



ARROW VALE HIGH SCHOOL

DIGITAL CONTINGENCY POLICY

Recommended by: NBR
Recommendation Date: 26.01.24

Ratified by: LAGB

Signed:

Ratification Date: 29.01.24

Next Review: 01.02.25

Policy Tier (Central/Hub/School): SCHOOL
(Arrow Vale)



Introduction

This plan will be put into action immediately if:

- There is a local outbreak of COVID-19 and the school has to close temporarily for most pupils, like during the initial school closures in March; or
- Individuals or groups of pupils need to self-isolate, but the rest of the school is still open

Arrow Vale High School Remote Learning Programme

We plan to provide a programme which will be of equivalent length to the core teaching pupils would receive in school, including daily contact with teachers.

Teachers have been issued with staff laptops, equipped with microphones and webcams. Therefore, all are in a position to deliver lessons remotely from home, or in school.

Arbor

All parents / guardians and students have been given access to Arbor, this platform is our main communication method and is where all homework, home learning and all-important information can be found. Further information on Arbor can be found in the Arbor support guides and in our explainer videos on the staff shared area and also on the school website

Office 365

All students have access to Microsoft Office 365, here they can download the full suite of Microsoft Office to home PC / laptop or tablet free of charge. They can also remotely access their school accounts to access their One Drive Folders and all Students' Shared Folders. Further information on Office 365 can be found in the Office 365 support guides and in our explainer videos on the staff shared area and also on the school website

Microsoft Teams Live Lessons

For clarity:

- 'Live' lessons refers to the teacher delivering a live lessons to all students who join via Microsoft Teams
- 'Duel' lessons refers to the teacher delivering a lesson in school to students present in the classroom and also students who are self isolating joining via Microsoft Teams

All Live Lessons will be delivered using Microsoft Teams through the school network. No other digital platform is authorised by the school, and must not be used. Please refer to the online safety section of the Safeguarding Policy and our overarching e-safety policy for further details of our measures to keep our pupils safe online. Before entering a Live Lesson students will need to have read the **Online Learning Code of Conduct**. Invitations to lessons will be sent via school email which can be accessed through Office 365. Students will wait in a lobby area until their teacher allows access to the lesson.



All Microsoft Teams **'Live'** lessons will be recorded live, or in advance of the lesson - if the teacher cannot deliver them at the scheduled time.

Further information on Microsoft Teams can be found in the Microsoft Teams support guides and in our explainer videos on the staff shared area and also on the school website

Divergence from the normal timetable operating in school will only happen in the most exceptional circumstances. Even if there is a return to Tier 4. Please see our Tiered approach below.

Tiered Approach to Digital Contingency Plan

Tier	Trigger for remote learning	Contingency Plan
1 Current Measures	Teacher and pupils for one or more classes has to self-isolate but are well and able to work from home	As much as possible Teachers will work from home, and deliver remote lessons to all their classes, following the normal timetable in school.
	Teacher has to self-isolate but is well and can work from home, pupils remain in school	As much as possible Teachers will work from home, and deliver remote lessons to all their classes, following the normal timetable in school. A member of cover staff will supervise the pupils during the lesson.
	Teacher is unwell, pupils remain in school	Normal cover arrangements will apply. When they are well enough, teachers will work from home, and deliver remote lessons to all their classes, following the normal timetable in school.
	Teacher is well and in school, one or more pupils self-isolating but are well and can work from home	Teacher will teach the lesson in school, following the normal timetable to the pupils who are there. They will simultaneously teach the lesson remotely by sharing their screen, and using a microphone (on their headphones, or other device). This is referred to as a 'Duel' lesson.



