



**COVID – 19 (Corona Virus) Action Plan**

**Updated: 17<sup>th</sup> March 2020**

**This Action Plan will be updated to reflect any changes, above all please follow the guidance issued by Public Health England**

| <b>Actions</b>  | <b>What we are doing</b>  | <b>Action for parents</b>   |
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| <b>Communication with school</b>                                | <p>Parent mail will be the main method of communication to update or inform parents about closure or any other updates.</p> <p>The website will have an up to date information regarding the current situation <a href="https://khalsaprimarieschool.com/2020/03/18/coronavirus/">https://khalsaprimarieschool.com/2020/03/18/coronavirus/</a></p>  | <p>Check your emails/parent mails for updates.</p>  |
| <b>Delay and Prevent</b>  | <p>Teachers are teaching pupils how to:</p> <ul style="list-style-type: none"><li>• Wash their hands with soap.</li><li>• Cover their mouths when sneezing/coughing</li><li>• Avoid eye, mouth, nose contact.</li></ul> <p>Teachers ensure pupils are washing their hands regularly throughout the day and using hand sanitisers</p> <p>Site managers/ cleaning support staff vigilant in disinfecting doors handles and other surfaces throughout the school twice daily</p> | <p>Encourage children to wash their hands at home and understand basic hygiene to stay safe.</p>  |
| <b>Continuing education of pupils in the event of a closure</b> | <p>The class teacher will send home hard copy of project homework</p> <p>Teachers may also upload work on to the website and will update information through class Dojo.</p> <p>Information on useful websites will be uploaded on the KPS life under each class information</p>  | <p>Update and inform contact details to the school office if numbers and emails are incorrect.</p> <p>Contact class teacher via class Dojo if you have questions or concerns.</p> <p>Hear children read daily and work with them.</p> |

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| <p><b>How the school will keep updated</b></p> | <p>We are working with the Local Authority and local schools to support each other.</p> <p>The School will follow the advice of Public Health England to ensure we are doing as directed.</p> <ol style="list-style-type: none"> <li>1. <b>We stay open:</b> we continue as we are until the DfE, Public Health England or our local health authority tells us otherwise, or it is simply not possible to do so</li> <li>2. <b>Skeleton school:</b> we stay partially open and operate as a 'skeleton school' in the event of high staff or pupil absences. We continue education for pupils remotely and some staff will work from home</li> <li>3. <b>Full closure:</b> all staff work from home and we continue education remotely as much as possible</li> </ol>  | <p>Visit Public Health England website.</p>   |
| <p><b>Safeguarding vulnerable pupils</b></p>   | <p>There are some very vulnerable pupils in our school, and we will work with the Local Authority and Early Help to put in place a plan of support.</p> <p>Children eligible for free school meals to be supported as directed by DfE</p> <p><b>Staff to flag any children they may have concerns to the designated safeguarding lead (Mrs Rooyen and Mrs Matharu)</b></p>  | <p>If we do not know about current medical conditions, please let the school office know as soon as possible.</p>   |
| <p><b>Plans for remote working</b></p>         | <p>If you're working from home (because we close, partially close or you're self-isolating but well enough to work) our remote working plan is as follows:</p> <ul style="list-style-type: none"> <li>√ work from home using school laptop or use remote access using your personal laptop</li> <li>√ email work for pupils to school office weekly</li> <li>√ Plan and prepare resources for summer term topic plans</li> <li>√ Complete class reports and upload them on one drive</li> </ul> <p>If we're operating as a 'skeleton school' in the event of high staff or pupil absences, or we stay open our plan is to merge classes</p> <p>Our plan for continuing pupils' education is to send resource packs home, uploading work on the school website, use online learning platform e.g. class Dojo, weblinks</p> | <p>Visit school website for updates<br/> <a href="https://khalsaprimaryschool.com/useful-links/">https://khalsaprimaryschool.com/useful-links/</a></p> <p>Keep yourself updated with Class Dojo</p> |