

## Contingency Planning/Outbreak Management Plan

### West Park Spring Term 2022

The following will be considered and may need to be enacted in part or in full if there is a significant rise in Covid 19 cases within West Park and/or our local area. This could also occur in response to a Variant of Concern (VoC) or as part of a wider strategy to prevent unsustainable pressure on the NHS.

The measures described will be put in place only if absolute necessary and with the key objective of maximising the number of children in face to face education. All measures will be considered carefully by the Headteacher working alongside the West Park Leadership team and in liaison with the Governing Body. In the event of an outbreak, all measures will be kept under regular review.

Control Measure	Required Actions	Impact on Education	How will this be communicated
Testing of pupils and staff	<p>All pupils will be offered one supervised lateral flow tests (LFTs), on their return to school. This will be facilitated in 10 testing channels in the school sports hall and be manned by trained school staff.</p> <p>Staff will continue to test at home twice per week on a Wednesday and Sunday Evening.</p> <p>Subsequent to onsite testing, all pupils will be provided with testing kits and testing information. These kits will be provided to allow home testing to occur on a Wednesday and Sunday evening. Testing kits will be</p>	<p>Pupils will return to West Park on a stagger:</p> <p>Year 8,9 and 10 Monday 10<sup>th</sup> January for testing only. Tuesday 11<sup>th</sup> January to commence lessons.</p> <p>Year 7 and 11 – Tuesday 11<sup>th</sup> January for testing only.</p> <p>All years Wednesday 8<sup>th</sup> September.</p> <p>Full details of specific timings are available on the school website including testing slots.</p>	<ul style="list-style-type: none"><li>• Through website updates, social media announcements and letters emailed to all parents. An information power point has been made available which covers all aspect of the return to school.</li><li>• Regular updates and reminders to staff provided through email.</li></ul>

	<p>regularly replenished to ensure that staff and pupils have access to these to utilise at home.</p> <p>School will continue to hold resources to run a small assisted testing centre. This could be expanded in the event of a local outbreak.</p>		<ul style="list-style-type: none"> <li>• Updates offered to simplify and explain relevant PHE advice. Key visuals provided where possible to make this simplistic for families.</li> <li>• Input offered to reception staff on current guidance and how to support families. Phonenumber accessible from 8am until 4pm so that families can ask Covid related questions.</li> </ul>
Face Coverings	<p>Currently face coverings are mandatory in corridors and indoor communal areas.</p> <p>West Park is operating with mask wearing in all indoor spaces, including classrooms. Alongside encouraging pupils to bring a mask into school, West Park also retain a small store of masks to promote mask wearing if necessary.</p>	<p>Robust mechanisms in place to promote mask wearing through daily form check-ins and control centre support when/where required. Pupils can fully access the curriculum while wearing masks and specific arrangements have been put into place to allow practical subjects to continue, including PE.</p>	<p>Weekly HT updates provided to parents/carers. Text messaging service used to reinforce key messaging.</p> <p>Daily form time allows for the explanation of control measures to pupils.</p>
Shielding	<p>Shielding can only be reintroduced by central government. At this point West Park will meet with individuals that shielding may apply to devise an individual action plan. West Park will</p>	<p>School will review relevant staff and subject timetables to maximise opportunities for pupils in all year groups to have input from specialist subject staff.</p>	<p>Updates to staff through the email system.</p> <p>Share relevant timetable changes with pupils and</p>

	follow information provided by PHE and the DfE to inform judgements or decisions.		families through established communication systems.
Attendance	Attendance restrictions may only be considered as a short-term measure and as a last resort. Priority will be given to maintain face-to-face input for vulnerable children and children of key workers. This is likely to be through an in school face-to-face offer but is very much dependent on staff attendance and availability. All pupils will have access to high quality remote learning which may include Teams meetings when/where possible.	High quality face-to-face teaching remains a priority. Every effort will be made to maintain this. West Park has an established home learning model which includes tutor phone calls, pastoral clinics, subject specific teams' meetings, online resources through Firefly, staff feedback.	Timely communication through email and text message to all West Park families.
Trips and visits will be reviewed against current guidance. Trips outside of the UK will not be facilitated at this time.	All trips and visits are planned through the school Evolve system. Trips are promoted to enhance the curriculum and add to the West Park experience. All trips are reviewed by the EVC who is also a member of the school leadership team.	Trips take place to add to the pupils' experience of West Park. Full review of specific risk assessments to ensure that trips can run safely.	Communication through Evolve directly to all families involved in trips.
Improved ventilation	Every effort is made to maximise ventilation alongside monitoring a comfortable temperature. Review pinch points, commonly used areas and spaces with poor ventilation. Plan movements in these spaces including one-way systems.	Reduced impact with pupils and staff still able to fully access different areas of the school site.	Daily updates to staff and weekly updates to West Park families