

DREAM, BELIEVE & ACHIEVE @ LASSWADE



LASSWADE HIGH SCHOOL



COVID-19 CONTINGENCY PLAN
OCTOBER 2020

Contingency Plan

To inform our thinking and planning there are a number of important factors we have to consider.

Clear and effective communication strategies between home and school are essential. We will continue to

- use our school website and social media platforms to provide updates
- follow up website posts with targeted GroupCall texts to alert parents/carers
- email and telephone parents/carers as appropriate given the context we are in
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For learning at home to be effective, in any scenario, we must ensure

- all students can access relevant Google Classrooms and Google Meet using their GLOW login; this includes their Year Group and subject specific classrooms
- all students have access to appropriate digital devices to engage with home learning; please contact the school in the first instance if your child does not have access to a suitable device, we will then work with the Midlothian Council Digital Learning Team to secure access
- teachers have the skills and confidence to lead online learning
- class work is routinely uploaded to Google Classroom to support ongoing home working and revision
- Principal Teachers (PTs) are able to delegate staff to plan and deliver home and/or classroom teaching, as required
- our tracking and monitoring processes reflect the scenario we find ourselves in, we would expect to be able to follow our planned tracking, monitoring and reporting processes, Alert and Full reports will continue to be based on ongoing assessments and classwork evidence

Information required for Key Worker Hub arrangements in event of full or partial closure.

- Who are the children of essential workers who will require childcare?
- Who are the students with significant Additional Support Needs that we need to support?

Role of Student Support staff in event of full or partial closure.

- wellbeing calls for identified students
- targeted calls to students not engaging with home learning

Wherever possible, students will be in school, however this is only possible where the physical capacity of buildings and staffing capacity is able to accommodate this. Clearly we will also be heavily guided by Public Health in terms of who attends in-school sessions.

Scenario 1: Due to an outbreak confirmed by the Health Protection Team, HPT, we have to keep a year group(s) at home to self-isolate

Teachers deliver home learning for their 'isolating' students in that year group using Google Classroom. All other year groups not affected by Public Health guidance attend and follow their timetables in school.

Where practicable home learning should take place at the designated time in the pupil's normal timetable. This could be through a 'live' online lesson or it is more likely that the teacher will allocate work for the equivalent of each period in the week. Teachers will work within Midlothian Guidelines to deliver the best learning experience for all.

In the event of a partial closure appropriate assignments and materials will be posted to the Classwork section of the Google Classrooms. The work set may directly reflect the work being completed in class. However, in some circumstances, including practical subjects, where completing practical activities may be restricted at home, there will be appropriate theory or consolidation work to complete instead. Work may be posted over the course of the school week, rather than by timetabled periods.

Whilst at home, students should communicate questions about the work to staff via the Google Classroom stream or via private message on the assigned work.

Depending on the teacher's professional judgement, we may use the Google Meet function to lead a 'live' lesson during a timetabled period(s), if this is the most appropriate way to deliver content.

Whilst school remains open, staff time will be focused on 'in class, in person' learning. We are working to support teams with the time and resources required to support all students learning at home, but please be aware that due to staffing levels across the school, there may be differences in approach.

Help guides and videos are also available through our school website for parents/carers.

Scenario 2: Due to staffing levels affected by self-isolation we have to keep a year group(s) at home

All Senior Phase students continue to attend and follow their normal timetable. Broad General Education classes follow a Blended Learning timetable. This is the approach we adopted, in the same context, week beginning 16th March 2020 in the last full week before the national lockdown of schools.

PTs plan cover within their departments to ensure specialist teachers are delivering lessons for Senior Phase courses. Some teachers who are self-isolating may be able to deliver aspects of the at-home learning timetable.

The following table aims to indicate how we might approach a pattern of Blended Learning for students in S1 to S3. We would plan in a three week cycle in an attempt to mirror current Scottish Government review cycles. Each three week plan would be confirmed when we review the number of available in-school staff we have. It may be necessary to have more than one year group at home on the same day. We would approach this in the same manner as indicated below; a sequential rota that maintains regular in school contact for students.

