



**Operational Plan
Coronavirus (COVID-19)
Tier 5: National Lockdown**

8 – 31 March 2021

MAYFIELD SCHOOL

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- Appendix 2 Behaviour for Learning Policy*
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SECTION 1: Rationale and Background

1.1 Rationale

At Mayfield School, the safety and well-being of our students, staff, families and community is our leading priority. The revised operational plan and risk assessment is based on currently available advice and guidance on new variants of Covid-19 and the Government's roadmap for leaving lockdown. With that in mind, the following document outlines the provision that will be in place from Monday 8 March 2021.

1.2 Government Guidance and Background

On 22 February the Prime Minister announced, as part of the Government's roadmap for leaving lockdown, its plan for the return of all pupils to schools and colleges from Monday 8 March.

Full details of which can be found:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963491/COVID-19_Response_-_Spring_2021.pdf

Local Data:

There has been a significant and rapid reduction in the local infection rate (24 February):

- R rate for all age groups is 106/100,000
- R rate for 13 – 17 Year olds is 36/100,000
- 6% of test taken are returning a positive result.

1.3 Expectations from Monday 8 March

It is our intention to implement a phased return to school:

Monday 8 March:

- Designated as an Inset day for staff
- All staff will be encouraged to take a lateral flow test
- Key worker, vulnerable and Years 11, 12 & 13 students will be invited in to take a lateral flow test ready to return to school on Tuesday 9 March

Tuesday 9 March:

- Key worker, vulnerable and Years 11, 12 & 13 return to school for normal lessons
- Years 7 & 10 will be invited in to take a lateral flow test ready to return to school on Wednesday 10 March
- Key worker and vulnerable students will complete the work set on Satchel:One in their designated room
- Students working at home will be set work on Satchel:One

Wednesday 10 March:

- Years 7 & 10 return to school for normal lessons
- Years 8 & 9 will be invited in to take a lateral flow test ready to return to school on Thursday 11 March
- Key worker and vulnerable students will complete the work set on Satchel:One in their designated room
- Students working at home will be set work on Satchel:One

Thursday 11 March:

- All students will be in school and attending normal lessons

SECTION 2: Health and Safety

We strongly insist that our staff, students, parents/carers and visitors to the school site adhere to the following protocols to ensure that the safety of students, staff, parent/carer and our wider community is maintained, whilst the coronavirus (COVID-19) threat is still live.

These protocols are in place for everybody's safety and well-being and therefore are non-negotiable

2.1 Risk assessment

At Mayfield School, the safety of our students, staff and parent community is of paramount importance, therefore, we have continued to work hard to maintain the strategic plan, and we will use a range of protective measures to maintain a safer environment for us all.

The risk assessment (*Appendix 1*) has been revised, in consultation with all stakeholders, directly addresses the risks associated with Coronavirus (COVID-19). Sensible and practical measures have been put into place to control the risks for students and staff. All school stakeholders are informed and consulted on health and safety and the measures and protocols that have been put into place for their protection.

The situation is reviewed daily and changes/adaptations will be made as deemed necessary and practical. In conjunction with this, this risk assessment is reviewed and updated regularly, specifically when any significant changes occur. The risk assessment is shared with stakeholders, is published on the school's website and is also saved in the staff area:

L:\Shared Documents\Coronavirus school closure resources\RISK ASSESSMENTS

2.2 Hygiene and Cleaning

Hygiene

- On arrival to school, everyone must sanitise their hands with the sanitising gel/fluid provided for them at their entry point
- Members of SLT are on duty at Pedley Road gate, before school, to ensure that all pedestrians (students and staff) entering the school site, sanitise their hands before entering the buildings
- Everyone must wash/sanitise their hands as often as possible, especially before and after eating, **before and after putting on (or adjusting) a face covering/mask,** when moving to and from different areas of the school and when handling equipment used by others
- Everyone must sanitise their hands before leaving the school site (students will do this when they exit their lesson, staff and visitors will complete this when 'tapping out')
- Hand sanitising units are available in every classroom and the class teacher must direct students to sanitise their hands on entry to and exit from their classroom

- Students are to be discouraged from going to the toilet during lessons; however, any student who does so, must visit the toilet closest to their teaching space and wash their hands before re-entering the classroom. On re-entering the classroom, the class teacher should direct the student to sanitise their hands. Only one student from any classroom should be allowed to use the toilet at once
- Everyone is expected to promote and follow the practice of: 'Catch it, Bin it, Kill it' – bins with lids are situated in every classroom, office and toilet
- Avoid touching your mouth, nose and eyes

PPE/Face Coverings

<https://www.ascl.org.uk/ASCL/media/ASCL/Help%20and%20advice/Leadership%20and%20governance/Key-points-from-schools-guidance-22-Feb.pdf>

What is a face covering?

