

## Park Primary School and ELC Unit Covid-19 Contingency Planning Framework

| LEVEL     | DESCRIPTION   | ACTIONS  |
|-----------|---|--|
| <b>1</b>  | <p><b>SCHOOL AND ELC UNIT OPEN TO ALL PUPILS AND STAFF</b></p> <ul style="list-style-type: none"> <li>▪ <i>School and ELC Unit fully operational within normal staffing capacity</i></li> </ul>   | <ul style="list-style-type: none"> <li>• All members of the school community follow Argyll and Bute guidelines to ensure highest possible levels of safety during Covid-19 pandemic.</li> <li>• Head Teacher ensures all staff, pupils and community are kept up to date with current guidelines.</li> <li>• Head Teacher submits weekly response to detail current staffing levels and contingency planning.</li> </ul>   |
| <b>1a</b> | <p><b>SCHOOL AND ELC UNIT OPEN TO ALL PUPILS AND STAFF</b></p> <ul style="list-style-type: none"> <li>▪ <i>School and ELC Unit fully operational within normal staffing capacity</i></li> <li>▪ <b>Individual pupils self-isolating</b> in accordance with Public Health Scotland guidelines</li> </ul> | <ul style="list-style-type: none"> <li>▪ As above.</li> <li>▪ If a child is self-isolating because they are unwell, they will not be expected to complete any work at home.</li> <li>▪ School pupils who are well and self-isolating at home will receive an 'Isolation Pack' of photocopied revision activities to complete during this period. Each pack will contain a variety of literacy, numeracy, health and wellbeing and creative tasks.</li> <li>▪ For ELC children, Seesaw posts will guide parents on the learning taking place in the Unit. Children will not be expected to complete any work at home.</li> <li>▪ SEEMIS absence codes indicate absence is because of Covid-19.</li> </ul> |
| <b>2</b>  | <p><b>SCHOOL AND ELC UNIT OPEN TO ALL PUPILS AND STAFF</b></p> <ul style="list-style-type: none"> <li>▪ <i>School and ELC Unit fully operational and managing to remain open with <b>reduced staffing capacity</b></i></li> </ul>   | <ul style="list-style-type: none"> <li>▪ Head Teacher arranges appropriate supply cover.</li> <li>▪ Head Teacher calls first on supply teachers/workers with experience of working in our school and ELC Unit.</li> <li>• Head Teacher seeks permission to charge supply to the Covid-19 related central budget.</li> </ul>  |
| <b>3</b>  | <p><b>SCHOOL AND ELC UNIT OPEN TO ALL PUPILS AND STAFF</b></p> <ul style="list-style-type: none"> <li>▪ <i>School and ELC Unit operational and managing to remain open with <b>reduced staffing capacity</b></i></li> <li>▪ <b>Potential risk of limiting pupil numbers</b></li> </ul>                  | <ul style="list-style-type: none"> <li>▪ Parents informed about possible move to blended learning approach due to reduced staffing capacity.</li> </ul>  |

|                   |  |   |
|-------------------|--|---|
| <p><b>4/5</b></p> | <p><b>SCHOOL AND ELC UNIT OPEN BUT PUPIL NUMBERS LIMITED</b></p> <ul style="list-style-type: none"> <li>▪ <i>School and ELC Unit no longer fully operational due to <b>reduced staffing capacity</b></i></li> <li>▪ <b><i>Pupil numbers limited</i></b></li> </ul> | <ul style="list-style-type: none"> <li>▪ Head Teacher revisits all options at levels 1-3.</li> <li>▪ Director, Head of Service and Communications Team updated.</li> <li>▪ Policy Lead and Elected Members informed by Directorate.</li> <li>▪ Head Teacher uses school closure flowchart to alert all necessary contacts of partial school closure.</li> <li>▪ Move to blended learning model (proposed June 2020) that maximises pupil face to face learning.</li> <li>▪ Learning in school will primarily focus on literacy, numeracy, health and wellbeing and IDL. Follow-up tasks to consolidate and extend this learning will then be completed at home.</li> <li>▪ Class teachers will share home learning tasks via Xpressions. In addition, photocopied materials to support Xpressions tasks may be sent home. ELC staff will share home learning activities on Seesaw.</li> <li>▪ See Level 1a above for expectations of pupils when not attending school building.</li> <li>▪ Head Teacher and Education Officer actively repeat levels 1-3 in an attempt to increase staff capacity.</li> </ul>   |
| <p><b>6</b></p>   | <p><b>SCHOOL CLOSED TO ALL PUPILS AND STAFF</b></p> <ul style="list-style-type: none"> <li>▪ <i>School closed to all pupils and staff due to further reduction in staffing capacity, Health Protection Scotland directive or national guidance.</i></li> </ul>     | <ul style="list-style-type: none"> <li>▪ Head Teacher has explored all options from levels 2-5</li> <li>▪ Director, Head of Service and Communications Team updated.</li> <li>▪ Policy Lead and Elected Members informed by Directorate.</li> <li>▪ Head Teacher uses school closure flowchart to alert all necessary contacts of full school closure.</li> <li>▪ Head Teacher continues to work in partnership with Central Team to ensure that home learning provision is in place and monitored effectively,</li> <li>▪ Welfare contact between school staff and families. Priority given to those identified as vulnerable.</li> <li>▪ Potential hub support for key worker children re-established.</li> <li>▪ All parents / carers sent contact details for support services, including the Educational Psychology Service.</li> <li>▪ In the event of return to lockdown: Covid Recovery work streams fully re-established to support schools and respond efficiently to updated national and local guidance.</li> <li>▪ Home learning for all children supported by school and ELC staff following blended learning guidance.</li> <li>▪ Class teachers will share home learning tasks via Xpressions for pupils to access at home. ELC staff will share home learning activities on Seesaw.</li> <li>▪ All school pupils are expected to engage fully with school work, unless they are ill.</li> <li>▪ Head Teacher actively revisit levels 1-3 in an attempt to increase staff capacity.</li> <li>▪ Ongoing partnership planning in preparation for return to school.</li> </ul> |