

COVID-19: Contingency Plan for Outbreak Management

Tonbridge Grammar School

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Approved by:

Board of Trustees

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1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 in education and childcare settings and the [schools operational guidance from step 4](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by one or more of the Local Authority (LA), Director of Public Health (DsPH), Public Health England (PHE) health protection team, Local Health Protection Team or the national government/DfE.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the School
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

2. Testing

If recommended, we will increase the use of home testing by students and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the Public Health England and / or the Director of Public Health (DsPH) to discuss any further support we need to do this.

If required on site a-symptomatic testing will take place in the Mitchener Hall / **other large rooms where MH is not available** which will be converted into a testing centre.

School staff previously trained to support the planning and implementation of on site a-symptomatic testing including the School Nurse will co-ordinate arrangements. Where on site a-symptomatic testing is required for the whole school community student on site attendance will be staggered to identify positive cases prior to students mixing in school. The fine details of the arrangements will be dependent on PHE and Director of Public Health advice and guidance with regard to whether on site a-symptomatic testing should be for targeted year groups or for the whole school.

3. Face coverings

If recommended by DfE/PHE direction or school assessment, students, staff and visitors who are not exempt from wearing a face covering:

- Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas and corridors

And/or:

- Staff and students will be asked to wear a face covering in classrooms or during activities, where 2 metres plus social distancing cannot be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity

4. Shielding

We will adhere to national guidance on the reintroduction of shielding for students and staff, (including pregnant staff) which would apply to those on the most up to date shielding lists published by PHE/DfE.

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning including completing individual risk assessment as required.

5. Other measures

If recommended, we will limit:

- School trips where these require transport via coach or public transport (local fieldwork outdoors may continue)
- Residential educational visits
- Open days and events where members of the wider community are invited to access the school site
- Transition or taster days
- Parents coming into school for events or meetings – sensitive meetings with parents will revert to online via Teams
- Board of Trustees in person events and meetings
- Live performances

- The curriculum in music, drama and PE may be revised to reduce close and physical contact between students

If recommended, we will reintroduce:

- Revised teaching rooms, to reduce mixing between groups Years 7 – 9 – where students will remain in a small number of identified classrooms in year groups for their lessons with the exception of accessing specialist facilities such as laboratories where pathways to those lessons will be carefully planned to avoid mixing between different year groups.
- Allocate specific food serveries to specific year groups and provide some staggering of lunch time to avoid mixing between different year groups.
- Provide all enrichment activities in year groups – including restriction to or suspension of Action for Year 7 and 8 dependent on identified risk.
- One way system for exiting and entering school to access classrooms for different year groups will be required.
- Students collected from outside areas for supervised entry to lessons to minimise corridor congestion.

6. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

6.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable students
- Children of critical workers
- Year 11 and 13 students
- Year 12 and 10 students
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If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

6.2 Education and support for pupils at home

All other students will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that students would receive in school, as outlined in our remote learning charter.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals if they continue to attend school site during a school closure.

The school will provide food vouchers for students eligible for benefits related free school meals if they are not attending school during a period of school closure.

6.3 Wraparound care

The School does not operate wrap around care. We will cease any before school or after school activities or holiday provision. After school catch up and intervention including on site tutoring may continue for those with specific identified need. We will communicate eligibility once restrictions are confirmed.

6.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site for usual school opening hours (0830 – 1540).

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

7. Staff Arrangements

Where contingency measures are identified as necessary to put in place staff will revert to using Teams for meetings and training rather than meeting in person.

Teachers will re-organise classrooms so that desks are facing forward so that staff are able to maintain 2 metres plus social distance when teaching their lessons.

Teachers will not circulate through the classroom to provide support. Students who require support will be invited to speak to the teacher, who maintains an appropriate distance, at the front of the classroom.

Where there is partial closure of the School for some years or groups teachers are expected to remain working in school including delivering remote education to students at home from school.

Revised personal risk assessments will be put in place for CEV, CV and pregnant staff and those with protected characteristics where Covid 19 risk is increased based on these risk assessments and DfE PHE advice on shielding some staff may be required to work from home as part of their risk assessment.

Where there is a full closure of the School other than vulnerable students or children of critical workers teachers may be expected to remain working in school including delivering remote education to students at home from school unless they are identified as CEV, CV or with protected characteristics where risk is increased. In these circumstances and where the Government has issued a working from home where possible directive, we will secure a proportionate number of staff on site for our specific supervision needs and also accommodate those who are unable to deliver their core duties working from home. Where the school is fully open staff are expected to work in school unless there is a government directive for CEV, CV or pregnant women to shield.

Identified support staff may operate flexible working from home – depending on the extent to which it is possible to deliver their duties off site. This will be co-ordinated and agreed with SG Line Managers.

Monitoring and reviewing COVID-19 measures

This diagram illustrates some potential paths ahead for responding to the virus.