In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face.

Face coverings are not classified as [PPE \(personal protective equipment\)](#) which is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings.

Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).

A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth.

When should a face covering be worn?

Face coverings should now be worn in classrooms unless social distancing can be maintained, as well as when moving around the premises. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will be reviewed again at Easter.

- Face coverings must be worn in communal areas, both inside and outside, (including corridors, common rooms, main reception, student reception, finance and serveries in Café May and Café BEST and offices) and whilst moving around the building
- If it is necessary for any persons to be closer than 2m for any length of time, both parties are required to wear a face covering
- Intervention Assistants, who work in close proximity to students and are unable to maintain social distancing, will be required to wear a medical grade face mask and will be provided with additional PPE (apron and gloves)
- Given the increased transmissibility of the new strain of Coronavirus, we would encourage staff and students to wear face coverings in classrooms
- Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use

- Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully
- Staff and students exempt from wearing a face covering will be required to wear a 'sunflower' lanyard

Cleaning

- All areas of the school will be cleaned bi-monthly using OES anti-microbial coating that creates an inhospitable environment for viruses and bacteria that lasts up to 90 days (*Appendix 6*)
- Throughout the day, cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:
 - Banisters
 - Bathroom facilities (including taps and flush buttons)
 - Door and window handles
- Classrooms will be cleaned on a rota basis, either at the end or start of the school day.
- The cleaning team will be aware that Period 6 lessons will continue, and rooms will be cleaned at the end of the lesson

Ventilation

- At the earliest opportunity, staff should open classroom and office windows or turn on ventilation/heating systems to ensure adequate ventilation throughout the day.
- Where feasible, open as many windows and doors as possible to allow for the flow of fresh air.
- If temperatures are particularly low, windows and doors should be opened intermittently (for at least 5 minutes every 20 – 30 minutes)

2.3 Classroom Organisation

- Teachers should ensure that their classrooms remain arranged as set up so that, where possible, desks are front facing and entry/exit to the room is unobstructed
- As the 15-minute registration period has been suspended, the registration of students will be taken from the register of Period 1.
- Teachers **MUST** take the register on SIMS within the first 10 minutes of the lesson
- Teachers must record latecomers on the register, inserting the time that the student arrived (e.g. 9:15)
- Students arriving after 09:00 must sign in at Student Reception
- Where teaching takes place in Tutor Groups a standard seating plan will be created for each tutor group by the form tutor and must be used. Where students are not taught in tutor groups, teachers must create a seating plan using Satchel One and stick rigidly to this
- Teachers must ensure that hard copies of their seating plans are available in their teaching room for use in cover lessons
- In light of the need for students to behave differently when they return to school and any new systems that have put in place to support that, we have rewritten the

Behaviour for Learning Policy to reflect and include current guidance (2.8 and Appendix 2)

2.4 Health, Self-isolation and Track and Trace

Health

Do not come to work/school if you have coronavirus symptoms. If already in school, any student or member of staff will be sent home as soon as these develop:

- Students will be sent to Student Reception
- Staff should inform their line manager and the cover team
- Access a test as soon as possible

When to self-isolate and what to do:

What is self-isolation?

- Self-isolation is when you do not leave your home because you have or might have coronavirus (COVID-19). This helps stop the virus spreading to other people

Self-isolation is different to:

[social distancing](#) – general advice for everyone to avoid close contact with other people
[shielding](#) – advice for people at high risk from coronavirus

When to self-isolate - You must self-isolate immediately if:

- you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- [you're told to self-isolate by NHS Test and Trace](#)
- you arrive in the UK from a country with a high coronavirus risk – see [GOV.UK: how to self-isolate when you travel to the UK](#)

What is a support bubble?

A support bubble is where someone who lives alone (or just with their children) can meet people from 1 other household.

Find out more about [making a support bubble with another household on GOV.UK](#).

Information:

If you think you've been in contact with someone who has coronavirus, but you do not have symptoms and have not been told to self-isolate, continue to follow [social distancing advice](#).

How to self-isolate - You must not leave your home if you're self-isolating.

- do not go to work, school or public places
- do not go on public transport or use taxis
- do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- do not have visitors in your home, including friends and family – except for people providing essential care

- do not go out to exercise – exercise at home or in your garden, if you have one

When to get a test - Get a test as soon as possible if you have any symptoms of coronavirus. The symptoms are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

The test needs to be done in the first 5 days of having symptoms. You do not need to get a test if you have no symptoms or if you have different symptoms.

