**NEWBATTLE HIGH SCHOOL**

**Contingency Timetable Proposal 2020-2021**

The following proposal will outline Newbattle High School’s plan for Covid-19 related contingency arrangements for Blended Learning in case they are required at any point in the future.

Following the successful return of our students to school I am now sharing Covid-19 related contingency arrangements in case they are required at any point in the future.

All Midlothian secondary schools have worked collaboratively on school contingency plans, which reflect scenarios that may occur as we continue to operate under COVID restrictions, agreed principles across all Midlothian secondary schools and also allow for the unique circumstances of each school.

All Midlothian Secondary schools have agreed to prioritise in-school attendance for Senior Phase students (S4 to S6).

I am sure you will understand that the exact circumstances that would necessitate the implementation of any Contingency Plan for our school, a locality, or across the whole of Midlothian, are not known. These plans have however been developed based on a requirement for full-time education for all students with a blend of in-school and at-home learning where possible, with in-school learning being the main aspiration.

If a ‘local lockdown’ is imposed by Scottish Government/ Health Protection it also cannot be assumed that these contingency arrangements will be required, as it will depend on the extent or type of restrictions imposed. These plans are therefore indicative and subject to change.

The focus in developing these contingency plans has been to ensure that learning provision, both in-school and at-home, meets the needs of every pupil and that they are supported individually in a way that helps them to achieve their learning targets and prepare them for the future.

Our absolute priority continues to be the safety of students and staff. Thereafter, continuity in learning is our significant priority.

In developing our Contingency Plan, Newbattle High School will be guided by the key principles set out and updated by the Scottish Government in:

<https://www.gov.scot/publications/excellent-equity-during-covid-19-pandemic-strategic-framework-reopening-schools-early-learning-childcare-provision-scotland/>

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020-version-3/>

Our contingency planning has been informed by our experience and planning undertaken during lockdown and as a Hub.

**Contingency Plan**

Clear and effective communication strategies between home and school are essential. We will continue to:

* Use our school website and social media platforms to provide updates
* Follow up website posts with targeted GroupCall texts to alert parents/carers
* Email and telephone parents/carers as appropriate given the context we are in

For learning at home to be effective, in any scenario, we must ensure:

* All students can access relevant Google Classrooms and Google Meet using their GLOW login; this includes their Year Group and subject specific classrooms
* All students have access to appropriate digital devices to engage with home learning; please contact the school in the first instance if your child does not have access to a suitable device, we will then work with the Midlothian Council Digital Learning Team to secure access.
* Teachers have the skills and confidence to lead online learning
* Class work is routinely uploaded to Google Classroom to support ongoing home working and revision
* Principal Teachers (PTs) are able to delegate staff to plan and deliver home and/or classroom teaching, as required
* Our tracking and monitoring processes reflect the scenario we find ourselves in. We would expect to be able to follow our planned tracking, monitoring and reporting processes. Tracking reports will continue to be based on ongoing assessments and classwork evidence.

Information required for Key Worker Hub arrangements in event of full or partial closure:

* Who are the children of essential workers who will require childcare?
* Who are the students with significant Additional Support Needs that we need to support?

Role of Student Support staff in event of full or partial closure:

* Wellbeing calls for identified students
* Targeted calls to students not engaging with home learning

Wherever possible, students will be in school, however this is only possible where the school roll, physical capacity of buildings and staffing capacity is able to accommodate this.

**Scenario 1: Due to an outbreak confirmed by the Health Protection Team, HPT, we have to keep a year group at home to self-isolate**

Teachers deliver home learning for their ‘isolating’ students using Google Classroom. All other year groups attend and follow their timetables in school.

Where practical learning at home, particularly for Senior Phase students, should take place at designated times given. This will be through some ‘live’ online lessons, recorded lessons and opportunities to interact directly with class teachers through Google Meet, or by the teacher allocating work to Google Classroom.

In the event of a partial closure appropriate assignments and materials will be posted to the Classwork section of the Google Classrooms. The work set should directly reflect the work being completed in class. However, in some circumstances, including practical subjects, where completing practical activities may be restricted at home, there will be appropriate theory or consolidation work to complete instead. Work may be posted over the course of the school week, rather than by timetabled periods.

Whilst at home, students should communicate questions about the work to staff via the Google Classroom stream or via private message on the assigned work.

Depending on the subject and level, staff may use the Google Meet function to lead a live lesson during the timetabled period, if this is the most appropriate way to deliver content.

Whilst school remains open, we will be working to support staff with the time and resources required to support all students learning in school and at home, but please be aware that due to staffing levels across the school, there may be differences in approaches. Lessons will primarily be based from the school classroom.

Help guides and videos are also available through our parent/carer launchpad on the school website.

**Scenario 2: Due to staffing levels affected by self-isolation we have to keep a year group(s) at home**

If an outbreak (confirmed by the Health Protection Team) occurs we will follow the following contingency plans.

The structure of the school day will change to the following:



* Vulnerable, disengaged and children of key workers will be in school each day
* Targeted calls to students not engaging with home learning
* Breaks/lunchtimes are staggered
* S1/2 students will be in the same class for every lesson they attend
* S3 students will be timetabled according to their columns
* Senior students will have their school day split into three blocks (two blocks on a Friday) with each double period being allocated to a timetabled column
* Students will enter/exit the school using a staggered approach at the start of the day, after break, after lunch and at the end of the day

All Senior Phase pupils (S4-S6) continue to attend and follow their timetable in school. The Broad General Education (S1-S3) classes follow a Blended Learning timetable.

