

# 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
Teacher and pupils for one or more classes has Current to self-isolate Measures but are well and able to work		As much as possible Teachers will work from home, and deliver remote lessons to all their classes, following the <b>normal</b> timetable in school.
	from home  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 <b>normal</b> 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 <b>normal</b> timetable in school.
	Teacher is well and in school, one or more pupils selfisolating but are well and can work from home	Teacher will teach the lesson in school, following the <b>normal</b> 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.



Tier Trigger for remote		Contingency Plan					
	learning						
2	Teacher is well and in	Teacher will teach the lesson in school, following					
Rota system	school	the <b>normal</b> timetable via Microsoft Teams.					
where some	Teacher has to self-	As much as possible Teacher will work from					
pupils work	isolate but is well and	home, and deliver remote lessons to all their					
from home.	can work from home	classes, following the <b>normal</b> timetable in school.					
	Teacher is unwell	Cover arrangements will apply, a specialist					
		teacher from the same department will deliver					
		lessons remotely, following the <b>normal</b>					
		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	Teacher is well and in school	Teacher will teach face to face lessons to key year groups, following the <b>normal</b> timetable. Remote lessons will be taught in school, following the <b>normal</b> timetable via Microsoft Teams.				
groups	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 <b>normal</b> 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 <b>normal</b> 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	Teacher is well and in school	Teacher will teach face to face lessons to VKWC, following an <b>adapted</b> timetable. Remote lessons will be taught in school, following the <b>normal</b> timetable via Microsoft Teams.
children only will attend	ill isolate but is well and	Teacher will work from home, and deliver remote lessons to all year groups, following the <b>normal</b> 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 <b>normal</b> timetable. When they are well enough, teachers will work from home, and deliver remote





	lessons to all their classes, following the <b>normal</b> timetable in school.

#### **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

<b>Patient Zero</b>	Date:	

<ul> <li>Student</li> </ul>	Tests Positive	Complet
		e
	<ul> <li>Print off student (Patient zero) timetable from Arbor</li> <li>Click on 'learner'</li> <li>Click 'timetable'</li> <li>Print</li> </ul>	
	<ul> <li>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.</li> </ul>	
	<ul> <li>Check if cover lessons took place and if cover teacher used seating plans</li> </ul>	
	<ul> <li>Friends of Patient Zero checked – down time</li> </ul>	
Identifying	Check after school / form intervention / Film Club	
close	Do we need to check exam venues?	
contacts	<ul> <li>Use Arbor to check seating plans with for all lessons for identified days (normally last day in school plus two day before).</li> <li>Click 'register'</li> <li>Click 'change teacher'</li> <li>Select teacher</li> <li>Click date (small orange calendar icon under teachers image)</li> <li>Click 'seating plan' (Above teachers image)</li> <li>Click 'view'</li> <li>Click 'print' – this will open a PNG ready for printing (only includes first names)</li> </ul>	
	<ul> <li>Identify students sat directly in front, behind, side and diagonal of patient zero. (Take full names from Register now)</li> <li>Add students full name to table below – Surname first</li> </ul>	
	- Add stadents fan hame to table below - Suffiame first	





	Members of SLT to collect students from class and hold in safe space					
	Give list to SLT					
What to do	Give list to Attendance officer					
with lists	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					
	Message to go direct to parents of close contact via Arbor					
	To close contact parents:					
	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					
Informing	find an important letter providing more information on this matter attached in the Arbor message. School contact number is					
Parents	01527 526800.					
	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					
	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 this Arbor message. School contact number is 01527 526800.  • Select time and date for message to go out  • Select reply address as 'office@arrowvaleacademy.co.uk  • Click 'SEND'	
	<ul> <li>Message to go direct to parents of close contact via Text (Attendance officer to complete)</li> <li>Copy &amp; Past message below</li> <li>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.</li> </ul>	
Informing	Students wait with SLT in safe space socially distanced	
and releasing	SLT member explain to students what is happening and answer any questions	
students	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	
	Other year groups to be informed via Arbor only	
_	Copy & Past message below	
Informing	Please be advised that an updated letter regarding Covid 19 has been uploaded to the notice board section of Arbor today. Please	
other parents	take time to read this letter. Many thanks.	
	<ul> <li>Other year groups letter to be uploaded to notice board via Arbor</li> <li>NBR / SSO / CDO /MTU to upload</li> </ul>	



## **Covid 19 Close contact list**

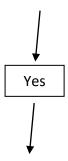
#	Surname	First Name	Laptop Required	PP/FSM	Arbor Message	Text Message	Letter on Arbor	Collected	Permission to go
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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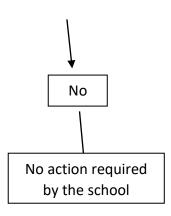


## **Arrow Vale High School**

# 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









- 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.
- 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?