Students and staff attending school/work:

- If a student presents with possible Covid-19 symptoms during the school day, they will be removed to 'Covid Medical Room' (Meeting Room 1). Windows will be opened to provide ventilation. Students sent to this room may use the disabled toilet opposite the site office
- If a member of staff presents with possible Covid-19 symptoms during the school day, they will be sent straight home. If for any reason they have to wait in school to be collected they will be sent to Meeting Room 1
- Any member of staff or student who shows any symptoms will be sent home, told to self-isolate for **10** days and arrange to be tested for Covid-19 (this must be a PCR test). Their fellow household members should isolate for **10** days
- If a member of staff shows symptoms, they will be directed to book a test through the National Portal
- If the student or staff member tests **negative**, they can return to school and the fellow household members can end their self-isolation
- If the student or staff member tests **positive**, the school will follow the procedures outlined by Public Health England:
 - The Local Authority and London Coronavirus Response Cell will be informed and a risk assessment will be completed with them
 - Students and staff identified as being in close contact with the individual will be informed and sent home to self-isolate for 10 days – please note that a negative test does **NOT** allow these individuals to return to school/work as they may be incubating the virus
 - Parents and staff will be informed of this
 - The workplace will be deep cleaned in relevant areas as necessary

2.5 National Mass Testing Programme

It is our intention to continue to support and participate in the National Mass Testing Programme for staff and students in school by encouraging staff to be tested on their return to work and students before they return to school. This will commence on Monday 8 March 2021

In summary:

- All staff will be encouraged, for the first few weeks, to take an LFD twice a week in school and will then be provided with tests to take at home
- Students will be invited to take three tests in school and will, where appropriate, be given the fourth test to complete at home

- Any individual who has had Coronavirus in the last 90 days, you should not take a test
 - Any person found, in school, to have a positive result will be isolated and sent home at the earliest opportunity (where possible, avoiding public transport). They will be required to book a PCR test through the National Portal and inform the school of the result:
 - Negative – return to school/work
 - Positive – self-isolate for 10 days
 - Any person testing positive at home must inform the school immediately by emailing the result notification to: covidsupport@mayfieldschool.net. They will be required to book a PCR test through the National Portal and inform the school of the result:
 - Negative – return to school/work
 - Positive – self-isolate for 10 days
 - Close and proximity contacts will be identified and informed immediately;
- Full details of this can be found on our website.

The Co-Headteachers will inform staff, through their weekly briefing note, of the numbers of positive cases identified through the onsite and community testing programmes.

2.6 Travelling to and from school/work

- Everyone is encouraged, where possible, to walk, cycle or drive to school. Cycle racks are available at the front and back gates
- Car sharing – **MUST NOT** take place unless travelling with a member of your own household or support bubble.
- Where possible and practical, students should make their own way to school and arrive on time. They should enter through the gate designated to their Year Group
- If travelling by public transport, everyone should follow the guidelines set by TfL
 - Latest information for school children can be found here: <https://tfl.gov.uk/campaign/coronavirus-covid->
 - tfl.gov.uk/reopeningeducation
 - STARS Safer Journey Planner: <https://stars.tfl.gov.uk/>
 - Those wishing to cycle can gain additional support from the Cycle Skills course: <https://cycleskillsonline.tfl.gov.uk/>
 - Walking and cycling routes can be found on the TfL Go app: www.tfl.gov.uk/go

Arrival, Breaktimes, Lunchtimes and Dismissal

Staff

- Staff must arrive and **be ready** to start morning briefing at 8.15 (or agreed start time) and are expected to attend briefings/meetings as arranged. Briefings will end by 8.25 to allow teachers to be in their classrooms ready for an 8.30 start to Year 8 lessons
- Staff driving to school should park as normal and tap in at the nearest Inventory point and sanitise their hands with the gel/liquid provided

- Staff walking to school may enter through the front or back gates as normal, tap in at the nearest Inventory point and sanitise their hands with the gel/liquid provided

Students

- Arrival, breacktimes, lunchtimes and dismissal, will be staggered (time and entrance) to ensure the students can be adequately distanced, to help keep different Year Group bubbles apart and to make social distancing easier
- Students must arrive at their allocated time and are to enter the premises through the main gate (Mayfield Road) or the back gate (Kinfauns Road), as designated to their Year Group, and will exit through the same gate
- Lunch halls will be timetabled to enable a staggered lunch and we will use all available hall space to ensure Year Groups don't mix
- During breaks, student groups should visit the toilets allocated to their recreational space
- If students arrive after 9.00 am, they should enter school via the Pedley Road gate and sign in at Student Reception

