



Planning in the event of COVID 19 Staff and Student Reductions

This brief policy is designed to help us all make decisions about what actions we might take if we see staff and student numbers start to fall as the term progresses. If possible, we should avoid closing schools, but this may become necessary over time.

Actions as staff and student numbers fall:

Tier 1:

- Arrange cover for classes using supply or cover staff.
- Merge teaching groups within bubbles using larger spaces in school and non-teaching staff to support teachers.

Tier 2

- Arrange for rotation of children in and out of school by bubbles. For example, a week for Years 7, 8 and 9, followed by a week for Years 10, 11, 12 and 13.
- Partial closure of school by class or year group.

Tier 3:

- Partial closure (by year groups - we will need to decide priority order. Must be agreed with AWI and COG).

Tier 4:

- Whole-school closure (must be agreed with AWI and COG).

Remote learning:

All schools should be able to set work via in-house systems for children absent as a result of COVID 19. If there is whole-school closure then lessons will need to continue as normal and should also include some on-line video lessons.

Home Learning Expectations

Self Isolation - Tiers 1 and 2

- If a staff member has to self isolate and are not ill, they should set all work as per lockdown arrangements and expectations below. A cover teacher can then facilitate the teacher's lesson to the students in the room.
- If a staff member has to isolate and is unwell then the Head of Department should support them setting cover as with any illness.

As many students will have to self isolate over the next few months all lessons and resources should be uploaded to Google classroom as well as homework. Please can you ensure all lessons are set as assignments and include the following:

- Clear lesson objectives and outcomes - these may be in the PowerPoint
- Clear instructions of what needs to be done in the lesson - these may be in the PowerPoint
- All resources including textbook if needed for the lesson
- The opportunity for students to upload their work

Lockdown (including Year Group lockdowns) - Tiers 3 and 4

Business as usual as far as possible

All lessons set as per the timetable on Google classroom

Students upload evidence of their work and teachers give feedback where possible

Teachers to either pre-record the lesson or deliver it live using one of the following approaches

- Google Meet for live lessons (linked from Google Classroom)
- Powerpoint (Google Slides) and accompanying video recorded on iPad
- Voice over PowerPoint (Google Slides) using Screen recorder for Chrome
- Voice and / or video over PowerPoint (Google Slides) using Loom for Chrome

Lesson expectations

- Do It Now task
- Clear learning objectives and differentiated outcomes (using the star system)
- Clear instructions and differentiated tasks
- Appropriate digital resources provided to support learning
- Clear differentiation (1, 2, 3 star system)
- Opportunities for students to upload evidence of their work

Teacher expectations

- Set work for classes as per their timetable using Google Classroom so students can work at home
- Check students are completing work each lesson (as far as possible) and adapt lessons as appropriate
- Where possible respond to questions from students

Safeguarding

- Only use the Google suite of applications and approved extensions (Youtube, Screen recorder or Loom)
- No DIY solutions
- If in doubt ask first