Contingency Plan from March 8th 2021.

The Government guidance states that the Academy should 'continue to operate as normally as possible'.

The leadership team will do everything possible to ensure the safe opening of the Academy, however it may be necessary to either fully or partially close. This could be due to localised cases or an outbreak, limited staff availability, potential changes to local lockdown rules and the prevalence of Covid in the community.

The Headteacher (and deputies in his absence) will review staffing numbers each day in liaison with the person in charge of cover arrangements.

The Headteacher will liaise with the Senior Team and Directors should a closure of any kind be necessary. Decisions will be made as soon as possible and by 4:30pm should the Academy need to initiate any type of closure.

Staff will be informed by e-mail.

A message to students and families will be put on the Academy website and shared on our social media platforms.

Work will be provided for students using Google Classroom for students in the event of any closure following the normal curriculum and abridge learning cycle.

| General Guidance Partial School Closure | A partial school closure may be implemented through joint discussion between Chair of the Board of Directors and the Headteacher should such numbers of staff be unable to attend the workplace as for it to function safely.

Under such circumstances and where a partial closure of a school is implemented, teaching staff will be expected to work flexibly. Year 11 and Year 10, who are on the verge of public examinations, will be a priority.

It is likely that the normal Academy timetable will be suspended and that teaching staff will be expected to teach in subjects/year groups, which may be unfamiliar to them.

It is likely that classes will be amalgamated in some year groups if student numbers are low and staff should be mindful of this when setting work.

Contingencies to be set up to allow Year 11 to continue to be assessed remotely along with similar plans for other year groups.

When a partial school closure is in place the Headteacher and SLT, in discussion with the Chair of Board of Directors will assess the viability of the Academy opening fully the next day and will advise all stakeholders by 4:30pm of plans for the next day by email to staff and website/ social media for parents and families.

Staff will be expected to let the Academy know as soon as possible if they are able to attend so that effective planning can take place.

Staff should telephone the usual Academy mobile out of hours, or the Academy Office during opening hours 8:00- 3:00. |

General Guidance Full School Closures	The guidance for partial closure will be followed, with the following additional considerations
	In the event of full closure, teaching staff will be expected to set and publish work that students can complete at home.
	The IT team will keep the website up to date.
	Teaching staff will provide learning online. This will be I blended approach as per January closure and maybe a mix of live lessons, pre-published teaching/instructional videos – for example maths tuition on Youtube, SENECA, Google Classroom and Mathswatch.
	The structure for remote learning used in January will be put in place.
	The work a student is expected to do should be directed and monitored through Google Classrooms.
	All students will be expected to read for a minimum 30 minutes a day under these circumstances (as per Read to Succeed) in addition to the work that is set by the class teacher.
	If a member of staff is unable to access Google Classrooms, IT or the Academy system remotely, they should contact the IT team as a matter of urgency.
	In the event of self-isolation, partial closure, or full closure the Head of Department should ensure that key groups, particularly Year 11 are prioritised, ensuring subject specialist are delivering key content wherever possible.
Access to IT.	Where a student does not have access to adequate IT, we will provide a device and ensure access to the internet. This will be identified via our Access to IT Survey, and by individual conversations with Pastoral staff. Staff who become aware of this issue should contact Katie Royle as a matter of urgency to ensure swift access to the appropriate support.
Vulnerable Students and Key Workers	In the event of a partial closure we will work with PHE to identify Close Contacts. We will review if/ how we open for the Critical Worker group based on this. If it is safe to open for Critical Workers we will provide onsite provision for this group.

	If it is not safe to do so, we will provide remote education as per the guidance. We will monitor vulnerable students daily we will liaise with the family of key workers and offer support as and when we can.
Free School Meals	In the event of a full or partial closure we will ensure FSM students have access to this via a voucher system.

Avoiding Partial and Full School Closure

We will work with PHE to Risk Assess and reduce the impact of a positive case or our break in the Academy. To avoid the impact of closure for staffing reasons the following actions will take place.

Situation	Action
We don't have sufficient teachers to teach all the classes.	1. Remote education survey ensures we are aware of students who require devices, we will act quickly to ensure learning can continue. 2. Student attendance will be closely monitored – where appropriate – classes will be/can be merged 3. We will have good relationships with supply agency staff and at least one member of staff available (e.g. SF) 4. SLT will take lessons where required 5. Staff who are "shielding" will be expected to produce and deliver lessons remotely. 6. Where required we would move to a "rota system" We would initially prioritise Year 11. 7. Line Managers would be expected to keep in regular contact with the members of staff who are offsite to support. 8. Remote/blended learning to be put in place 9. Heads of Department are expected to quality assure the work set.

	10. We will evaluate which year group would have to access remote learning making quick decisions to reduce impact as much as possible.
	11. All BAME / vulnerable staff to have their individual risk assessments updated, by their Line-manager.
Senior Staff numbers are significantly reduced.	If this were to be the case, then there is the potential that some members of SLT will be self-isolating for a minimum of 10 days.
	If possible SLT will work remotely using Microsoft Teams to continue to be effective.
	Face to face meetings to be replaced with Teams Meetings.
	Firstly, to reduce the likelihood of this, SLT must be "smart" about how/when they meet. (Follow the guidance – 2m etc.)
	In any scenario, the expectation would be that SLT "step up." This may mean using supply/cover staff to take some of the teaching commitment from SLT to allow them more "duty" time.
	Where necessary we would reach down to Middle Leaders to also step up.
Key Staff are unavailable	Cleaning staff work on a ROTA and are social distancing to ensure they do not become close contacts.
	Site Manager and Site Team work on a rota and are instructed to socially distance to reduce impact of potential absence.
	If necessary we will contact MNSP for support.