

Contingency plans for possible COVID-19 outbreaks

For individuals or groups of self-isolating pupils, remote education plans have been put in place. These mean that as much as possible that we meet the same expectations as those for any pupils who cannot attend school at all due to coronavirus (COVID-19).

In the event of a local outbreak, the Public Health England (PHE) health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. In this case the UTC, have need of a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.

Remote education support

Where a cohort, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will have the capacity to offer immediate remote education.

In developing these contingency plans, we aim to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, we aim to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work

- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

When teaching pupils remotely, we will avoid:

- Placing significant demands on parents' help or support
- An over-reliance on long-term projects or internet research activities

Further support is available from:

- The National Cyber Security Centre, on [which video conference service is right for you](#) and [using video conferencing services securely](#)
- annex C of the guidance on [Safeguarding and remote education during coronavirus \(COVID-19\)](#), as well as statutory guidance on online safety in Annex C of [keeping children safe in education](#).

Accessing remote learning

In the event of small numbers of students being absent from the UTC due to Covid-19

Staff will;

- Set work using Teams Assignments or email
- Deliver in Teams (where practical), and where possible record lessons using screen capture and audio recordings and make these available to students remotely via Teams
- Supply resources such as photocopied resources/textbooks to admin staff for timely distribution
- Provide opportunities for some face-to-face interaction and provide timely feedback on work submitted from home

Students will;

- Access instructions via Teams Assignments
- Actively engage with work set and complete deadlines unless unwell at which point they should send an email to the teachers to keep staff informed.

In the event of whole cohorts of students being absent from the UTC

Staff will;

- Deliver lessons using the existing timetable using Microsoft Teams and set work using Teams Assignments
- Deliver in Teams where practical, and record lessons using Microsoft Teams and make these available to their students
- Supply resources such as photocopied materials to admin staff for timely distribution
- Provide opportunities for some question and answer interactions and provide timely feedback on work submitted from home

Students will;

- Ensure they have followed the guidance about accessing lessons using Microsoft Teams
- Access instructions via Teams or email
- Attend all compulsory online lessons
- Actively engage with work set and complete deadlines unless unwell at which point they should send an email to the teachers to keep staff informed

In the event of a whole school closure due to Covid-19

Staff will;

- Deliver lessons using the emergency timetables using Microsoft Teams and set work using Teams Assignments
- Deliver in Teams where practical, and record lessons using Microsoft Teams and make these available to their students
- Supply resources such as photocopied materials to admin staff for timely distribution
- Provide opportunities for some question and answer interactions and provide timely feedback on work submitted from home

Students will;

- Ensure they have followed the guidance about accessing lessons using Microsoft Teams
- Access instructions via Teams or email
- Attend all compulsory online lessons
- Actively engage with work set and complete deadlines unless unwell at which point they should send an email to the teachers to keep staff informed

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