Parents/Carers

- If a parent/carer must bring a student to/pick up from school, they should meet them at the entrance allocated to their child and be respectful to local residents.
- If students arrive at school after 9.00 am, or need to leave before their designated time, they should do so via the Pedley Road gate.
- For the safety of our students and the general public, parents/carers should park away from the school and walk to the allocated gate. When waiting for students, parents/carers should adhere to social distancing guidelines
- Parents/Carers should not enter the school site (unless they have a pre-arranged appointment)

2.7 Staff Meetings, Assemblies and Meetings with Parents/Carers

Staff Meetings

- Whole-school morning briefings will be held on MS Teams – staff should meet in their faculty areas (for large faculties, it may be necessary to use more than one space)
- Staff, not on duty, who are unable to join their subject/faculty should join briefings by asking a member of SLT to 'call them in'
- All staff meetings will account for social distancing requirements and some may take place over MS Teams

Assemblies

- Assemblies will not be taking place during the foreseeable future, although YGLs will produce virtual assemblies that will be shared electronically with students

Parent/Carer Meetings

- Parents/Carers are asked to contact the school either by phone, email or the Year Group enquiry form on the website
- There will be no parent consultation meetings (i.e. parents' evening)
- There will be no parent meetings on site except in an emergency. Contact with parents should be made via telephone or MS Teams

- Where it is necessary to have a face to face meeting with parents/carers, it will be held in a space that allows health and safety protocols to be implemented

2.8 Student Behaviour Expectations

Students attending school:

- Students must, without exception or question, follow the new Student Expectations guidelines and the revised Behaviour for Learning Policy (*Appendix 2*)
- Students should arrive to school, in full uniform, at the time stated in their schedule for the day (see section 3.3)
- Students must enter school wearing the lanyard (picture showing) identifying them as a Mayfield student and which Year Group they belong to (for safeguarding reasons, students are advised not to wear these on the street)
- On arrival to school, students must put their face covering on and sanitise their hands with the sanitising solution provided for them by SLT at their arrival gate
- Any student arriving to school without a face covering, will receive a phone call home and arrangements will be made with parents to get a mask
- **Face coverings must be worn in lessons and can only be removed when students are outside and can adhere to social distancing guidance**
- If attending breakfast club, students must wear their face covering when in Café May
- Students must sanitise their hands when entering and exiting from their teaching space
- Unless necessary, students should not use the toilet during lesson time. However, if this is necessary, they should use the toilet nearest to their teaching space and sanitise their hands before leaving the classroom and on returning
- Students must sit in their designated space and remain seated throughout the lesson – unless otherwise directed by the teacher
- If a student requires help from a member of staff, they must raise their hand and wait for a response; they should not get out of their seat
- Students must always follow the one-way system
- Students must ensure they remain in the areas of the school allocated to them at break and lunchtime as well as using the entrance/exit allocated to them. Each area has a designated toilet facility
- Years 12 & 13 students will leave school after their last lesson of the day for home study. If they have a lesson P5 and/or P6, they must remain on site over lunchtime

Conduct in live lessons – **if a student is self-isolating and well, they will be expected to join their lesson via MS Teams**

