subjects report no work.	Pupil to communicate with their teacher and discuss how they are doing with remote learning.	Ensure teachers are communicating with PLs and that GLs are contacting home.
Disadvantaged Pupils	School Meals	Provide free school meals in school.	Ensure pupils receive their free school meals.	Ensure meals are ordered and collected.	Review possibility of introducing hot meals

	Lack of IT at home	Undertake a pupil survey to ascertain who needs a chrome book and dongle in case of lockdown	Complete survey with the pupils		Purchase IT and have everything in place
Communication	Pupils	Provide live lessons as per contingency plan Provide live assemblies Tutor to contact pupils/parents who have requested calls.	Acknowledgement of work Feedback as per departmental policy	Monitor ClassCharts Attend all live/recorded lessons and assemblies	Ensure all live communication (lessons and assembly) in place
	Parents		Contact school with any concerns.	Parents to email the teacher/ Progress Leader.	Support with any challenging issues

Scenario	Plan	Details	Who
<p>Tier 1 School will remain fully open . However, either individuals or small groups may need to work remotely.</p>			
<p>Teacher isolating (symptom free - not ill)</p>	<p>Lessons to be taught virtually.</p>	<p>Lessons to be taught via GoogleMeet or a pre-recording by the isolating teacher from home, where possible. A cover teacher will monitor the class.</p>	<p>Class teacher. Cover teacher.</p>
<p>Individual pupil isolating</p>	<p>Folder emailed home.</p>	<p>Progress Leader will email a link to the folder to pupils and parents, which will consist of year group/subject specific work. The link will also be accessible via the website.</p> <p>The Progress Leader will then update the self isolating tracker sheet with the date they have emailed parents/carers.</p> <p>Link: https://drive.google.com/drive/folders/1pafDMXQTt6LRNve6efhxTj43REJWB028</p>	<p>HoFs Progress Leaders</p>
<p>Small group isolating</p>	<p>Folder emailed home.</p>	<p>Progress Leader will email a link to the folder to pupils and parents, which will consist of year group/subject specific work. The link will also be accessible via the website.</p>	<p>HoFs Progress Leaders</p>

		<p>The Progress Leader will then update the self isolating tracker sheet with the date they have emailed parent/carers.</p> <p>Link: https://drive.google.com/drive/folders/1pafDMXQTt6LRNve6efhxTj43REJWB028</p>	
Class isolating	Pre-recorded lessons.	Teachers will pre-record lessons as per their timetable. Lessons do not need to be one hour long; they can be a recording, followed by a project.	Class teachers
<p>Tier 2</p> <p>Move to a rota model, combining “on-site provision with remote education”.</p> <p>Secondary schools will continue to allow full-time attendance for vulnerable pupils and the children of key workers, with all other pupils subject to a rota.</p>			
Year groups rotating attendance	<p>Pre-recorded lessons.</p> <p>Weekly virtual assemblies.</p>	<p>Identified pupils will attend school on a rota basis where they will be taught by class teachers.</p> <p>Teachers will pre-record lessons or teach live for those who are home learning, according to a normal timetable if possible. Lessons do not need to be one hour long; they can be a recording, followed by a project.</p> <p>Pupils at home will receive a weekly, live assembly.</p>	<p>Class teacher</p> <p>HoF/TLR holders</p> <p>Progress Leaders</p>
<p>Tier 3</p> <p>full-time on-site provision only to vulnerable pupils, the children of critical workers and selected year groups which will be identified</p>			

by the DfE.

All other pupils will stay at home and be provided with remote education.

Identified year group	Pre-recorded lessons. Weekly virtual assemblies.	Identified pupils will attend school on a rota basis where they will be taught by class teachers. Teachers will pre-record lessons or teach live, according to a normal timetable if possible. Lessons do not need to be one hour long; they can be a recording, followed by a project. Pupils at home will receive a weekly, live assembly.	Class teacher HoF/TLR holders Progress Leaders
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Tier 4

All mainstream schools and colleges will only allow full-time attendance to **vulnerable pupils and the children of key workers**, with all other pupils staying home and receiving remote education

	Live lessons - full timetable Weekly virtual assemblies.	All year groups will receive live lessons, according to their timetables, of all core and option subjects. This will be a revised timetable to enable two teachers to be present in any live lesson and to accommodate other responsibilities. Bubbles will receive a weekly, live assembly. Key workers and vulnerable pupils who remain in school will have access to the live lesson timetable.	Teachers HoFs/TLR holders Progress Leaders
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