

Papillon House School Contingency Planning – Covid-19

From September 2021, Covid-19 measures in educational settings have been adjusted in line with Government guidance (see Covid-19 Risk Assessment – updated September 2021). If the number of positive cases increase then this indicates that transmission is happening in our setting and appropriate extra action may be necessary.

If 2 pupils or staff who are likely to have mixed closely with somebody who has tested positive for Covid-19 then go on to test positive themselves within 10-days of contact, this will be considered an outbreak.

Close mixing in schools is likely to include:

- A class group
- A friendship group mixing at playtimes/lunchtimes
- Staff and pupils taking part in the same activity session together

At the point of reaching an outbreak, there will be a review of the testing, hygiene and ventilation measures in place. Papillon House School will consider:

- Whether any activities could take place outdoors, including exercise, assemblies or classes
- Ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- One-off enhanced cleaning focusing on touch points and any shared equipment

Advice will be sought from the Department for Education (DfE) and/or Health Protection Team (HPT) and the following may be introduced:

- Temporary reinstating of face coverings for staff and visitors in indoor and/or communal spaces for two weeks, pending regular review.
- Increased frequency of lateral flow testing (LFT) for all staff and Secondary pupils where parents are choosing to carry out LFT with their child at home.
- Limit transition or taster days for new pupils; residential trips; parental attendance to Papillon House School; live performances.

Attendance restrictions will only be considered as a short-term measure and as a last resort to ensure high quality face-to-face education remains priority. Class or school closure will only be considered:

- Within Papillon House School, in extreme cases where other recommended measures have not broken chains of in-setting transmission
- Within the local area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS

Education Contingency Plan: Home Learning – future school closure, partial school closure or pupil being absent from school due to Covid-19

In the event of a school/class closure or a pupil being absent from school due to being required to isolate as a result of Covid-19, if well enough to take part in home learning, the following will be provided by the Class Teacher and the TSA (Teaching Support Assistant).

Teachers – Three times weekly face-to-face contact:

1. **Whole class** (where possible/appropriate) face-to-face via Teams or Zoom (parent preference) on Mondays
 - Hello/check-in
 - 1 activity e.g., Attention Autism/sensory activity/Music
 - Plan for work to complete that week (individual pupil targets to be shared with parents and planning sent in advance of this online class session) spoken through with children and parents. Work sent home weekly must include:
 - Maths (differentiated per pupil and linked to their individual targets)
 - English (differentiated per pupil and linked to their individual targets)
 - PE/Yoga/Dance
 - Cooking/Making/Art
 - Science/Sensory
 - Preferred tasks e.g., colouring pack on favourite topic/interests

Amount of work sent home to be differentiated by pupil ability/focus/motivation to complete tasks.

2. **Individual Teaching Session** via Teams or Zoom –during the week (Tues/Weds – 3 x pupils per day)
 - Subject area (Maths/English) to be planned against pupils' individual targets
 - Any resources required for the session to be communicated with parents prior to the session
 - Teachers will need a variety of resources at home to carry out specific activities e.g., where this involves a sensory element, numeracy resources or a book (all teachers will have a set of resources ready to take home should any future school closure or partial school closure be necessary)

Individual sessions may be pre-recorded if this will suit the individual pupil better, for example, where a pupil may benefit from accessing sessions at a time that suits them and their family better. This may be due to the need to share devices at home with a sibling or parent, or due to behaviour, attention difficulties or periods of time where a pupil may need a break from their learning.

3. **Individual 'check-in'** session face-to-face via Teams or Zoom (teacher to have arranged times/days with parents – either by telephone or email in advance for the Thurs/Fri)
 - Hello/check-in with parents and pupil
 - How has the work been managed through the week?
 - Any changes e.g., more/less of a particular subject area for the following week?
 - Any particular difficulties in carrying out the work or generally? May flag this to therapy or senior staff if required. Record of this is to be written up and shared with Katie by email

In the event of a class closing/pupil being absent for part of a week due to Covid-19, work for that period will be sent home on the first day of closure/absence and then a phone call will be made by the class teacher to ensure that they have everything they need. Face-to-face Zoom/Teams session will start from the beginning of the following week.

Therapy Contingency Plan:

In the event of pupils having to self-isolate due to Covid-19 and unable to attend school, therapy will continue to be offered to pupils receiving the Specialist therapy package in line with their individual EHCP requirements. Therapy will be offered via Zoom, telephone or e-mail consultation.

The school office will notify the therapy assistants if a child is self-isolating at home due to a positive test or because they have symptoms and have chosen not to take a test.

When a child is self-isolating due to a positive test result or symptoms:

- Key therapist to contact parents via phone call, in the first instance, on behalf of all disciplines involved in the pupil's therapy, to provide advice and support in line with EHCP targets and therapy goals.
- Therapist making phone call, will advise and provide consultation to parents regarding challenges specific to the home setting and sign-post parents to therapy support pages on the school website.
- Therapist making the phone call to liaise with other therapists if parents require further advice sheets or activities to be sent home.
- If family are well and able to engage in therapy, a zoom consultation will be offered to provide advice and support in identified areas of need (both therapists if required – dependent upon pupil's current area of need and current therapy input within school).
- Provide individualised programme in line with EHCP targets to be completed at home by parent and pupil.
- Signposting to school website for information and videos on how to carry out interventions at home.
- E-mail follow up mid-week to offer support and advise if needed.
- Weekly follow up and offer further advice and activities to do at home if needed.

Local lockdown / school closure:

- In the event of the whole school being closed for a period of 2 or more weeks parents of **all** children will be contacted by a 'key therapist' on behalf of all disciplines involved in the pupil's therapy or the therapist allocated to the child's class. This contact will be via telephone or email and will offer advice and support to the parents whilst the child is at home.
- For children who receive a Specialist therapy package and have therapy provision outlined in the EHCP, a zoom consultation will be offered to provide advice and support in identified areas of need (both therapists if required - dependent upon pupil's current area of need and current therapy input within school).
- Therapists will provide individualised programmes in line with EHCP targets to be completed at home by parent and pupil.
- Signposting to school website for information and videos on how to carry out interventions at home.
- E-mail follow up mid-week to offer support and advise if needed.
- Weekly follow up and offer further activities to do at home if needed.

Additional information for teachers:

- *All email contact between teachers and parents and other professionals - Katie must be copied in.*
- *If at any point a parent does not respond to the teachers attempts to make contact, the teacher must make multiple attempts to ensure contact is made. If they do not gain a response during the week, they must contact Katie.*
- *Teachers are responsible for keeping a record of all contact with pupils and parents, including date, time, content, actions/outcomes. Following a phone call, teachers must complete a record of telephone conversation form and then they must email a summary of the call and any actions/outcomes to the parent, copying in Katie. **Teachers will block their phone numbers before making any calls to parents/carers.***
- *Teachers working hours of Monday – Friday, 8am – 4.30pm remain the same during any lockdown period or closure of school/class. Teachers must be contactable by staff and parents during these times. Teachers will be required to plan and prepare for the week ahead during the working week.*
- *Legally we are required to have a contingency plan in place and ensure that all pupils receive comprehensive home learning programmes including virtual face-to-face contact. We have identified, following the last lockdown, that online activities and face-to-face contact could be improved and therefore they are now included in our contingency plan.*
- ***All teachers must arrange a weekly Zoom meeting with their class team (SNAs and TSA) to check in with staff and report any worries or concerns raised to the Management Team. If a member of staff does not join this meeting or is unable to access Zoom, the class teacher must attempt to make telephone contact instead.***

If a teacher is unable to contact a member of their team after multiple attempts, they must report this to Katie.