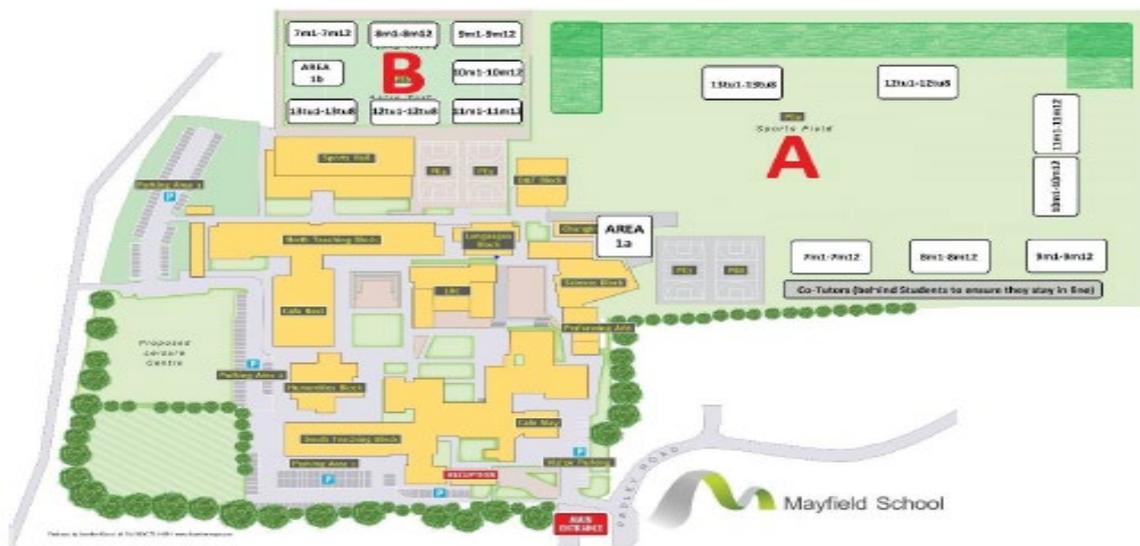
- **Students must attend all 3 of their lessons each day – lessons will follow the staggered timetable outlined in section 3.3**
- Registers will be taken at the start of each lesson. Students will be marked absent if they do not log in to teams and remain in the lesson
- Students will be muted during the lesson allowing the teacher to communicate with all students
- At times the teacher will ask students questions – the teacher will unmute students for this, students can use the raise hand button if they wish to ask a question or write to the teacher using the chat function
- All lessons will be recorded – this is for safeguarding reasons. All video, audio and chat is recorded using teams
- Misuse of the teams system will result in a contact with home to address the issue

- Students are expected to engage with the lesson, contribute, ask and answer questions as well as complete all tasks set
- To reduce screen time during two-hour lessons teachers may set tasks allowing students to leave the lesson with a set time in which to return with their work complete
- The teacher will remain in the lesson during this time to answer questions and provide support if needed

2.9 Fire Evacuation

As the school is fully open, the normal Managed Emergency Plan for evacuation will be reinstated.

<L:\Admin\School Policies\Mayfield Managed Emergency Plan.pdf>



SECTION 3: FULL OPENING.

3.1 Rationale for staffing

Clinically Extremely Vulnerable (CEV) staff are advised not to attend the workplace, even if they have been vaccinated. CEV staff will be notified via email or letter of the need to shield until 31 March 2021. Staff who are shielding will, where possible, to work from home. For teachers, this will include the delivery of live lessons. Admin/support staff will be asked to complete tasks deemed appropriate to their role.

Those living with someone who is CEV can still attend work where home-working is not possible. CV staff, and staff who live with those who are CV, can continue to attend.

Individual risk assessments will be completed for any CEV staff who wish to attend work and can be completed for any member of staff who requests it.

3.2 Class and Staff Allocation

- The timetable will return to that of the autumn term
- Staff allocations will remain the same
- Group sizes will be defined by the size of the Year Group
- Tutor group sizes will remain the same
- Where the lesson is taught in sets, there may be some variation in the class size
- Where possible staff will have their own classroom to minimise the movement of staff and allow staff to meet and greet their students at the beginning of the lesson so there is no queuing on corridors
- All non-essential furniture should be removed from classrooms
- Where possible, desks will be moved so they are forward facing
- Staff to maintain a distance from the students, staying at the front of the class. Ideally staff should maintain a 2 metre distance from their students
- Staff should avoid close face to face contact and minimise the time they spend within 1 metre of anyone

3.3 Timing of the school day:

Arrival to school: All students attending school should arrive between 8:30 and 8:40, via the Pedley Road gate.

