**Lismore Primary School and ELC**

**Covid 10- Contingency Planning November 2020**

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| **Level** | **Description** | **Actions** |
| 1 | **SCHOOL AND ELC UNIT OPERATIONAL** School and ELC Unit filly operational within normal staff capacity  | * All members of the school community follow Argyll and Bute guidelines to ensure highest possible levels of safety during COVID-19 Pandemic.
* Head Teacher ensures all staff, pupils and community are kept up to date with current guidelines.
* Head Teacher submits weekly response to detail current staffing levels and contingency planning.
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| 1a | **SCHOOL AND ELC UNIT OPERATIONAL-INDIVIDUAL PUPILS SELF-ISOLATING IN ACCORDANCE WITH PUBLIC HEALTH SCOTLAND GUIDELINES**School and ELC Unit fully operational within normal staff capacity | * As above
* Children can access work via google classrooms for numeracy, literacy and HWB.
* Parents and children can view updates of school learning on our school website; this is updated weekly by our pupils.
* If a pupil is well, teachers will provide work via google classrooms or (where appropriate) via hard resources (e.g. reading book). Pupils are expected to keep up with their school work, and share this using google classrooms.
* If a school pupil is unwell, they are not expected to complete any school work. However, grids for numeracy, literacy and HWB will be available.
* SEEMIS absence codes indicate absence because of COVID-19 and a form with specific details of symptoms etc. is kept in school.
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| 2 | **SCHOOL FULLY OPERATIONAL-WITH REDUCED STAFF CAPACITY**School fully open for all pupils and is managing to operate on a reduced staff capacity | * Head Teacher will attempt to arrange suitable supply cover.
* Head Teacher seeks permission to charge supply to the COVID-19 related central budget.
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| 3 | **SCHOOL FULLY OPERATIONAL REDUCED STAFF CAPACITY- POTENTIAL RISK OF LIMITING PUPIL NUMBERS** | N/A |
| 4/5 | SCHOOL UNABLE TO OPEN FULLY-REDCUED STAFF CAPACITY-PUPIL NUMBERS LIMITEDIdentify and initiate rotational blended learning model maximising pupil face to face learning. Staff absent but who are able to work from home- support online learning via google classrooms and school glow website.  | N/A  |
| 6 | **SCHOOL CLOSED TO ALL PUPILS AND STAFF**Schhol closed to all pupils and staff due to further reduction in staffing capacity. Health Protection Scotland directive or updated National Guidance. Home learning for all children by school using blended learning guidance. Welfare contact between school and staff that are at home.  | * Head Teacher has explored all options from levels 2-5
* Head Teacher uses school closure flowchart to alert all necessary contacts of full school closure.
* Head Teacher continues to work in partnership with Central Team to ensure that home learning provision is in place and monitored effectively.
* School facebook and school website used to update parents.
* Google classroom and Google Meet used with children.
* All school pupils expected to engage with school work, unless they are ill.
* Head Teacher will actively re-visit supply options.
* All parents/carers sent details of support services that may be needed.
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