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10th December 2021

Dear Parent/Carer,

RE: WINTER PREPAREDNESS PLAN

Current pressures on schools are at the highest levels due to the COVID – 19 pandemic, and the risk of further outbreaks during winter present greater than normal challenges. Additionally, as winter approaches, staff and pupils in schools continue to be particularly susceptible to widespread infections such as seasonal influenza and stomach infections (such as norovirus).

The Department for Education (DfE) expects headteachers to keep schools open for as many pupils as possible whenever it is reasonable for them to do so, which is what we always aim to do here at Horsford Primary. Whilst we have contingency plans in place to keep the school open, it is acknowledged that there may be rare occasions where the health and safety of staff and pupils is compromised, therefore the whole, or part, of our school may need to shut.

Some of the challenges we may face are related to:

- severe weather
- sustained staffing shortages as a result of the COVID-19 pandemic and/or widespread infectious diseases
- utilities and local service disruption eg water, electricity or heating issues
- transport issues such as driver shortages or fuel disruption
- widespread absence due to infectious diseases and the potential requirement for deep cleaning.

Over the past year, we have developed a range of control measures to assess and manage the risks associated with the COVID-19 pandemic. We have developed systems for online learning provision, partial opening for different groups of children and opening for limited hours during the day. These measures are part of our school's risk assessments over the winter, avoiding whole school closure wherever possible.

Below are some reminders of what we will do if our school needs to close for some, or all of our children, at any time. We will inform parents via the Parent App, our Facebook page and on the [Norfolk County Council School Closure page](#). We will alert you to the type of closure scenario using the colour coding on the attached guide.

Teachers will provide work for their pupils via Microsoft Teams from Year 1 upwards and via Tapestry for Reception children, so please ensure you have log in details for your child's account. These are the same login details you used for the assertive mentoring meetings held in November. Here is a [link](#) to a tutorial video which we hope will explain the basic starting points for using Teams if this is new to you.

Attached to this letter is a guide to help parents understand what is expected depending on different staffing and closure scenarios.

Thank you for your continued support and understanding.

Yours sincerely,

TJ Kirton N.S. Owen.

Mrs Kirton Miss Owen
Heads of School

Guide to remote learning options due school closure

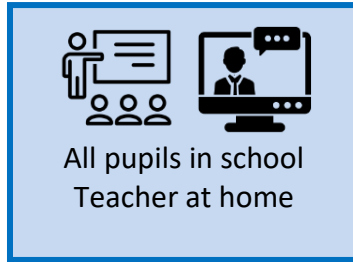
Scenario 1 – Grey



Expected Action

- Continue to attend school as normal.

Scenario 2 – Blue



Expected Action

- Pupils will receive some short sessions of live instruction* from the teacher at scheduled times.
- Class work will be completed as normal with another adult supporting and the teacher on hand for questions.

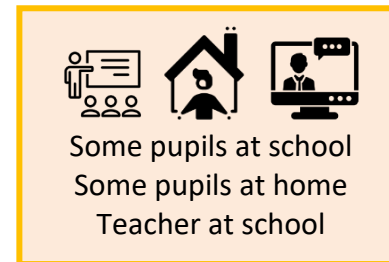
Scenario 3 – Purple



Expected Action

- Pupils will receive some short sessions of live instruction* from the teacher by logging into scheduled Teams meetings throughout the day.
- Pupils will then complete classwork at home using instructions in their OneNote class workbook.
- Once work has been 'handed in' teachers will give feedback.

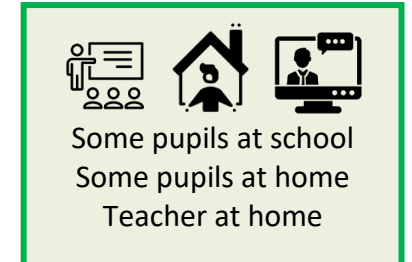
Scenario 4 – Orange



Expected Action

- Pupils at home**
 - Classwork will be completed using instructions in their OneNote class workbook, this may include recorded videos or links to websites.
 - Once work has been 'handed in' teachers will give feedback.
- Pupils at school**
 - Pupils will receive their lessons as normal.

Scenario 5 - Green



Expected Action

- Pupils at home**
 - Pupils will receive some short sessions of live instruction* from their teacher by logging into scheduled Teams meetings throughout the day.
 - Follow up classwork will be completed using instructions in their OneNote class workbook.
 - Once work has been 'handed in' teachers will give feedback.
- Pupils at school**
 - Pupils will receive short sessions of live instruction from the teacher at scheduled times.
 - Class work will be completed as normal with another adult supporting and the teacher on hand for questions.

Images (left to right) courtesy of David, US; ProSymbols, US; Raneh Pixel Studio, ID. All found at <https://thenounproject.com/>

*When teachers are working from home, live teaching sessions will take place when appropriate and where the situation allows. Teachers may also use Oak National academy, BBC schools and other websites to supplement live teaching.