	Pupil is unwell and has to self-isolate, teachers well and in school	Teacher will teach the lesson in school to the pupils who are there, following the normal timetable. They will simultaneously teach the lesson remotely by sharing their screen, and using a microphone (on their headphones, or other device). If the illness is prolonged, and extends beyond 14 days, bespoke arrangements will be put in place.
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Tier	Trigger for remote learning	Contingency Plan
2 Rota system where some pupils work from home.	Teacher is well and in school	Teacher will teach the lesson in school, following the normal timetable via Microsoft Teams.
	Teacher has to self-isolate but is well and can work from home	As much as possible Teacher will work from home, and deliver remote lessons to all their classes, following the normal timetable in school.
	Teacher is unwell	Cover arrangements will apply, a specialist teacher from the same department will deliver lessons remotely, following the normal timetable. When they are well enough, teachers will work from home, and deliver remote lessons to all their classes, following the normal timetable in school.

Tier	Trigger for remote learning	Contingency Plan
3 DfE directed attendance – just key year groups	Teacher is well and in school	Teacher will teach face to face lessons to key year groups, following the normal timetable. Remote lessons will be taught in school, following the normal timetable via Microsoft Teams.
	Teacher has to self-isolate but is well and can work from home	As much as possible Teacher will work from home, and deliver remote lessons to key year groups, following the normal timetable in school. Normal cover arrangements will be in place for face to face lessons, with cover staff supervising key year group classes. Remote lessons will be taught from



		home to all other years, following the normal timetable.
	Teacher is unwell	Cover arrangements will apply, a specialist teacher from the same department will deliver lessons face to face to key year groups, following the normal timetable. A specialist teacher will deliver remote lessons to all other years following the normal timetable. When they are well enough, teachers will work from home, and deliver remote lessons to all their classes, following the normal timetable in school.

Tier	Trigger for remote learning	Contingency Plan
4 Vulnerable and key worker children only will attend	Teacher is well and in school	Teacher will teach face to face lessons to VKWC, following an adapted timetable. Remote lessons will be taught in school, following the normal timetable via Microsoft Teams.
	Teacher has to self-isolate but is well and can work from home	Teacher will work from home, and deliver remote lessons to all year groups, following the normal timetable in school. If teacher also has to home school own children a rationalised provision may be adapted for students. Students will receive a modified rationale timetable to allow staff to continue to make safeguarding checks and allow capacity to home school own children should the need arise.
	Teacher is unwell	Cover arrangements will apply, a specialist teacher from the same department will deliver lessons remotely, following the normal timetable. When they are well enough, teachers will work from home, and deliver remote



		lessons to all their classes, following the normal timetable in school.
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Expectations

As the teachers and pupils will be following the 'normal' timetable remotely, it is expected teachers will monitor pupils' engagement with remote lessons and any homework set. They should continue to use Arbor to set work remotely, and use the communication tab as a means of communication with pupils.

As far as possible, teachers should be working in line with the following policies:

- Teaching and Learning Policy
- Homework Policy
- Department Specific Marking and Feedback Policy

Pupils without access to remote lessons

The list of pupils without remote access will be kept up to date and it is important that parents / guardians inform us of any changes in circumstances. Where possible school will be provided appropriate equipment for those who meet the requirements.

Disadvantaged pupils

A small number of pupils have been provided with laptops through the LA, via the government scheme.

The DfE is also working to:

- Offer free access to BT WiFi hotspots for disadvantaged pupils
- Provide access to free additional data for families who rely on a mobile internet connection

Online Support and Resources for Remote Learning

- DfE approved COVID19 online resources
- Oak Academy
- All of the relevant links on the 'Link' page on Arbor.



Covid 19 - Close Contact Action plan

Patient Zero _____ Date: _____

Student Tests Positive		Complete
Identifying close contacts	- Print off student (Patient zero) timetable from Arbor - Click on 'learner' - Click 'timetable' - Print	
	Get teaching staff to confirm that seating plans are accurate – ensure that staff have not gone to IT rooms – if so check their IT room seating plans.	
	Check if cover lessons took place and if cover teacher used seating plans	
	Friends of Patient Zero checked – down time	
	Check after school / form intervention / Film Club	
	Do we need to check exam venues?	
	- Use Arbor to check seating plans with for all lessons for identified days (normally last day in school plus two day before). - Click 'register' - Click 'change teacher' - Select teacher - Click date (small orange calendar icon under teachers image) - Click 'seating plan' (Above teachers image) - Click 'view' - Click 'print' – this will open a PNG ready for printing (only includes first names)	
	Identify students sat directly in front, behind, side and diagonal of patient zero. (Take full names from Register now)	
	Add students full name to table below – Surname first	



