

Contingency Plan – for disruptions to operations should the College experience an upsurge in Covid cases or there is a significant outbreak in the local area or the national picture become significantly worse.

This plan should be read alongside the Risk Assessment, the Remote Learning Policy and the Safeguarding Policy. All of the following assume that social distancing, hygiene measures and bubble disciplines are in place and that lateral flow and PCR tests are available and distributed with staff and families encouraged to test regularly.

Scenario	Planning in place / required	Response	Maintaining learning
1. A student or member of staff is unwell whilst in College with Covid symptoms	<p>All staff and students 'Canvas and Office 365 ready'.</p> <p>All staff to read and be aware of the Remote Learning Policy. The safeguarding aspects being especially important.</p>	<p>They should be isolated and arrangements made for them to go home (or to hospital if having breathing difficulties). To wait more than 2 metres from others, ideally in the courtyard or hall.</p> <p>PPE must be worn if a distance of 2 metres cannot be maintained.</p> <p>Records to be kept and the DFE informed.</p>	<p>Lessons will be taught in classrooms. Individual students who are isolating will be set work on Canvas</p>
<p>2. Should there be a high level of infection within one year group and the College has to close down one or more year group bubbles. This could be for 10 days or longer.</p> <p>Or if there is a general closure of schools.</p>	<p>Staff are prepared to deliver lessons through Teams.</p> <p>Students to attend daily virtual registration with form tutor. Tutor and HOY to follow up non-attenders for welfare check.</p> <p>Students with limited access to wifi or laptop/PC are identified.</p> <p>The library and LSC are equipped to provide a base for key worker / vulnerable students. Vulnerable are already identified.</p>	<p>Families informed by MYED, text message and notice on website. Students informed.</p> <p>Tutors to call students who do not attend registration. Feedback to HOY.</p> <p>SENDSCO / DSL to organise phone calls to families to encourage SEND and vulnerable students to attend provision in College.</p> <p>We would use a voucher scheme to deliver free meals to students who are isolating</p>	<p>If a year group or teaching bubble within a year group is working from home then their lessons will be delivered following the existing timetable. Their usual teacher will deliver a class presentation with an explanation, Q and A and work set. This can be delivered from the College. These lessons will be delivered via Teams with students logging in through Office 365</p>

	Arrangements to be made with caterers for this scenario.		Dongles/4G and or laptops can be issued on the day of closure, or made available at short notice.
3. Increased incidence of Covid-19 in the local area, regionally or nationally – general adaptations assuming that the majority of students are attending	<p>We need to be ready to revert to mask wearing in classrooms and common areas.</p> <p>We need to be prepared to run lateral flow testing within the College at short notice. The materials are all in College, but this would need to be staffed.</p> <p>We need to be prepared to revert to a staggered start, end and breaks.</p> <p>We need to be prepared to risk assess staff who a clinically vulnerable or extremely vulnerable.</p> <p>Communications with staff, students, families and all stakeholders.</p>	<p>Masks are being worn in many situations and this can be achieved with short notice, we have spares in College.</p> <p>Identifying sufficient staff to supervise a large volume of testing is a challenge.</p> <p>The timetable which ran from September to May can be restarted at short notice.</p> <p>These people will need to be identified, Vaccination status will be a factor.</p> <p>We should make people aware this week (21/6) that this contingency plan is prepared.</p>	Lessons will be delivered in classrooms following the normal timetable
4. Significant numbers of staff are unwell, shielding, self-isolating or otherwise unavailable.	As scenario 2	<p>A decision will be taken to send a year group or more home based upon operational priorities.</p> <p>Communications and actions as scenario 2.</p>	<p>Students will receive learning following their existing timetable, with the proviso that some classes may be ‘doubled up’ – where teachers are sick or have been redeployed within the College.</p> <p>The expectation is that any staff who are well will teach from</p>

			College, those self-isolating will teach from home.
5. Whole departments having to self-isolate following a member of staff being diagnosed with Covid-19. Administration, Premises and SLT would cause a particular issue.	<p>Social distancing and hygiene disciplines to reduce risk.</p> <p>It is not possible to split departments on a week at home / week in College basis.</p> <p>Key roles such as first aid and DSL have a number of qualified staff</p>	<p>The College will take a decision on response dependent upon the size of the team, the likely impact of their absence from the premises and whether others can carry out their functions.</p> <p>It may be necessary to partially or completely revert to home learning. See scenarios 2 and 3.</p> <p>Daily check by Principal / VP that we have covered key roles.</p>	See scenarios 2 and 3