Year 9 Year 12 & 13 Year 11



Year 8 Year 7 Year 10



Timetable

	Yr8	Yr9	Yr7	Yr12/13	Yr10	Yr11
Arrival	8.25	8.30	8.35	8.40	8.45	8.50
Gate	Front	Back	Front	Back	Front	Back
1	8.30	8.35	8.40	8.45	8.50	8.55
2	9.30	9.35	9.40	9.45	9.50	9.55
Break	10.30	10.35	10.40	10.45	10.50	10.55
Dining (15mins + 5 mins clean)	Café May 10.30 - 10.45	Café BEST 10.35 - 10.50	Small Hall 10.40 - 10.55	Common Room, 2.28, 2.30, 2.23, Outside back of Café BEST 10.45 - 11.10	Café May 10.50 - 11.05	Café BEST 10.55 - 11.10
Social Areas	Front of School, Field Area 2 10.30 - 10.55	Back of School, Field Area 1 10.35 - 11.00	LRC in and out, Old MUGAs 10.40 - 11.05		Science Quad, Field Area 3 10.50 - 11.15	Amphitheatre, Field Area 2 10.55 - 11.20
3	11.00	11.05	11.10	11.15	11.20	11.25
4	12.00	12.05	12.10	12.15	12.20	12.25
Lunch	1.00	1.05	1.10	1.15	1.20	1.25
Dining (15mins + 5 mins clean)	Café May 1.00 - 1.15	Café BEST 1.05 - 1.20	Small Hall 1.10 - 1.25	Common Room, 2.28, 2.30, 2.23, Outside back of Café BEST 1.15 - 1.40	Café May 1.20 - 1.35	Café BEST 1.25 - 1.40
Social Areas	Front of School, Field Area 2 1.00 - 1.25	Back of School, Field Area 1 1.05 - 1.30	LRC in and out, Old MUGAs 1.10 - 1.35		Science Quad, Field Area 3 1.20 - 1.45	Ampitheatre, Field Area 2 1.25 - 1.50
5	1.30	1.35	1.40	1.45 - 2.45	1.50	1.55
6				3.00		
Dismissal	2.30	2.35	2.40		2.50	2.55
Gate	Front	Back	Front	Back	Front	Back

SECTION 4: Curriculum Provision

On Monday 22 February, the Government announced that schools in England were required to reopen to all students **from** Monday 8 March.

4.1 On site provision

- When the school returns in March there will not be the time to teach every lesson the students have missed during the school closure. It will be important to ensure that our students are once again emotionally supported and feel secure at school. We will welcome the students back and get back into the learning as soon as possible following the testing programme. As students will have been following a more structured routine due to following the normal timetabled lessons remotely, they are likely to be able to more easily move back to face-to-face timetabled lessons more smoothly than after previous lockdown arrangements.
- Teachers will have a fair understanding of what each student has been able to achieve during the remote learning, and should continue with the faculty's curriculum plans, whilst closing any identified gaps from the work covered during remote learning. We know this will be challenging for students and staff, and understand that this may result in a slower rate of progression through the curriculum plans. Faculty leaders will need to consider this and make the necessary adaptations to curriculum plans to ensure the students are receiving a balanced proportion of the curriculum material for their year group.

4.2 Remote Learning: teaching staff and students who are self-isolating, will be required to deliver/attend live lessons, on MS Teams, in line with their normal timetable. Staff will call students who are self-isolating or shielding into their lessons on MS Teams and share any materials needed via MS Teams or Satchel One.

For those staff having to deliver their lessons remotely, the following expectations need to be followed

When conducting live lessons from home, staff are required to dress in a manner that is appropriate for work – e.g. smart casual wear that would normally be worn to school on an inset day.

Staff are required to teach online live lessons for all year groups, following the current timetable, on MS Teams, from home or in school. Staff are not expected to teach the entire time but are required to be available for the duration of the lesson.

Staff are expected to adapt schemes or work and lessons for remote teaching, specifically ensuring that they:

- Provide appropriate feedback on assignments completed
- Provide regular learning checks and assessments as per the faculty/department's policy
- Create a sequenced, taught curriculum which progresses over the period of distance learning

Additionally, staff must complete their lesson register on SIMs by the end of the lesson.

If staff require specific equipment to teach their live lessons from home, such as document cameras or web cameras, they must make these arrangements in advance with the necessary team, allowing staff the appropriate time to prepare the resource(s). If staff struggle to teach their live lessons due equipment or any other circumstance, they are able

to teach from school, assuming they do not have any COVID-19 symptoms. Staff will need to tap in and out of the Inventory system, as well as adhere to social distancing guidelines.

If unable to teach a live lesson due to sickness or other circumstances, please call the absence line (0208 215 7758) by 7.30am. The absent member of staff or a colleague within the department is expected to set appropriate work on Satchel:One for students to complete.

If a member of staff is struggling or unsure of how to deliver remote learning via MS Teams then they must contact Raza Mir (mirr@mayfieldschool.net) to arrange for support.

Students

When participating in a live lesson, students are required to dress in a manner that is appropriate for school – e.g. casual wear that would normally be worn to school on a non-uniform day.

Students are expected to attend all their live lessons via MS Teams, and complete all work directed by their teachers, unless the student is unwell.

If a teacher is unable to teach a lesson on a specific date parents/carers will be informed of this via text message. Students are expected to log into Satchel:One and access the cover work that has been set for them.

During live lessons, students are expected to act appropriately, engage in the lesson, and follow the teacher's instructions. Students must not switch their camera on and only use the 'chat function' for the purpose of the lesson.