What to do with lists	• Members of SLT to collect students from class and hold in safe space	
	• Give list to SLT	
	• Give list to Attendance officer	
	• Give list to Front reception	
	• Give list to DSL to check for VC's	
	• Give list to SLT PP Lead to check for FSM	
	• Are any students EHCP?	
	• Do we need to check FSM? Follow 'Free School Meal Action Flowchart' below	
Informing Parents	• Message to go direct to parents of close contact via Arbor To close contact parents: <i>Please be aware that we have had a confirmed case of Covid 19 in Year _____. Your son / daughter has been identified as a close contact of the positive case. Please can you contact school to arrange for collection or give permission to travel home. Please also find an important letter providing more information on this matter attached in the Arbor message. School contact number is 01527 526800.</i> • Click 'message' • Click 'New message' • Select year group to filter • Select all of the identified students (click on their image) – surname alphabetical • Click 'next step' • Click 'Parents' • Click 'next step' • Copy & Past message below <i>Please be aware that we have had a confirmed case of Covid 19 in Year _____. Your son / daughter has been identified as a close contact of the positive case. Please can you contact school to arrange for collection or give permission to travel home. Please also</i>	



	<i>find an important letter providing more information on this matter attached in this Arbor message. School contact number is 01527 526800.</i> • Select time and date for message to go out • Select reply address as 'office@arrowvaleacademy.co.uk • Click 'SEND'	
	• Message to go direct to parents of close contact via Text (Attendance officer to complete) • Copy & Past message below <i>Please be aware that we have had a confirmed case of Covid 19 in Year ____ . Your son / daughter has been identified as a close contact of the positive case. Please can you contact school to arrange for collection or give permission to travel home. Please also find an important letter providing more information on this matter attached in the Arbor message sent today. School contact number is 01527 526800.</i>	
Informing and releasing students	• Students wait with SLT in safe space socially distanced	
	• SLT member explain to students what is happening and answer any questions	
	• SLT IT Lead remind process for home learning	
	• SLT IT Lead check if all students are ok for IT needs if not arrange for IT needs to be met.	
	• Once parents have been in touch students can leave via front of school – to be signed out via SLT	
Informing other parents	• Other year groups to be informed via Arbor only • Copy & Past message below <i>Please be advised that an updated letter regarding Covid 19 has been uploaded to the notice board section of Arbor today. Please take time to read this letter. Many thanks.</i>	
	• Other year groups letter to be uploaded to notice board via Arbor ○ NBR / SSO / CDO /MTU to upload	



Covid 19 Close contact list

#	Surname	First Name	Laptop Required	PP/FSM	Arbor Message	Text Message	Letter on Arbor	Collected	Permission to go
1									
2									
3									
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Arrow Vale High School

Free School Meal Action Flowchart - Individual Absence (Covid Related) During Term Time

Absence email (from Linda Parkins) is checked daily to see if any FSM students (identified in email) are absent



Yes



No

No action required
by the school



1. Book **5 day** FSM hamper by emailing request to Vikki Stokes on arrow.vale@ainp.co.uk copying in Linda Parkins (who texts the family to inform them to collect hamper the next day between 12-2pm) and Mandy Tustin and Claire Dolan who contact the kitchen when the family/representative arrive to collect hamper on the designated day/time.
2. Update Spreadsheet Tracker (SLT share – Pupil Premium – FSM Covid Tracker)
3. If the student is absent for more than 5 days – a second 5 day hamper is to be ordered following the same process as above.

Is the student absent because they are self-isolating due to themselves or a family member having Covid symptoms or a positive result?