



St John of Jerusalem
Church of England Primary School

COVID 19

School Closure Policy

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1. Introduction

In July 2020 the DfE issued guidance for the full reopening of schools following the COVID 19 closure period. The guidance can be found [here](#) (Section 5 of Guidance for full opening: schools). As part of the guidance, every school has to have in place contingency plans for outbreaks. The guidance sets out principles and states:

In developing these contingency plans, we expect schools to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high-quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum.

School Closure may be a result of

- a need for class isolation as a result of confirmed COVID 19 cases
- whole school closure as a result of confirmed COVID 19 cases
- local area lockdown
- national lockdown

Likely, a local/national lockdown would still require schools to be open for keyworker/vulnerable pupils.

DfE Guidance for Children of critical workers and vulnerable children who can access schools or educational settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Pupils' access to learning:

- Please see [EEF Remote Learning Summary](#)
- Home learning packs: Each pupil will receive a home learning pack with equipment and exercise books. A register will be kept in each class of pupils who don't have access to PCs/laptops, and Chromebooks and internet access will be provided for identified pupils.
- Microsoft TEAMS: all teaching staff should ensure that they are fully conversant with TEAMS procedures in accordance with the school's Remote Learning policy.
- Parents must sign the acceptable use agreement relating to remote learning so that pupils can access the platform (see appendix 2).
- The class teacher will ensure that pupils have their login details to access Teams through Single Sign-On. Pupils will be shown how to log into Teams. Logins for each class will be provided by the admin team and details kept in pupils' home/school books for easy access.
- Website: A link to single-sign-on Teams will be available on the school website in the pupil area. Other resources for home learning including links to educational websites will also be available on the school website.
- Oak Academy:
Oak National Academy, with the backing of the DfE, provides a collection of on-line lessons and resources. It is available throughout 2020/21 as a free, optional, resource to support contingency planning.
<https://www.thenational.academy/#>
- [EEF SEND:](#) (Education Endowment foundation – SEND resources)
- [EEF Support Resources](#)

2. Staff Expectations

Schools and local authorities are expected to work together during lockdown to ensure that different settings are supported to open to eligible pupils wherever possible, taking into account their circumstances and cohort. Some pupils will inevitably be reliant on learning from home. Within the school setting, each member has a role to play in delivering the best quality teaching and learning opportunities they can, whether this is onsite or as remote access.

3. Teachers

- Teacher Responsibilities for Learning –online /home packs. Teachers will produce learning activities for pupils either on-site or at home. These activities will be in relation to the curriculum map planning for the specific term affected.
- An element of the learning planned by the teacher will be interactive and delivered across a virtual platform.
- Teachers will maintain communication for those not attending school at this time via email, TEAMS or telephone. Teachers should be available for pupils and parents during pupil contact time (9:00-12:00 AM & 1:00-3 PM). See appendix 1 –Example Daily Time Table.
- Teachers highlight pupils requiring individual risk assessments.
- Teachers will continue to meet with their phase leader and the SLT. This will be either virtual or face to face.
- Middle Leaders will meet with the SLT regularly.
- Teachers on rota will be available for work and ready for calls from 8.30 am.
- Teachers will set tasks for their TAs in relation to resources, supporting online delivery of short sessions to pupils at home and attending any set training opportunities.

4. Teaching Assistants

- TAs will continue to support pupils they work 1-to-1 with- producing resources, supporting online and face to face learning as appropriate.
- TAs will attend weekly meetings with their Teacher to discuss pupil's progress in work tasks & discuss next steps of learning.
- If TAs are working on site on a rota basis, they will support pupils with their online learning. They will be available for work and ready from 8.30 am.

5. Leadership Team

- The SLT will take a strategic view, continually monitoring the Government updates and guidance to support the regular business of the school
- The SLT will monitor the learning provided for pupils to ensure all pupils receive their entitlement through adapted teaching & learning experiences both at home and at school.
- The SLT will attend and lead meetings with teachers/TAs/LA, SIP, TAG to conduct the regular business of the school in relation to teaching and learning, progress of pupils.
- The Inclusion Manager will be in regular contact with the vulnerable pupils (CP, CIN cases).
- DHT will work with the Inclusion Manager monitoring their support to parents & pupils during this critical stage.
- The SLT will monitor and review the school risk assessments, including individual risk assessments for pupils.

6. Inclusion Manager/SENCO

- Liaising with the ICT technician to ensure that technology used for remote learning is accessible to pupils and that reasonable adjustments are made where required.
- Ensuring pupils with EHC plans have their needs met while learning remotely and liaising with the HT and DHT and other organisations to make alternative arrangements for these pupils when needed.

7. Administration

- Maintain registers /attendance records for staff and pupils.
- Maintain/support communication with families.

8. Premises Staff

- Follow the guidance for cleaning routines (COVID related)
- Follow school risk assessment for COVID
<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

9. IT Technicians

IT technician will be responsible for:

- Fixing issues with systems used to set and collect work
- helping staff with technical issues, they are experiencing
- Reviewing security of remote learning systems and flagging any data protection breaches to the HT/ DHT.
- Assisting pupils and parents with accessing the internet or devices.

10. Well Being

Pupils/Families

Any school closures can increase the daily pressures already faced by our families, and a range of other factors may directly affect our pupils and their families during this time.

- Class teachers will have regular circle time and PSHE sessions with their class. If any issues arise they will either seek additional support from the SLT or the Inclusion Manager, who can signpost families to various support services where appropriate.
- The Inclusion Manager will liaise with Social Services Team to offer parents telephone support with a range of behaviour and learning needs – resources or video examples will be sent home to support parents to carry out the advice.
- The school will aim to support families when appropriate by arranging access to food banks or food delivery services and seek additional advice and support for families that are facing financial hardship where appropriate.
- Pupils will be encouraged to join online calls with their class teachers and peers to build and maintain the relationships and the sense of belonging for the pupils.

