



## **Contingency Plans for Outbreaks (COVID-19)**

### **Introduction**

To complement our plans for reopening, the following document outlines the School's plans for continuing education in the event of a confirmed case or cases of COVID-19.

### **Scenarios:**

The following scenarios will each be addressed, outlining our plans for education in each case:

- A. No current confirmed cases in the School
- B. 1 or 2 confirmed cases **or** increase in infection rates in the local community
- C. Full lockdown of area

### **Response to Scenario A:**

In this scenario, the School will continue to operate as per the guidance outlined in the individual year group timetables, the further details for students and staff, and the flowchart for those with coronavirus symptoms.

All education will take place on site with social distancing measures in place. All guidelines must be strictly adhered to, in order to prevent any potential spread of the virus.

If a student has to self-isolate because a family member develops symptoms or they are contacted by the NHS Track & Trace team, this is considered to be a normal absence and work should be caught up on the student's return to school.

Staff members who are isolating for the reasons above will be expected to deliver their normal curriculum lessons via Microsoft Teams to the class who will be on the school site.

### **Response to Scenario B:**

In the event of Scenario B, the document 'Managing Cases of Coronavirus' will be followed to effectively respond to any confirmed cases of the virus.

Any member of the School community displaying symptoms must isolate for 10 days and immediately book a test. Staff or students requesting a test must inform the school of the outcome as soon as it is received. In the event of a confirmed case of COVID-19 amongst the School community, PHE North West and the NHS Track and Trace Team will be informed immediately and they will identify, in collaboration with the school, which members of the School community have been in 'close contact' with that individual and must now self-isolate for 14 days. All individuals in this position will be contacted by PHE/NHS Track and Trace and the School to confirm this is the case. If you are not contacted, there is no need to self-isolate.



All teaching rooms at WKGS are fully equipped with an interactive TV and microphone so that teaching can continue to take place in classrooms as usual but with a Microsoft Teams link for those students not able to be on site due to a full or partial 'bubble' isolation. Teachers having to self-isolate, but not displaying symptoms, will be asked to teach via Microsoft Teams which can then be broadcast both to the classroom and to individuals who are off-site.

The same teaching scenario will also take place if the School has a reduced capacity placed on it due to a rise in infection rates in the local area.

If staff are displaying symptoms, the usual expectations for ill health and cover will be in place. Further details are available for staff detailing how to set work remotely for cover.

If individual students are isolating or absent from school for any other reason (but this is not a confirmed case of COVID-19), normal school absence protocol applies and students are expected to catch up with work where possible. Teaching will continue in school, as normal.

### **Response to Scenario C:**

In the event of a full lockdown for the local area, online education protocol will return to that prior to the Summer Break.

Staff will be encouraged to use Microsoft Teams for live lessons at their normal timetabled times where possible, but in situations where this is not possible, work will be set via Google Classroom. Pastoral Classrooms will resume, and students will be encouraged to engage with these in addition to their academic studies.

All students should ensure that they have the appropriate codes for their new Google Classrooms at the start of the academic year and those with issues accessing laptops or broadband from home should make themselves known to the Pastoral Team as soon as possible.