Principal Teachers plan cover within their departments to ensure specialist teachers are delivering lessons for Senior Phase courses. Some staff who are self-isolating may be able to deliver aspects of the home learning timetable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Day of the Week | BGE Daily Plan  |  |  Day of the Week | BGE Daily Plan  |
| Monday | S1 in SchoolS2 in SchoolS3 – Home learning |  | Thursday  | S1 - Home learningS2 in SchoolS3 in School |
| Tuesday | S1 in SchoolS2 – Home learningS3 in School |  | Friday   | S1 - Home learningS2 in SchoolS3 in School |
| Wednesday  | S1 in SchoolS2 – Home learningS3 in School |  |  |  |

If circumstances changed and we were advised to reduce the number of students in school on the same day, instead of removing an additional year group each day, we would change to the model shown below taking the school to a 50% capacity which could be increased if we were able to do so.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Senior Phase Group 1 | Senior Phase Group 2 | All Senior Phase  |
|
|
| BGE Group 1 | BGE Group 2 | Targeted pupils |
| Key Worker, Vulnerable and Identified Pupils |

Each year group will be split into two groups, one group attending Monday/Tuesday and the second Wednesday/Thursday. In the Senior Phase all timetabled columns will be allocated a double period of teaching time over these two days. In addition to this, all Senior Phase students will attend on a Friday allowing them to attend school three days per week. All BGE students will be in school two days per week covering a range of subjects from all faculty areas during this time.

Moving forward, the Senior Leadership Team will continue to monitor rooming and staffing capacity across the school in accordance with Local Authority advice and school necessities. If the capacities allow, the next steps would be:

* Increase the number of days the Senior Phase students are attending school
* Increase the number of days the BGE students are attending school

Students have been identified for particular days and the transport required. This includes siblings and families attending on the same days.

In the event of a partial closure appropriate assignments and materials will be posted to the Classwork section of the Google Classrooms. The work set may directly reflect the work being completed in class. However, in some circumstances, including practical subjects, where completing practical activities may be restricted at home, there will be appropriate theory or consolidation work to complete instead. Work may be posted over the course of the school week, rather than by timetabled periods.

Whilst at home, students should communicate questions about the work to staff via the Google Classroom stream or via private message on the assigned work.

Depending on the subject and level, staff may use the Google Meet function to lead a live lesson during the timetabled period, if this is the most appropriate way to deliver content.

Whilst school remains open, we will be working to support staff with the time and resources required to support all students learning in school and at home, but please be aware that due to staffing levels across the school, there may be differences in approaches. Lessons will primarily be based from the school classroom.

Help guides and videos are also available through our parent/carer launchpad on the school website.

**Scenario 3: Due to a significant outbreak (confirmed by the HPT) you are advised to have a FULL closure of your setting**

All Senior Phase and Broad General Education classes follow a Remote Home Learning timetable.

Where practicable learning at home, particularly for Senior Phase students, should take place at designated times given. This will be through some ‘live’ online lessons, recorded lessons and opportunities to interact directly with class teachers through Google Meet, or by the teacher allocating work to Google Classroom.

Teachers will work within Midlothian Digital Learning guidelines to deliver the best learning experience for all.

During a full school closure, each subject will also post work weekly via the Google Classrooms with work appropriately differentiated to support remote learning. Teachers will respond to questions raised via Google Classroom in a timely fashion. All work will have reasonable and appropriate deadlines for students.

Some planned work in the Senior Phase may not be appropriate for home learning based on SQA arrangements. In this event, teachers may adapt learning and assessments to take the home context into account. In this eventuality we will follow the guidelines provided by the SQA to ensure that qualifications are appropriately supported.

As above, depending on the subject and level, staff may use the Google Meet function to lead a live lesson during the timetabled period, if this is the most appropriate way to deliver content. Google Meet provides the function to record a lesson which can be used to support students who are unable to attend during a timetabled class.

We will also continue to work with partners to support students’ home learning. All S4-S6 students have access to SCHOLAR, e-Scgoil, and Achieve. These resources and others can be accessed on the Pupil Launchpad on the school website.

**Critical Childcare**

Should any Contingency Plans be implemented we will work with Midlothian Council to provide critical childcare five days a week for vulnerable children and those children of Category 1 key workers **where no alternative childcare provision is available**.

In lockdown we fulfilled a Keyworker Hub role and will build on that experience to do what is required as part of our wider service to Midlothian.

In order for us to know which parents/carers would be considered to be Category 1 key workers, please use the survey link below. This information will then be used to allocate critical childcare spaces.

<https://docs.google.com/forms/d/e/1FAIpQLSd88rjBSBk8AcyKEtwIBqPW8Bn863sMXRFS4Jn-7skFvsdsQw/viewform?usp=sf_link>

We understand that in the event of a Contingency Plan being implemented, this may pose a difficulty for some parents/carers in relation to their work commitments. We recommend therefore that you make your employer aware of the potential need for such arrangements, which will only be put into action when absolutely necessary.

The exact arrangements will depend on the individual circumstances requiring the contingency arrangements to be put in place.

**School Meals**

If any Contingency Plans are put into practice Midlothian Council will continue to provide BACS payments for those families whose household income has been assessed and an award made in respect of Free School Meals. However, anyone else in need of support will also be able to apply for help to feed their children when they are not in school.

Should contingency arrangements be required at any time we will of course ensure that parents, carers are fully informed of the arrangements, and that all necessary support is in place.

If you have any concerns or questions about any of the above information please do not hesitate to contact the House Team in the first instance.

We will also send further detailed updates per student at the appropriate times. Thank you for your continued patience and support.

Newbattle Senior Leadership Team