



Covid-19 Lockdown Policy

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AIMS

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, and different tiers of restrictions.

At Take 1 are aware of how necessary it is to deliver high quality education. We also understand that due to Covid-19 prolonged periods of remote learning are very real and the continuation of high quality education and learning during these periods for all of our pupils is a necessity.

We have recognised how critical it is for our pupils to maintain some sort of consistency and normality, and this includes maintaining a quality school life with continued high expectations and access to learning resources and materials that support continued learning development and the ability for our pupils to succeed.

This policy will outline how Take 1 will operate if a local lockdown or restrictions are implemented.

If a local lockdown in our area or new national restrictions are implemented, Take 1 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 the headteacher in conjunction with other key stakeholders as and when the situation develops.

Tiers of restriction

The government has advised that it anticipates schools will usually remain fully open to all pupils in local areas where restrictions have been implemented.

There may be exceptional circumstances in which some level of restriction to schools is required in a local area. In these cases, restrictions will be implemented in a phased manner, known as the 'tiers of restriction'. Under the Coronavirus Act 2020, the decision to order the closure of schools rests with the central government.

This plan sets out how the school would operate at each tier in the event that the restrictions become necessary in our local area. At each tier, the school will maintain communication with pupils and parents to ensure they understand who needs to be in school at any given time.

Tier 1

The school will remain open to all pupils.

Face coverings will only be worn by adults and pupils when moving around the premises, outside of classrooms, e.g. in corridors and communal areas where social distancing cannot easily be maintained in the event that additional local lockdown restrictions are applied to Nottingham, unless they are exempt from wearing one.

Face coverings will be worn by adults and pupils during the use of public transport.

Staff have been trained on how to safely wear and remove face coverings and face covering posters will be installed around the school.

Tier 2

As we traditionally have fewer than 10 pupils, we are operating as one bubble and pupils will continue to be offered full time education on site.

In the event that we have 10 or more pupils on roll, the following will apply.

The school will operate on a rota model, combining on-site provision with remote education. Full-time on-site provision will be offered to vulnerable pupils and the children of key workers. No other pupils will be allowed to attend on-site provision, except for during their rota time.

The rota system will mean that pupils may spend one week on-site followed by one week at home. When deciding how to split pupils into two distinct rota groups, the following considerations will be made:

- Rota groups will consist of 'bubbles' that avoid mixing with one another
- Pupils likely to come into contact outside of school will be placed in the same rota group, where possible
- Different rota groups can use the same classroom and facilities and enhanced cleaning measures will be implemented as normal
- Vulnerable pupils and children of critical workers will be integrated into rota groups, even if they continue to remain on-site during weeks their rota group is scheduled to be at home

The school's relevant risk assessments will be updated to reflect the rota system.

Face coverings will be worn by adults and pupils when moving around the premises, outside of classrooms, e.g. in corridors and communal areas where social distancing cannot easily be maintained. Face coverings will continue to be worn on public transport.

Pupils will be directed to continue to adhere to public health advice while they are scheduled to be at home. Pupils must not return to on-site provision if they are self-isolating, even if their rota group is scheduled to be at school that week.

All pupils must attend during their rota group's scheduled time on-site. Attendance will be recorded using the usual attendance codes, in line with the Attendance and Absence Policy. In the event that shielding is resumed within the local area, clinically extremely vulnerable pupils will not be required to attend school.

Remote education will be delivered on a rota basis, in line with the Remote Learning Policy. All pupils on the rota for home learning will be expected to log into the e-learning systems and to join live lessons scheduled each day.

Where pupils eligible for FSM are not attending on-site provision during scheduled time at home, the school will continue to provide them with FSM, e.g. via food vouchers.

We'll strongly encourage vulnerable pupils to continue attending school in their own bubble rather than on a specific rota. To do this, we'll:

- Work with our local authority (LA)
- Contact a pupil's parent or carer, and (where applicable) social worker if the pupil doesn't attend, to find out why and discuss their concerns

At the end of each week we will prepare for a different rota group at the start of the following week by ensuring a rigorous cleaning schedule is completed including a full clean of all communal areas and classrooms, equipment and furniture.

We will update our risk assessment to reflect our rota model, and we will communicate our plans with all staff and parents.

Staff can operate across different rota groups, as well as bubbles. Staff will maintain social distancing with each other and pupils as much as possible. Take 1 will reduce the number of staff on site and may have staff working from home or alternative locations to facilitate delivery of live lessons and reduce the number of adults in school.

If shielding measures are reintroduced in the local area, clinically extremely vulnerable staff will not be expected to continue working on site.

Tier 3

The school will allow full-time on-site provision to vulnerable pupils and the children of critical workers and selected year groups (which have not yet been identified by the DfE). All other pupils will not attend on-site provision – remote education will be provided to these pupils.

Face coverings will be worn by adults and pupils when moving around the premises, outside of classrooms, e.g. in corridors and communal areas where social distancing cannot easily be maintained.

Tier 4

The school will only remain open for full-time on-site provision to vulnerable pupils and the children of critical workers. All other pupils will not attend on-site provision – remote education will be provided to these pupils.

Face coverings will be worn by adults and pupils when moving around the premises, outside of classrooms, e.g. in corridors and communal areas where social distancing cannot easily be maintained.

Infection prevention and control

The school's Infection Control Policy will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus will be encouraged to get a test and asked to isolate. 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 DfE Helpline on 0800 046 8687 and select Option 1, where a team of NHS advisers will decide what action is needed based on the latest public health advice. The school will follow the expert advice, which could include working with the local HPT if the situation is escalated by the advisers. 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 school 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; it is also advised that they wear face coverings on dedicated school transport.

