

## Contingency Plan – COVID-19

This contingency plan has been developed in line with the guidance from the Department for Education (DfE) and is in place in case of tightened 'lockdown' restrictions either nationally or locally due to COVID-19. All schools have reopened to all students from September 2020 and these arrangements will allow for continuity of education should any further school closures be necessary.

The DfE have, in line with the Government, released a four-tiered approach and the measures in place at each tier are detailed below.

### At All Tier Levels

- Risk assessment should be updated at every stage of movement to reflect changes.
- Public Health England (PHE) advice on self-isolation and staying at home in the event of a positive test remains the same even if the child's bubble is rota'd in.
- Vulnerable children and young people should access onsite provision and where they are not, the Academy will work together with the relevant agencies to ensure that the child's circumstances and best interests are being met.
- Attendance will be recorded using the usual attendance protocols, and for Tier 2 and above, following the DfE guidance that will be provided.
- Free school meals will be provided onsite as usual and, when students are not attending onsite, the Academy will continue to provide access to FSM. Further details will be published to those parents affected.
- The Academy's trustees are aware of the high demands of staff workload. This is reflected in the changes to the Tier 2 rota.

### Tier 1

- Tier 1 restrictions apply to local areas where 'local lockdowns' are implemented.
- Facemasks are worn in all areas outside of the classroom by all staff and students. The Academy will remain fully open.

In the event of Tiers 2, 3, and 4, further guidance will be published for the local area from the DfE and PHE and this will be implemented.

### Tier 2

- Communication to parents will be about the proposed rota system and how protective measures are being reviewed as part of the Academy risk assessment.
- Cleaning will be enhanced and cleaning between bubbles will remain.
- Small school provision for vulnerable students and the children of critical workers will be set up and staffed. Parents will be surveyed and students booked in. Associate Principals will set up a rota for this area to fit in with the rest of provision.
- If the Academy moves to Tier 2, the following curriculum areas will be suspended for students who are working remotely: Enrichment, PE, Directed Study and RSHE. This will be to build additional capacity as required to staff small school and all flexibility for staff to move between online and face to face teaching.
- Students will receive their lessons either through face to face teaching or online and their timetable will remain the same with the above exceptions.

- Heads of Department will be responsible for allocating their staff to teaching online and teaching in the Academy, especially where a member of staff is self-isolating. These will need to be agreed with the Associate Principal.
- Online lessons will be 45 minutes in length to allow a smooth transition between teaching face to face and online teaching. A separate day structure will be produced and published. Students will have periods of self-study time in place of Enrichment, PE, Directed Study and RSHE when working remotely.
- Teachers will be expected to assess work. Marking and returning of work will occur when the students are in the Academy. They will be set work online which will be assessed and returned to them when they are expected onsite.
- Internal mock exams will continue and these will be during the weeks that Y11 and Y13 are in the Academy.
- All students will be expected to attend online and face to face lessons.
- Self and well checks will be carried out on all vulnerable students whilst working remotely.
- Students attending Small School will be expected to attend their normal provision when their bubble is in the Academy. For example, a Y10 student will only attend Small School during the weeks their bubble is working remotely.
- The proposed Tier 2 rotas are below:

<b>WMG Academy Solihull</b>					
<b>Week</b>	<b>Y10</b>	<b>Y11</b>	<b>Y12</b>	<b>Y13</b>	<b>Small School</b>
Week A	Online	Academy	Academy	Online	Academy
Week B	Academy	Online	Online	Academy	Academy
Week A	Online	Academy	Academy	Online	Academy
Week B	Academy	Online	Online	Academy	Academy
<b>WMG Academy Coventry</b>					
<b>Week</b>	<b>Y10</b>	<b>Y11</b>	<b>Y12</b>	<b>Y13</b>	<b>Small School</b>
Week A	Online	Academy	Online	Academy	Academy
Week B	Academy	Online	Academy	Online	Academy
Week A	Online	Academy	Online	Academy	Academy
Week B	Academy	Online	Academy	Online	Academy

### **Tier 3**

- Small school provision will be available to vulnerable students and the children of critical workers who require provision.
- Limited year groups will be able to attend onsite provision as advised by the DfE's operational guidance when Tier 3 implemented.

### **Tier 4**

- Small school provision only – no other onsite learning will take place and all other bubbles will be working remotely.
- Remote learning:
  - The timetable will be as published. Lessons will be 45 minutes long. Lessons will start at the usual time published.

- Communication to parents about remote learning.
- Self and well checks will be carried out on all students via tutors over a 3-week period.
- Teachers will be expected to set meaningful assessment online once a week [this could be a longer project that would have a longer period of time, e.g. coursework]. This would be marked electronically and returned to students. Where possible for Y11 and Y13, this will include examined questions.

### **Small School**

Small school is only available to eligible students, including vulnerable students and the children of critical workers.

- Critical workers include those who work in key sectors as specified in guidance on [critical workers who can access schools or education settings](#).
- Vulnerable children and young people include those who:
  - are assessed as being in need under Section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child.
  - have an education, health and care (EHC) plan.
  - have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers, those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study) and others at the school's and local authority's discretion

**Kate Tague**  
**Executive Principal**  
**September 2020**

## Appendix A – Academy Day Structure

### WMG Academy Coventry

Onsite		Online [45 minutes long]	
Period 1	08.30 – 09.25	Period 1	<b>08.30 – 09.15</b>
Period 2	09.25 – 10.20	Period 2	<b>09.30 – 10.15</b>
Break	10.20 – 10.45	Break	
Period 3	10.45 – 11.40	Period 3	<b>10.45 – 11.30</b>
Period 4	11.40 – 12.35	Period 4	<b>11.45 – 12.30</b>
Period 5	12.35 – 13.30	Period 5	<b>12.45 - 13.30</b>
Lunch	13.30 – 14.05	Lunch	
Period 6 (PAS)	14.05 – 14.25	Period 6 (PAS)	
Period 7	14.25 – 15.20	Period 7	<b>14.30 - 15.15</b>
Break*	15.20 – 15.35	Break*	
Period 8*	15.35 – 16.30	Period 8*	<b>15.30 - 16.15</b>

\* Sessions identified with the asterisk do not take place on Monday or Friday

### WMG Academy Solihull

Onsite		Online [45 minutes in length]	
Period 1	08.30 – 09.25	Period 1	<b>08.30 - 09.15</b>
Period 2	09.25 – 10.20	Period 2	<b>09.30 - 10.15</b>
Pastoral	10.20 – 10.45	Pastoral	
Break	10.45 – 11.05	Break	
Period 4	11.05 – 12.00	Period 4	<b>11.15 - 12.00</b>
Period 5	12.00 – 12.55	Period 5	<b>12.15 - 13.00</b>
Lunch	12.55 – 13.30	Lunch	
Period 6	13.30 – 14.25	Period 6	<b>13.30 - 14.15</b>
Period 7	14.25 – 15.20	Period 7	<b>14.30 - 15.15</b>
Break*	15.20 – 15.35	Break*	
Period 8*	15.35 – 16.30	Period 8*	<b>15.30 - 16.15</b>

\* Sessions identified with the asterisk do not take place on Monday or Friday