

COVID-19 Support to Key Workers

INTRODUCTION

Situation. The Secretary of State for Education has decided that schools and children's social care settings are increasingly finding it difficult to continue as normal, as illness and self-isolation impacts on staffing levels and pupil attendance. He has decided that to provide parents, student and staff with the certainty that schools, colleges and early year's settings will be closed to everyone except children of key workers and vulnerable children from close of business on the 20 March, as part of the country's ongoing response to coronavirus. A copy of the advice is

Planning assumptions. The planning assumptions for this plan:

School will remain closed until the start of the Michaelmas term 2020;

A staff sickness rate of 30%;

Childcare in the holidays;

Support to online learning in term time;

Both parents must be critical workers and cannot work from home;

Utilise staff with light teaching loads and those with no online learning responsibilities.

Tasks.

Director of Operations and Co-curricular.

Manage the provision;

Maintain the staffing list;

Coordinate and control the staffing;

Provide oversight, and checks and balances.

School administrator. Establish a bespoke ISAMs register for children of keyworkers.

Management team. A member of the management team will be present in the School each day on a rota and are to be prepared to aid and sickness cover in extremis.

COORDINATION

Timeline. An outline timeline of the School's potential support to key workers is below:

Number of children from key workers. A preliminary analysis of our parent occupations has identified 15-20 eligible children. We expect that we will be collated by the 21 Mar.

Routine. The routine for the day:

Start of day - 9am

Registration on ISAMs.

Morning break - 10:25am.

Lunch – 12:30pm to 1:30pm.

Afternoon break – 3:00pm.

Collection – 4pm.

Staff are to coordinate suggested changes through the Dir of Operations and Co-curricular.

Parameters for support. The School will look after key workers under the following parameters:

Only is no childcare is available at home. If a parent is working from home, the school will not provide childcare;

Children are booked in advance in accordance with the School's guidelines;

Parents must be a key worker as stated in the government's guidance;

Only is the School can safely provide a provision;

Any child presenting symptoms is to be collected immediately.

Childcare. The School will provide active childcare during holidays.

Learning. The School will support children's online or distributed learning pack during term time.

Staffing. The Director Operations and Co-curricular will coordinate staffing in accordance with:

A balance of male and female staff;

Sufficient ratios to meet guidelines, especially for EYFS;

Balancing work-loads and the hours of staff in accordance with contracts.

Staff expectations. Staff are to adhere to the staff code of conduct and the high expectations expected of the School. Dress is to be in accordance with the Saturday staff dress policy.

Holiday activities. During the holidays, staff are to plan activities which are fun and allow children to recuperate. Daily activities are to include:

Reading;

Outdoor and indoor games;

A film and/or some TV time;

Music/dance;

A physical activity.

Staff timetabling. The Dir Operations and Co-curricular will timetable staff for 4 weeks in advance, distributed a week before the start date of the period. Staff are to ensure they provide the Dir Operations and Co-curricular:

Availability a month in advance;

Key dates that they are not available – in term time, these must be cleared with the Dir Operations and Co-curricular.

The Dir Operations and Co-curricular will balance each person's load over the period.

Staff sickness plan. If staff are sick, the management team will be the standby plan if other staff are not available.

Suspected case of COVID-19. Staff are to keep up to date with current government guidance regarding a suspected case of COVID-19. Currently self-isolation. The School will be subsequently deep-cleaned.

Policies. All policies are extant and in accordance with the normal operation of the School.

Expectations of the children. The School's expectations of the children are:

Saturday dress policy;

Bring in a packed lunch, water and snacks;

Behaviour expectations in accordance with our extant policies;

LOGISTICS

Zoning. The School will be zoned and children will be limited to which rooms and locations that they may use. The following matrix is the guidance:

Year/Group	Location
Pre-prep	Reception CR
Junior	B1
Senior	B3
All	Playground Boarder's Common Room Dining hall ICT room Toilets adjacent to the dining hall

Drop off and pick up. Current planning is to have children dropped off and picked up by parents in the normal manner.

Catering. There will no catering onsite for the duration of the shutdown. Children and staff will be required to bring in their own snacks and packed lunch.

Cleaning. The following cleaning will take place:

A deep clean prior to opening the provision;

A sparkle clean every two days to all zones;

A deep clean of areas if a child or member of staff is confirmed as having the virus;

The Assistant Bursar will co-ordinate the cleaning requirement.

First aid. A first aid trained member of staff is required to be on every day.

Medical conditions/allergies. All staff are to acquaint themselves with those children with allergies or medical conditions.

Self-isolation. No child that has been in contact with a member of the family is to attend and must follow the extant government guidance relating to COVID-19 and self-isolation.

COMMUNICATIONS

Registration. All children are to be registered on the bespoke register:

On arrival;

After lunch;

The School Office to ensure all registers are completed and any issues highlighted to the Director Operations and Co-curricular.

Telephone numbers. Staff are to ensure that they can access ISAMS and each child's record including parent's contact details. Staff are to ensure that their mobile telephone number is registered with the Dir Operations and Co-curricular and the Front Office.

Parental communications. The School will communicate with parents via email. All parental communications to be cleared through the Headmaster.