



ADDERLEY PRIMARY SCHOOL CONTINGENCY ACTION PLAN IN RESPONSE TO CORONAVIRUS (COVID-19) OUTBREAK

Following the latest government guidance, we have reviewed carefully how we can continue to provide the most effective teaching and learning for our pupils over this challenging period.

The well-being of our pupils and staff is our top priority.

PHASE ONE

School open as normal

- All children attend
- All staff attend

PHASE TWO

Staffing numbers are low – partial closure

- School open for particular Year Groups dependant on staff numbers
- School closed for Year Groups where there are staffing shortages
- All non self-isolating staff to attend school
- We will have flexible timetables in place
- Amend break time/lunch time supervision rotas
- We will offer home learning to pupils in affected Year Groups (paper based and online)
- All to check school website and Twitter for updates
- All self-isolating staff (who are not ill) to work remotely from home to provide suitable planning for their classes and complete online assessments via Educater

PHASE THREE

Insufficient staff for safe opening

- School will be closed to all children except for those who absolutely need to attend (including children of key workers and those who are vulnerable)
- All non self-isolating staff to attend school
- We will offer home learning to all pupils (paper based and online)
- All to check school website and Twitter for updates
- We are working with CityServe Birmingham to see what offers we can put in place for FSM and UFSM children
- All self-isolating staff (who are not ill) to work remotely from home to provide suitable planning for their classes and complete online assessments via Educater

PHASE FOUR

Government enforced school closure

- School closed to all staff and children except for those who absolutely need to attend (including children of key workers and those who are vulnerable)
- Staff will work on a rota basis (as deemed necessary)
- Teaching staff who are not in school to work remotely from home to provide suitable planning for their classes and complete online assessments via Educater
- We will offer home learning to all pupils (paper based and online)
- During closure period FSM and UFSM pupils will be receiving e-vouchers via ParentMail until the government implements an alternative measure
- All to check school website and Twitter for updates

If Catering staff are absent:

CityServe to provide cover staff

Kitchen stock regularly ordered

Provision will be made for all FSM and UFSM children

Educational visits/visitors/clubs:

All outgoing school trips to be postponed indefinitely

All incoming visitors postponed

Swimming lessons postponed

All after-school clubs cancelled until further notice

Parents events, EYFS Read or Count with Me sessions postponed

All sports events cancelled until further notice

Medical issues:

Pupils and staff identified as high risk due to medical conditions to self-isolate at home.

Follow NHS guidance

Communication to parents:

Updates posted on website homepage and Twitter

Texts/emails are sent to update parents daily where affected via ParentMail

All families self-isolating have been informed of new guidance of 14 day isolation period as a family

Safeguarding Calls in place for vulnerable families

School Hygiene:

Class discussions and demonstrations on handwashing and hygiene advice from NHS delivered by School Nurse

Non-negotiables for daily handwashing and hand sanitising for all Year Groups

Handwashing at regular intervals during the day

Advice posters to be displayed in toilets and public areas

Supply of soap in all toilets checked daily

Supply of antibacterial cleaning wipes / sprays - ensure all door handles, hand banisters are wiped at least once during the school day and at the end of each day

Minibus deep cleaned at the start of the day and after each journey.

[Procedures for what staff should do if a child or staff member is feeling unwell in school:](#)

[Follow the current guidance from the DfE COVID-19: guidance for educational settings](#)