Many families will be seeking guidance and reassurance from school about sending pupils back to school after closures. Staff will be encouraged to follow the key messages on the school website.

Staff

The school aims to provide the necessary working conditions and support to staff to reduce stress in school and when working from home.

- The school will work alongside Hackney Education to ensure they support staff to optimise their own wellbeing through evidence based approaches whilst adapting to the different circumstances.
- School will encourage open and honest communication with staff and ensure they are all aware of the services available to support them – this includes training classroom leaders and middle leaders to be able to support their class teams effectively.
- Government guidance will be closely monitored to ensure staff are safeguarded effectively and that the working environment is clearly organised and well-led.
- Staff training will be identified and delivered to ensure staff have the learning opportunities and resilience to develop their understanding of any new roles or responsibilities they may face.

School leaders will ensure they are clear about the areas of focus to ensure staff wellbeing is maintained and supported:

Managing the wellbeing of staff during COVID-19

<https://www.egfl.org.uk/sites/default/files/Wellbeing%20guide%20for%20staff%20working%20in%20schools%20and%20trusts%20LGA.pdf>

The [Education Support Partnership](#) provides a free helpline for school staff and targeted support for mental health and wellbeing

Information about the [extra mental health support for pupils and teachers](#) is available.

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11. Communication Strategy

The school will use the following methods of communication to alert all stakeholders in the event of a school closure

1. **School Website** – the school website homepage will be updated to include prominent school closure announcement. The admin team will be responsible for this.
2. **Letter** – in the event of a further lockdown or school closure, the LA is likely to issue a letter to be sent to all parents. This letter will be adapted as necessary and will be emailed using school comms, and a copy will be sent to Governors/staff if deemed appropriate. This can be carried out remotely and will be the responsibility of the administrator.
3. **Email** – see above. Letters the school wished to be sent can be emailed via school coms. The school admin team will ensure that school comms. are up to date and include all email addresses for pupils on roll from Sept 2020.
4. **Texts** – parents and staff will be sent a short text advising of any planned closure. This will direct them to further sources of information. This can be carried out remotely and will be the responsibility of the admin team.
5. **Governors** – the Head Teacher will notify the Governing Board
6. **Telephone Contact:**
 - With Pupils and Parents -teachers will be required to keep in regular contact with their class pupils and parents, and they should ensure that they have the means to do this from home.
 - With Staff – DHT and ML will remain in regular contact with staff on their team.
 - With Local authority – The Head Teacher will remain in regular contact with LA advisers
 - With Governors – The Head will remain in regular contact with the Chair. The clerk will email the wider GB with updates.

12. Organisation

- In the event of a further lockdown, the school will remain open for children of critical workers and the most vulnerable pupils. The most vulnerable pupils will be identified and where possible will be encouraged to attend school on a full or part-time basis in accordance with national guidance.
- Pupils will attend online sessions with their class teacher daily.
- Teachers will be responsible for providing a timetable of remote learning contact with their pupils– this will include live sessions and online activities
- Support Staff in school may work on a rota basis if the number of pupils attending school is low and will be supporting pupils with their remote learning in- school and at home.
- If staff are working on a rota basis, they will all be available to work from 8.30 am every day.
- The Inclusion Manager will make weekly monitoring calls to all vulnerable pupils who are learning from home. In addition, the inclusion manager will call all pupils who are not in school and who are identified as being CIN or CP.
- A monitoring log will be completed by the inclusion manager following calls home and will be shared with members of the Senior Leadership Team. Any issues of concern that arise during these telephone calls must be shared with a member of SLT directly to ensure that the necessary support can be put in place.
- The school nursing service will also be responsible for calling parents of pupils who have a Healthcare Plan and ensuring that their medical needs are continuing to be met.

Department for Education- Links to support learning during coronavirus for parents

- Guidance for parents and carers helping children learn from home (<https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>)
- Find resources to support home learning (<https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>)

For teachers and leaders

- Guidance for teaching children online (<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>)
 - Shared practice for schools teaching remotely (<https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19>)
 - Remote education resources for teachers (<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid19#remote-education-resources-for-teachers>)
 - Teaching mathematics in primary schools <https://www.gov.uk/government/publications/teaching-mathematics-in-primary-schools>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

13. Appendix 1



St John of Jerusalem School Time Table

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:15	Registration				
9:15-9:45	Live Maths Lesson Work Activities posted on school website	Live Maths Lesson Work Activities posted on school website	Live Maths Lesson Work Activities posted on school website	Live Maths Lesson Work Activities posted on school website	Live Maths Lesson
9:45 - 10:15	Class work independently Teacher work with small groups				Whole School Online Assembly 10:00-10:30
10.15 -10.30	Families encouraged to carry out online Exercise				
10.30- 10.50	Break				
10:50 - 11:00	Circle Time /Mindfulness Session				
11:00-11:30	Live Literacy Lesson & Work Activities on School Website	Science/ History/ Geography/ RE	Live Literacy Lesson & Work Activities on School Website	Live Literacy & Work Activities on School Website	Live Literacy Lesson & Work Activities on School Website
11:30 - 12:00	Class work independently Teacher work with small groups				
12:00-1:00	L	U	N	C	H
1:00-1:30	Online Reading Session				
1:30- 2:15	Science/ History/ Geography/ RE/PSHE	Big Write	Science/ History/ Geography/ RE/PSHE	PPA PE, Music and Spanish Links	Science/ History/ Geography/ RE/PSHE
2:15 -3:00	Class work independently				Class work independently