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Prospect School Absence Contingency Plan

Updated guidance from the DfE (28 August 2020) outlines a four-tier approach to possible school closure. This plan should be read in conjunction with and in addition to this guidance:

Tier One: School open to all students, with additional COVID-Secure measures in place. Remote learning will be provided to students who are unable to attend.

Tier Two: In the case of a local or further national lockdown, the school will operate a rota system of two weeks on, two weeks off – Years 7,8, 12 and 13 for two weeks, then Years 9,10 and 11 for two weeks, plus vulnerable/key worker students. Teachers will remain in school and will deliver either lessons in their classrooms, or via Teams, following the normal timetable

Tier Three: Only vulnerable, key worker and identified year groups (by the DfE) will attend. Teachers will remain in school and deliver remote learning via Teams.

Tier Four: Only vulnerable and key worker students in school. Most teachers will deliver remote learning from home.

However, before reaching any of these tiers (as identified by the DfE) the school might reach a point where due to staff absence (due to isolating/quarantining/illness) that it is not possible to run the full timetable.

Unless staff are signed off ill, they are expected to provide lesson resources and remain in daily contact with students and their department throughout any period of isolation/quarantine.

Therefore we will take the following contingency measures in order:

- Cover supervisors will provide the first line of cover
- Any staff under timetabled hours and SLT will provide additional cover
- Agency staff may be used to provide long term cover. Wherever possible, this will be for blocks of time rather than on a daily basis to limit transmission between schools.
- Where possible, classes may be combined, although limits on numbers in classrooms will make this difficult.

- Certain year groups may be moved onto part-time timetables. Year 7, Year 11 and Year 13 will be prioritised to be kept in school, followed by Years 10, 9 and 8. Remote learning will be provided for students when they are not in school
- Move to Tier Two ahead of DfE decision.