If students are having issues logging onto MS Teams, they must email IT Support (studentITsupport@mayfieldschool.net).

4.3 Engagement Thresholds

Stage	Staff	Nature of contact
1A	Form Tutor	Tutorial lesson – every other week. Tracking/Monitoring identified students via reports, meetings or visiting lessons where possible
1A	Class Teacher	If student is X coded, class teacher should 'add' the student into lesson via MS Teams, so they can participate in the lesson. Work can be placed on Satchel:One before, during or after the lesson. If the student does not accept the call or does not engage in the lesson, class teacher to send an email or chat message to the student during the lesson.
1B	FT/CT/IA	Lack of work and/or lack of engagement from students after contacting the student/calling them into the lesson via MS Teams in more than one lesson in a row, class teacher to contact parent. Adding not on SIMS register and informing FL.
2	Year Group Leader	Monitor registers: contact students with patterns or continued absence/lack of engagement.

3	AP/ behaviour Support	3 contacts a week with Alternative Provision providers, two from the provision and one from JCA. Check in calls/meetings by BST carried out with students on their caseloads.
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Pastoral and Wellbeing threshold:

1	<p>YGL/AYGL: Monitor and tracking of identified groups:</p> <ul style="list-style-type: none"> • SEMH concerns • Behaviour concerns • Engagement concerns • Attendance concerns <p>Interventions and tracking as appropriate with each group as well as contact with home.</p>
2	BST: Check in calls/meetings by BST carried out with students on their caseloads.
2	Safeguarding/YGL/AYGL: Continued monitoring and tracking of Vulnerable, Previously vulnerable, Child Protection, Children in Need.
Throughout thresholds when required	Students who have consecutive days of missed lessons will receive a letter/home visit to address concerns.

SECTION 5: Safeguarding

5.1 Vulnerable Students

In 'normal times' we would class particular groups under this category of vulnerable to include those children eligible for Free School Meals (FSM), our children with Special Education Needs (SEND) and those requiring mental health support. Students and young people assessed as being in need under Section 17 of the Childrens' Act 1989, includes students who have a child in need plan, a child protection plan or who are a looked-after child are classed as 'vulnerable'.

We have seen those groups change and grow during this pandemic and we have looked at the support we need to provide to all families.

All vulnerable students and young people are encouraged to attend school, unless they are clinically extremely vulnerable. The school will continue to make regular weekly phone calls to those students who are at home.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are and have the flexibility to support those deemed as vulnerable. They will continue to work with Year Group Leaders (YGL) Assistant Year Group Leaders (AYGL) and the Attendance officer to ensure that where appropriate and possible, vulnerable students attend school regularly but can also access all remote learning.

The DSL and DDSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely and (where necessary) on school premises. We have risk assessed all of our Safeguarding Caseload children and these include the Operation Encompass Police reports that have been received due to a domestic incident at the home.

It is recognised that, at this time, all students may be feeling vulnerable and anxious; therefore there is regular contact between the Form Tutor, Assistant Year Group Leader, Year Group Leader and students (Engagement Thresholds, 4.2).

5.2 Student and Staff Well-being

Staff Well-being

- Individual risk assessments available to any member of staff, including those who are clinically vulnerable and clinically extremely vulnerable.
- Open door policy. Should any member of staff wish to discuss a concern regarding their wellbeing they can speak to their line manager, HR or anyone in SLT.
- There are a range of support materials available to all staff on the shared drive, including useful websites and helplines for advice and strategies:
 - L
 - Shared documents
 - Staff wellbeing resources
- The full range of wellbeing support services will continue to be available as usual, including the Employee Assistance Programme (EAP), counselling referrals to

Sharon Eden, referrals to Occupational Health. Further information on all of these services can be obtained from HR or from the above folder on the shared drive.

Student Well-being -

- The well-being tutorial programme that took place during the first half term of school this will be focussed on by the subject teacher during their first lessons when they return
- The school website will continue to signpost information and guidance, such as organisations offering useful resources for young people and families
- Regular parent support information, either in person (where necessary), by telephone or through pre-recorded videos

For Students with Additional Needs

- Where possible, the Individual or small support groups established last term, will continue to run, either in school or on MS Teams. These are designed to support students with issues such as anxiety, trauma and bereavement
- These will be led by the Inclusion team, YGLs, ELSAs, the Safeguarding team, our counsellors and the Behaviour Support Team

