

PARENT / CARER
Coronavirus - Woodcroft Phased Response Strategy

ISSUE 1

Woodcroft is operating a phased response to the escalating coronavirus pandemic. We have identified a range of potential actions to increase social distancing and reduce opportunities for the virus spreading in school. From **Friday 13th March we shall move to Phase 2**.

Phase 1 - Minimise School Pupil to Pupil Contact esp large group

- Increased regular handwashing
- Children will be supervised washing hands as soon as they arrive in school (after taking off coats, before entering class). We use paper towels in classrooms to limit aerosol transmission.
- Extended school cleaning regime to ensure push surfaces and handles are included.
- We will enforce extended absences from school following illness beyond usual 48hrs
- We will improve classroom ventilation by leaving windows and doors open
- Limited classroom movement i.e. changing places / group activities are restricted
- Teachers will limit or avoid carpet time
- Teachers will limit the sharing of equipment
- There will be an increased cleaning regime of equipment in Foundation Stage by staff
- We will monitor and advise pupils about unsuitable playground games
- All assemblies and groups larger than one class will cease
- We propose to stagger lunchtime sittings and pupils will eat packed lunches in a classroom supervised by teachers to allow more space in the dining hall.

Phase 2 - Minimise Pupil to Adult contact (in effect from 13/3/20)

- There will be a limit to staff working in close proximity with different pupils e.g. TA support of multiple interventions groups
- Staff will consider appropriate seating plans for groups to ensure distance between individuals
- We will cancel all non essential school groupings and meetings. The following will **NOT** take place:
 - Parents Evenings (postponed)
 - School performances to families
 - Music Concerts are postponed (e.g Y3 Ukulele and Strings Concert)
 - Performances and Plays Postponed (e.g. school play Matilda)
 - EYFS Workshop to parents (postponed)
 - Easter Parades to parents (cancelled)
 - Little Oaks (suspended until further notice)
 - Clubs run by school staff are now suspended until further notice unless otherwise informed (Acorns and clubs that are charged run by external coaches will continue to run until further notice)

The decision to escalate to the next phase will be taken in response to national events and advice.

Phase 3 - Cancel/Postpone all non-essential events activities

- Cancel Sport Matches
- Cancel School Trips
- Cancel paid extra-curricular activities and Acorns After School Club
- Cancel Staff Training and Professional Meetings

Phase 4 - Partial Closure (work set remotely)

- Take advice re: class closure if member of a class is required to self-isolate with unconfirmed symptoms

Phase 5 - School Closure (work set remotely)

- Close the school if pupils / staff contract coronavirus
- Close the school following Government or Public Health England Advice

WOODCROFT PRIMARY SCHOOL
Coronavirus Risk Assessment

Specific Issue	Potential actions if specific issue occurs
Suspected case in school	<ul style="list-style-type: none"> • Contact relevant agencies e.g. LA / Public Health England. • Deep clean core areas • Inform staff • Contact parents – general information about sickness etc.
Confirmed case in school	<ul style="list-style-type: none"> • As above, plus ... • Review the key next steps e.g. closure of a class / school • Communicate decision and rationale
Suspected case in a family	<ul style="list-style-type: none"> • Parents to ensure children wash hands before leaving the home • Child to wash hands immediately after coming into school • Increase monitoring of pupils
Confirmed case in a family	<ul style="list-style-type: none"> • Children in the family to remain at home for a fixed period of time • Deep clean of the classroom and school
Teacher shortage	<ul style="list-style-type: none"> • Supply / SLT Cover (if available) • Consider partial closure for certain classes or part time / AM / PM classes
Support staff shortage	<ul style="list-style-type: none"> • Prioritise most vulnerable children / classes with remaining staff
Protection for most vulnerable children	<ul style="list-style-type: none"> • Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat • Discuss with parents the initial steps and agree key actions e.g. partial seclusion
Staff with health issues	<ul style="list-style-type: none"> • Ask them to contact their consultants to seek advice on their condition • Consider modifying roles to avoid non essential contact
Staff with symptoms	<ul style="list-style-type: none"> • Stay at home; follow NHS 111 advice; discuss with Headteacher
Pregnant staff	<ul style="list-style-type: none"> • Ask them to contact their midwife to seek advice
Kitchen shut down	<ul style="list-style-type: none"> • Parents to provide packed lunches
Premises issues	<ul style="list-style-type: none"> • Plan alternative site security arrangements • Discuss with cleaning contractor cover arrangements in good time
Leadership shortage	<ul style="list-style-type: none"> • Remote access via phone re: decision making
Admin shortage	<ul style="list-style-type: none"> • Office staff review emails remotely • Cover with TAs / SLT • Inform parents not to phone unless emergency

Other school users	<ul style="list-style-type: none"> • Inform of control measures, including the possibility that a suspension or usage may occur.
Long period shut down	<ul style="list-style-type: none"> • Continue learning activities through Google Classroom • Maintain office support for telephone and email communications during shut down

Virtual School Parent Guide

Introduction:

Woodcroft staff are making preparations to run a virtual school if we are forced to close. This means that work will be set and submitted online on a daily basis. You and your child will still be able to contact your class teacher, but it will all be set remotely and online. This is largely untested procedure, and there will be lots of probable hiccups, but Woodcroft is very well prepared to offer this service because of our advanced online platforms and expertise in Google applications.

The guide below is a brief introduction to services we will offer. More information and support will be provided in due course. Please note that in the event of an enforced school closure, and until further restrictions are requested, we still plan to keep the school office open in order to respond to telephone calls and emails.

Key Stage One & Key Stage Two

Google Classroom

Meet your class online and receive tasks and assignments from your child's teacher. This is a safe space to interact with classmates and keep busy whilst away from school:

- Daily tasks will appear in your child's Google Classroom stream. These will be set by your class teacher.
- First News will be available to read via your Classroom stream
- Teachers will be available to answer questions and give feedback **at set times**. These will be published in due course.

Reading / Spelling / Timetables Practice

You can read a book every day and learn your spellings and timetables.

Brainbuilder Homework

You will be able to look out for your child's weekly Brain Builder on the 'Smarthomework' button at the top of the Woodcroft website. We will continue to set project based 'Brainbuilder' homework assignments.

Pupil Apps

We recommend the following apps, available on the 'Apps Button' when your child logs into the Woodcroft website:

■ Times Tables Rockstars:

- Spend a few minutes each day in the 'Garage' - your child is working through an individually targeted program of times tables.

■ Quizlet:

- Play the following games:
 - Spell
 - Math
 - Gravity

- **Khan Academy:**
 - Work through missions set by your child's teacher.
 - Watch videos to support learning.
- **Code.org:**
 - Work through coding activities
- **Duolingo**
 - Work through courses set by your child's class teacher.

Nursery & Reception:

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- Learning Pages will be posted on website

A Suggested Virtual School Timetable (this may be subject to change)

This is just a suggested timetable to show the expectations for pupils in the event of a school closure. Actual times may vary for different classes. Families may need to adjust times to accommodate siblings who also need access to devices. We also acknowledge that other family circumstances and events may occur.

However, it is recommended that families establish a set routine, just like school, if they want to achieve continued success for their child

9.30 - 10.00 Times Tables / Spellings
10.00 - 11.00 Lesson 1 English
11.00 - 11.30 Break
11.30 - 12.30 Lesson 2 Maths
12.30 - 1.30 Lunch
1.30 - 2.30 Lesson 3 Topic / Science
2.30 - 3.00 Reading
3.00 - 3.30 Brain Builder Projects