



Contingency Plan: Coronavirus (Covid-19), March 2020

1. Context

In light of the first confirmed cases of coronavirus in Northern Ireland and the increasingly rapid spread of the infection in other parts of the UK, consideration has been given to contingency measures to be taken in a number of different scenarios, including school closures.

School will, as far as possible, follow advice published by the Department of Education (DENI) and the Public Health Agency (PHA). Currently, schools are advised to adopt a 'business as usual approach'; however, as this is a developing situation, updated information will be checked on a regular basis at

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

https://www.publichealth.hscni.net/sites/default/files/2020-03/Guidance%20for%20schools_0.pdf

In the event of a school closure, staff who will continue to work to ensure as far as possible that pupils can continue with their learning.

2. Pupils or staff displaying symptoms

Currently, only staff and pupils who have travelled to affected areas in the last fourteen days are deemed to be at risk. Pupils/staff who do not display any of the symptoms listed by the PHA are not required to take any action. Those who are symptomatic are required to stay at home, consult their GP and, if possible, take a test for coronavirus. If a test returns a negative result and the person concerned is symptom-free, there is no reason not to return to school. This information will be communicated to parents via weekly bulletin and our social media page.

If necessary, the school will make contact with parents of children who are deemed to be vulnerable because of pre-existing medical conditions or compromised immune systems. Staff who have concerns relating to their own vulnerability are asked to speak to the Principal or the office.

Parents are asked to inform school as soon as possible if any family members of pupils not attending Nettlefield Primary School become infected, and to keep pupils at home until they are advised otherwise. In all cases, the identity of individuals who have contracted the virus will remain confidential.

3. Learning and Teaching

It is recognised that this is a critical time of year for pupils and that it is important that steps are taken to mitigate any interruption to class time. Where there is disruption to teaching time, it remains the responsibility of schools to prepare students, as usual. However, it is also recognised that the extra work involved in planning should not be unnecessarily burdensome at what is a very busy time of year and should not compromise that needs to be done now. With this in mind, the following steps will be taken so that everyone is prepared in the event of a school closure:

- Parents of all pupils will be asked to check that they have home access to email accounts and a guide will be sent out to parents;
- Class teachers will inform pupils as far as possible of the work they will be expected to complete over the next five weeks, and provide the necessary materials or links as soon as possible;

- Teachers will consider the best ways to ensure that information can continue to be passed on to pupils in the event of a short-term or long-term closure. Fronter, C2k email or other appropriate means.
- The Principal will agree the best means of internal communication between teachers and ensure that everyone has access to resources and other necessary information, as it becomes available;

4. School trips

The following trips involving Nettlefield pupils are planned over the next five weeks:

- 26th March 2020 Shared Education Trip to Ormeau Park
- 21st April 2020 Strand Theatre Trip
 Castle Espie Trip
- 24th April 2020 P2 Farm Trip
- 27th/28th April 2020 P7 Residential
- 30th April 2020 P5 Shared Education Trip

In all instances, school will follow government advice (<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>), and the trips will go ahead as planned unless travel restrictions are in place.

If pupils cannot participate in a trip because it has been prohibited by the relevant authorities, or cancelled by school or by the travel company, school will reimburse parents for all monies paid to school. School will endeavour to recover costs from third parties.

Parents who are anxious about their children travelling on any of these trips can withdraw them at any time, although no reimbursement can be guaranteed. Staff who are anxious about travelling on school trips should speak to the Principal.

5. Events

There are a number of sporting events scheduled, as well as concerts (insert dates)

These will go ahead as planned unless the PHA advises restrictions on public gatherings.

6. Hygiene

Pupils and staff are advised to follow advice from the PHA, particularly in relation to handwashing and disposal of paper tissues. This advice will be reiterated in correspondence with parents.

7. Cleaning

In line with advice from the PHA, there are no particular requirements for cleaning of schools at present. However, cleaners have been asked to ensure that handrails and door handles are cleaned regularly and that special attention is given to ensuring that soap is replenished daily in staff and pupil toilet areas.

8. Communications

Staff will be updated at staff briefing, and in the event of a school closure, via C2k email.

Pupils will be updated in class, and in the event of a school closure, via Social Media and SMS Messages.

When school receives new information, this will be sent home to parents via Bulletin and Social Media. In the case of an unplanned school closure, the school Facebook Page will be updated, and information will be submitted to EANI and the BBC.

The Principal will keep in regular contact with the Chairman of the Board of Governors.

S. McLean

March 2020