	Week 1	Week 2	Week 3
Monday	S1 in School S2 in School S3 – Learning at Home	S1 – Learning at Home S2 in School S3 in School	S1 in School S2 – Learning at Home S3 in School
Tuesday	S1 in School S2 – Learning at Home S3 in School	S1 in School S2 in School S3 – Learning at Home	S1 – Learning at Home S2 in School S3 in School
Wednesday	S1 – Learning at Home S2 in School S3 in School	S1 in School S2 – Learning at Home S3 in School	S1 in School S2 in School S3 – Learning at Home
Thursday	S1 in School S2 in School S3 – Learning at Home	S1 – Learning at Home S2 in School S3 in School	S1 in School S2 – Learning at Home S3 in School
Friday	S1 in School S2 – Learning at Home S3 in School	S1 in School S2 in School S3 – Learning at Home	S1 – Learning at Home S2 in School S3 in School

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Whilst at home, students should communicate questions about the work to staff via the Google Classroom stream or via private message on the assigned work.

Depending on the teacher's professional judgement, we may use the Google Meet function to lead a 'live' lesson during a timetabled period(s), if this is the most appropriate way to deliver content.

Whilst school remains open, staff time will be focused on 'in class, in person' learning for Senior Phase students. We are working to support teams with the time and resources required to support all students learning at home, but please be aware that due to staffing levels across the school, there may be differences in approach.

Help guides and videos are also available through our school website for parents/carers.

Scenario 3: Due a significant outbreak confirmed by the HPT, or insufficient levels of staffing due to self-isolation, we are advised to have a FULL closure of our school

All Senior Phase and Broad General Education classes follow an at-home learning programme. Where practicable learning at home, particularly for Senior Phase students, should take place at the designated time in the pupil's normal timetable. However, we know from our lockdown experience this is not always possible. Depending on the teacher's professional judgement this may be through 'live' online lessons, through Google Meet, or it is more likely that the teacher allocates work for the equivalent of each period in the week. Teachers will work within Midlothian Digital Learning guidelines to deliver the best learning experience for all.

During a full school closure, each subject will also post work weekly via the Google Classrooms with work appropriately differentiated to support remote learning. Teachers will respond to questions raised via Google Classroom in a timely fashion. All work will have reasonable and appropriate deadlines for students.

Some planned work in the Senior Phase may not be appropriate for home learning based on SQA arrangements. In this event, teachers may adapt learning and assessments to take the home context into account. In this eventuality we will follow the guidelines provided by the SQA to ensure that qualifications are appropriately supported.

As above, depending on the teacher's professional judgement, staff may use the Google Meet function to lead a 'live' lesson during the timetabled period(s), if this is the most appropriate way to deliver content. We will also continue to work with partners to support students' at-home learning. All S3-S6 students have access to SCHOLAR. All students can also register for study support and online learning with e-Sgoil. As appropriate to the faculty, some teams will integrate SCHOLAR and e-Sgoil resources into their own planning.

Our Complex Needs/Pod Provision

Our Pod will try wherever possible to be open Monday to Friday as normal. Staff will be equipped with PPE as required.

In any of the Scenarios outlined we will employ a bespoke blended learning experience for students. This will build upon existing home/school means of communication with parents/carers fully involved in the process.

Early Learning and Childcare: Our Nursery

Provision of ELC face to face, will be a priority due to the age and developmental needs of younger children and to support childcare.

This may be for a reduced number of hours over the week. In any of the scenarios outlined we will work closely with parents/carers to discuss services we may be able to offer. Parents/carers should continue to engage with Nursery staff to discuss possible issues.

Critical Childcare

We understand that in the event of a Contingency Plan being implemented, this may pose a difficulty for some parents and carers in relation to their work commitments. We recommend therefore that you make your employer aware of the potential need for such arrangements, which will only be put into action when absolutely necessary.

The exact arrangements will depend on the individual circumstances requiring the contingency arrangements to be put in place.

Whilst it is not currently a requirement, it may be that Scottish Government requires local authorities to provide critical childcare in the event of a further 'lockdown'. In order for us to be prepared for that, we will shortly be sending you a survey to support the school to know who Category 1 key workers are.

School Meals

If any Contingency Plans are put into practice Midlothian Council will continue to provide BACS payments for those families whose household income has been assessed and an award made in respect of Free School Meals. Anyone else in need of support will also be able to apply for help to feed their children when they are not in school. The authority will always fulfil its duty to provide a free school meal.

Should contingency arrangements be required at any time we will of course ensure that parents and carers are fully informed of the arrangements, and that all necessary support is in place.