For Students with Further or Complex Needs

- Where possible, one-to-one therapeutic sessions and small group specialist interventions will continue to be provided (in person or on MS Teams) for those presenting with a high level of need, such as those who have suffered bereavement
- These will be led by our ELSAs, safeguarding team and our counsellors

STAGE	WELL-BEING SUPPORT OFFERED	BY WHOM
1	Self- referral/mood boards/tutor/teacher referral via email.	YGL/AYGL
2	After referral has been made, time slot booked, face to face meeting	YGL/AYGL
3	Referral made to Safeguarding team, ELSAs or BST	YGL/AYGL/BST
4	Counselling/ bereavement referral made to ACO/SEC/CAMHs	YGL/AYGL/ST

5.3 Disadvantaged students (FSM Provision)

- The Local Authority (LA) has confirmed that they are continuing the voucher scheme for FSM – families living out of borough can access these during term time and will be provided with a hamper during school holidays (admissions@redbridge.gov.uk)
- A large number of students have already been provided with a laptop to enable them to access remote learning and we will continue to work with families to support this

5.4 Students with medical needs

The majority of our students with medical needs will attend when it is deemed safe to do so. For those who are clinically extremely vulnerable and advised not to attend we have arranged home tutoring through the Redbridge Inclusion Panel. These students will also be supported with classwork so that they do not get further behind their peers whilst not being able to attend school.

5.5 Students with SEND

With students missing a high proportion of education during the lockdown period, our main priority will be to ensure support is put into place for students with an EHCP and those requiring SEN provision. The rationale for this is to close gaps for students with SEND, for routine and familiarity. Our main focus is to ensure the emotional wellbeing for our students by providing as close to possible a provision to what the students are used to on a regular basis.

Students will be asked to attend a full school day from 8.30am to 2.50pm. They will remain in their Year Group or Inclusion bubble throughout the day. The group will be staffed with teachers and Intervention Assistants (IA's) with whom they are familiar and who know the needs of the students well.

Students will be supported by staff to ensure they can access remote learning or the work provided by their teachers within a classroom setting. They will be based in a computer room or within the Inclusion block (a familiar place) and where required, can work in the Zone either on a one to one or small group basis (socially distanced). Throughout the day students will have the opportunity to do curriculum based work whilst ensuring that outcomes of their EHCP's are also addressed.

Further focussed work on outcomes of the EHCP can be done during timetabled intervention sessions where students can work on developing; social skills, fine and gross motor skills, literacy, numeracy and communication skills. They can also work on their Speech and Language Therapy programme if they have one. Interventions in the zone are a familiar, regular and usual part of the students' timetable pre lockdown.

If breaks are taken within Inclusion, IAs will be timetabled as normal to undertake a break duty with the students in the Zone and in allocated outdoor spaces.

Students and staff will all be required to wash their hand with soap at regular intervals, this will be embedded into the timetable to help form a routine.

At the end of the day, students will be escorted to the front of the school to meet parents. Support staff will stay with students with an EHCP until they have been collected.

5.6 Bereavement Policy

The school has written a Bereavement Policy to help support any of our school community who have experienced loss. (*Appendix 4*).

5.7 Safeguarding Policy

The Safeguarding Policy was updated previously in light of coronavirus. The usual Safeguarding Policy will be followed. Contact with students will follow:

- Previously vulnerable - fortnightly
- Child Protection - two times a week (if necessary, based on family circumstances)
- Children in Need - once a week

A risk assessment has been completed for home visits (*Appendix 5*).

5.8 Attendance Monitoring

School attendance will be mandatory for all pupils from 8th March, therefore from 9 March 2021, the usual rules on school attendance will apply, including:

- Parent/carer's duty to ensure that, where their child is of compulsory school age and registered with a school, their child attends regularly to school
- Schools' responsibilities to record attendance and follow up absence

We agree that it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development. However, we understand that some students/parents/carers may be anxious about the reopening of all schools and we are committed to working with families to overcome these anxieties/concerns.

A small number of Clinically Extremely Vulnerable (CEV) students may not be able to attend school – provision will be made for them to access their normal timetable through live lessons on MS teams.

Attendance Monitoring & Recording:

All registers will be taken as normal:

- / - present
- N – absent
- I – ill
- C – authorised circumstances
- M – medical
- O – unauthorised

Any student not required to attend school because they are required to self-isolate and are engaging in online learning will be marked with an X code for a.m. and p.m. registration.

Their attendance to lessons will be recorded::

- / - present
- N – absent

Once the reason for the absence is verified this will be amended accordingly:

- I – ill
- C – authorised circumstances
- M – medical
- O – unauthorised