Remote education

If a local lockdown or new national restrictions are implemented, the school will offer immediate access to remote education for pupils who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote learning for that group.

Take 1 may also need to temporarily close to all pupils for a deep clean following several positive Coronavirus test results or in the event of a number of staff members awaiting test results. If a temporary closure is required, Take 1 will immediately implement remote learning for all affected pupils.

All remote learning will be delivered in line with the school's Remote Learning Policy.

Teaching and learning

All pupils will have access to high-quality education when remote working.

To ensure pupils have immediate access to high quality education and have no disruption to their planned curriculum when remote working, all lessons have been adapted and uploaded weekly onto SMHW.

The school will use a range of teaching methods to cater for all different learning styles. This includes:

- **Power Points**
- **Video Clips**
- **Practical Task Demonstrations**
- **Live lessons**
- **Videoed lessons**
- **Quizzes**
- **Group work using Class Notebook**
- **Fill the gap activities**
- **Short Answer questions**
- **Long Answer questions**
- **Independent learning**
- **Workbooks (electronic/paper based)**
- **Textbooks**
- **Pod Casts**
- **Assignments**
- **Writing Frameworks**
- **Reading Comprehensions**
- **Virtual Q&A**
- **Professional Discussions**
- **Chat**

Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

For the weeks that a rota group is scheduled to be at home, teachers will include new material planning for a remote programme that is of equivalent length to the core teaching pupils would receive in schools, in addition to paying attention to the first, second, fourth and fifth above bullet-points.

All remote teaching and learning will broadly follow the planned school curriculum for this academic year with the addition of specific health and wellbeing activities to support emotional resilience, promote a positive mindset and help to reduce social isolation. Take 1 will not set tasks or work which is not related to current themes of study or planned learning activities.

Take 1 implemented the use of Show My Homework(SMHW) last academic year and are currently implementing Google Classrooms. Pupils are using these online learning programmes during school in lessons, to ensure they are able to access them when working remotely. This means all the online tools that will be consistently used across Take 1 for remote learning to allow interaction, assessment and feedback, and all pupils are familiar with how they work and how to use each system. All staff are trained in their use.

If a pupil is unable to engage effectively in remote education at home, e.g. due to a lack of devices or quiet space to study, the school will consider designating them as vulnerable and therefore enabling them to attend full-time on-site provision. We also have a limited amount of devices to loan out during these periods.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes. Where necessary, teachers will use summative assessment such as for internally assessed unit assignments within vocational qualifications through the assignments function on SMHW where pupils' work can be remotely supervised.

The school will where possible provide laptops to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- 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.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

For the academic year 2020-21 all lesson resources and pupil work tasks will be saved onto SMHW so all pupils are able to access the work remotely during the year in line with the curriculum content being taught and have access to the same content immediately.

All pupils have their own individual log-in to SMHW, Google Classrooms and a school email address, from this they can access their email (Gmail) and Online Office Documents (Word, PowerPoint), pupils have used these functions previously and routinely within school. They will be able to use these apps to look at resources, chat to teachers, complete learning activities, complete assessments and take part in live lessons.

Take 1 is going to run the majority of their online teaching and learning through SMHW and Google Classroom as it allows the school to control the options available for specific users or groups of users. Take 1 are able to set who should be allowed to use private chat, private calling, meeting scheduling, content types that can be shared, and more to ensure pupils' safety during participation within our online learning. Google Classrooms and SMHW are GDPR compliant and enables Take 1 to safeguard all pupils. All data shared within the systems is protected and when live classrooms are used the data is encrypted and only invited guests, pupils and teachers can access the meeting or live lesson.

Returning to school

The headteacher 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.

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

We will ensure measures are in place so that meals can be prepared and served safely for pupils who remain on site.

- We will ensure that we can continue offering FSM to pupils and families who are eligible. This includes eligible pupils who are not in attendance because they are self-isolating
- Have had symptoms or have tested positive
- Are a close contact of someone who has coronavirus
- Are not attending due to local lockdown arrangements, including rota systems

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, any reviews of the protective measures as part of its risk assessments, or if remote working will be applicable for all. 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.

Any concerns about implementing the rota system, e.g. space and staffing issues, will be raised with the local authority and the DfE's regional teams.

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 a member of SLT – headteacher@take1studios.co.uk
- Parents – the headteacher – naomi@take1studios.co.uk or headteacher@take1studios.co.uk

Monitoring and review

This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE) and any updates that are announced.

Any changes to the plan will be communicated to all relevant stakeholders.

This policy should be used in conjunction with FUEL's remote learning policy.

Please note: this plan has been created in line with the advice regarding contingency planning in the DfE's '[Full opening guidance: schools](#)'. National guidance has been issued by the DfE for how schools should operate during a local lockdown, and a tier system has been established by the Department of Health and Social Care as part of its '[Contain framework](#)'. This operates on the basis of four tiers. Tiers 1-3 only apply to schools with pupils in Year 7 and above and range from introducing the use of face coverings to creating a rota system for attendance, whereas Tier 4 necessitates that all education settings only remain open to vulnerable children and the children of critical workers. It is important, however, that schools remain aware that every local lockdown may be different depending on the circumstances of the area. If a local lockdown is implemented in your area, you must follow the specific guidance for your area. We will ensure this plan is updated in line with national government guidelines regarding the operation of schools during local lockdowns.