



## **Ollaberry Primary School Contingency Plan November 2020**

### **Introduction**

On the 30 October 2020 the Scottish Government published Coronavirus (COVID-19): guidance on reducing the risks in schools' Within this guidance it states:

“In the event of a local outbreak of the virus, a school or a number of schools may be closed temporarily to help control transmission. This applies to schools and local authorities across all protection levels, and is not reserved only for those areas at the highest levels. Schools and local authorities should prepare and maintain clear, strong contingency plans for providing education remotely and should include the possibility of using online national resources such as digital class.

Throughout the country, schools are finding that numbers of staff and students are needing to spend periods of time self-isolating if they or household members have symptoms, or they are identified as the contact of a positive case. This is leading to significant numbers of young people who need to be able to continue their education while at home, and staff are finding they need to manage classes where a proportion of students are in the room and others elsewhere, where they may or may not have regular access to adequate technology and connectivity.”

It is highly likely that individuals or groups of children will have to be engaged in remote learning over the coming months. This plan will outline the approach that we will take in Ollaberry Primary School to communicate with our parents/carers and learners and to ensure that all are aware of how learning can continue if learners are at home due to COVID.

### **Communication**

A page on the school website has been added to provide parents/carers with advice and guidance on COVID. This page contains the most up to date risk assessment, school communication on COVID and other useful national documentation.

<https://blogs.glowscotland.org.uk/sh/ollaberryprimaryschool/>

If individual children are shielding or self-isolating parents/carers should contact the Acting Head Teacher to discuss individual requirements.

If we have a positive case within Ollaberry Primary School parents/carers will receive a letter via email. Two letters will be issued by Public Health to parents and carers. There will be one letter for the affected class/learners and one letter for the remainder of the school. We will work with the local authority to ensure that parents/carers receive these letters prior to any press release being issued by the Shetland Islands Council. Parents/carers should ensure that we have their most current email address and that they check it regularly.

In the event of a closure or a class having to self-isolate clear details of a return will be communicated to relevant parents/carers via email.

As we are unable to have parents/carers in the school, we rely on virtual and electronic communication. Parents/carers wishing to get in touch with the school can do so by telephone or using the school's email address which will be checked regularly [ollaberry@shetland.gov.uk](mailto:ollaberry@shetland.gov.uk)



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### **Remote Learning**

Remote learning is the term being used to describe when learners and teachers are not physically present together in the traditional classroom environment. Advice from Education Scotland states:

“Wherever possible, remote learning approaches should endeavour to enable practitioners to maintain contact with learner through the use of technology.”

In developing our plan for remote learning we have considered what has worked well, what capacity and resourcing we have at our disposal and feedback we have received from parents/carers, staff and learners. Since the return to school learners in P4-7 have had regular opportunities to further develop their ICT skills.

### **Individuals who are shielding or self-isolating**

The support provided will have to be considered on an individual basis and in discussion with parents/carers and staff. Learners in P4-7 will be able to access their class team, which will provide some learning activities. A pack of learning may also be made available for parents/carers to collect. On the occasion that individuals are self-isolating we all need to be mindful that the class teacher is class committed during the school day so will be unable to be in regular contact with anyone at home.

When whole classes are self-isolating or in the event of school closure, we will provide learners with a mix of physical resources such as learning packs and textbooks and digital learning.

P1-3 - Parents/carers will be able to access the learning for their child on their class blog. Photos or scanned copies of work would be able to be emailed to staff using the Glow email address to allow for staff to provide feedback.

P4-7 – Has a Microsoft TEAM on Glow. All learners know how to access this team and already have their username and password. P5-7 have been using this platform for their homework this session so are familiar with how to access their work. All teachers will be using the ASSIGNMENTS area of Glow for pupil work to ensure consistency in all classes. ASSIGNMENTS are tasks or units of work assigned to a pupil in a class as part of their study. Class teachers will be able to provide regular feedback to learners on the TEAM. Parents/carers and pupils can contact the class teacher via their Glow email address. We see the value of learners being able to see their teacher so will be working towards providing recorded learning sessions or ‘live’ check ins with learners.

All learners have access to Sumdog and already have their usernames and passwords. This platform is used to support literacy and numeracy. Class teachers may set specific tasks for learners to complete on Sumdog. Learners can also log in to take part in additional activities to enhance their knowledge and skills.

Should the class teacher be unwell and be unavailable to support remote learning, another member of staff or a supply teacher will be identified to facilitate the learning of the class.

### **Blended Learning**



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In June 2020 all schools were asked to develop Blended Learning plans. This plan covered the scenario of children returning to school but having to maintain 2m distancing from staff and other learners. This plan will be reviewed and issued to all parents/carers if the need arises.

### **Support**

#### **Digital Devices/Technology**

There is an expectation that learners throughout the school will be continuing to develop their ICT skills by completing their weekly homework on Glow or by accessing their class blog. Parents/carers should get in touch with the school if they do not have a suitable device for their child to use to access their learning.

School staff will support individuals who are unable to access their class blog or their class TEAM on Glow. There is also useful advice on the school website COVID page and the Shetland Digital Hub <https://blogs.glowscotland.org.uk/sh/digitalschoolhub/parents-carers/digital-support-2/>

#### **Health and Wellbeing**

We are fully aware of the difficulties faced by families during periods of remote learning and self-isolation. Our staff will be available to provide support and in some cases signpost families to more specialised support. School staff can be contacted via phone or email.