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Headteacher Miss Lynn Black



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Dear Parent/Carer

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 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 in-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, Beeslack Community 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.

Contingency Plan

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

- Provide update letters to parents/carers by email/text alerts
- Use our school website and social media platforms to provide updates
- email and telephone parents/carers as appropriate given the context we are in

For home learning to be effective in any of the following scenarios we must ensure the following;

- All pupils can access Microsoft teams using their GLOW login
- All pupils have access to appropriate devices to engage with home learning
- Teachers have the skills and confidence to lead online learning
- All class work is routinely uploaded to Teams to support ongoing home working and revision
- A timetable will provide structure to home learning
- All Principal teachers are able to delegate staff flexibly to plan and deliver home and/or classroom teaching as required.

Our tracking and monitoring systems will ensure we track progress and achievement and we will continue to send tracking and full reports home to parents on a regular basis. Principal Teachers or curriculum and/or support will contact parents/carers directly if there are ongoing concerns with progress and engagement in home learning or in the classroom.

Information required to ensure provision for children of essential workers in the event of a partial or full closure.

- Who are the children of essential workers who will require childcare?
- Who are the pupils with significant Additional support needs or are vulnerable?

The role of support staff in the event of a full or partial closure will focus on the following

- Wellbeing calls to identified pupils and families
- Targeted calls to pupils not engaging with home learning
- Check in calls with pupils in House case load

Where ever possible, students will be in school, however this is only possible where the school roll, physical capacity of the building and staff capacity are 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.

A specific year group is identified by the HPT as requiring to self-isolate

Where practicable a home learning timetable will be shared with pupils and parents/carers and indicate which subjects will be delivered at which time. Teachers deliver home learning for their self-isolating pupils using Microsoft Teams through GLOW.

This may be delivered in one of the following forms where appropriate;

- Work posted in the class Team e.g. Using the assignments feature or class notebook etc.
- Live lesson/tutorial on Teams where practical and/or deliverable
- Lesson presentation posted on Teams with accompanying work e.g. video presentation or demonstration of worked examples etc.
- In the event of a partial closure appropriate assignments and materials will be posted to class Team. 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.

- Principal Teachers/Class teachers will ensure pupils know logins, and how to access class work on Teams. Summary help information for Parents/Carers will be posted on the school website.
- Teachers will communicate with pupils through the Teams chat and directly using their GLOW email.
- Whilst at home students should communicate with teachers through Glow email or on the Teams general posts section
- All other year groups will attend school and follow their timetable as normal.
- Teachers will work within the Midlothian Digital Learning Policy guidelines to deliver the best learning experience for all.
- While school remains open, staff time will be focused on ‘in class, in person’ learning. We are working to support teams with the time and resources required to support all students learning at home, but please be aware that due to staffing levels across the school, there may be a different approach.
- Help guides and videos are also available through the school website for parents and cares. We often tweet help and advice through our school twitter feed.

SCENARIO 2

Due to staffing levels (self-isolation) we have to keep a year group at home.

All senior phase pupils will continue to attend school and follow their normal timetable. Broad General Education classes (S1-3) will follow a blended learning model.

Principal Teachers will cover within their faculty to ensure a subject specialist teacher delivers lessons to all SQA courses. Some teachers who are self-isolating may be able to deliver aspects of the home learning timetable.

The following table aims to indicate how we might approach a pattern of Blended Learning for students in S1 to S3. We would plan in a three wee cycle in an attempt to mirror current Scottish Government review cycles. Each three week plan would be confirmed when we review the number of available in-school staff we have. It may be necessary to have more than one year group at home on the same day. We would approach this in the same manner as indicated below; a sequential rota that maintains regular in school contact for students.

	Week 1	Week 2	Week 3
Monday	S1 in School S2 in School S3 – Home learning	S1 – Home learning S2 in School S3 in School	S1 in School S2 – Home learning S3 in School
Tuesday	S1 in School S2 – Home learning S3 in School	S1 in School S2 in School S3 – Home learning	S1 – Home learning S2 in School S3 in School
Wednesday	S1 – Home learning S2 in School S3 in School	S1 in School S2 – Home learning S3 in School	S1 in School S2 in School S3 – Home learning
Thursday	S1 in School S2 in School S3 – Home learning	S1 – Home learning S2 in School S3 in School	S1 in School S2 – Home learning S3 in School
Friday	S1 in School S2 – Home learning S3 in School	S1 in School S2 in School S3 – Home learning	S1 – Home learning S2 in School S3 in School

- In the event of a partial closure appropriate assignments and materials will be posted to class Team. 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 with teachers through Glow email or on the Teams general posts section.
- Depending on the subject and level, staff may use Microsoft Teams to lead a live lesson/tutorial is appropriate, practical and deliverable.
- While school remains open, staff time will be focused on 'in class, in person' learning. We are working to support teams with the time and resources required to support all students learning at home, but please be aware that due to staffing levels across the school, there may be a different approach.
- Help guides and videos are also available through the school website for parents and cares. We often tweet help and advice through our school twitter feed.

SCENARIO 3

Due 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 Blended Learning timetable.

We will employ home learning timetables for each year group (S1-3) and Senior Phase (S4-6) in a similar way to those used during Lock down to support and manage subject deadlines.

This may be delivered in one of the following forms where appropriate;

- Work posted in the class Team e.g. using the assignments feature or class notebook etc
- Live lesson/tutorial on Teams where practical and/or deliverable
- Lesson presentation posted on Teams with accompanying work e.g. video presentation or demonstration of worked examples etc.
- In the event of a partial closure appropriate assignments and materials will be posted to class Team. 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.
- Principal Teachers/Class teachers will ensure pupils know logins, and how to access class work on Teams. Summary help information for Parents/Carers will be posted on the school website.
- Teachers will communicate with pupils through the Teams chat and directly using their GLOW email.
- Whilst at home students should communicate with teachers through Glow email or on the Teams general posts section
- Teachers will work within Midlothian Digital Learning guidelines to deliver the best learning experience for all.
- 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 Teams to lead a live lesson tutorial, if this is the most appropriate way to deliver content. Teams provides the function to record a lesson which can be used to support students who are unable to attend during live tutorial.

We will also continue to work with partners to support students' home learning. All S3-S6 students have access to SCHOLAR. All students can also register for study support and online learning with e-Sgoil. As appropriate to the faculty, some teams will integrate SCHOLAR and e-Sgoil resources into their own planning.

Pentland Provision – Social Complex Needs

The Pentland Provision will continue to operate in the same way it is currently. Teaching staff, youth workers and learning assistants will continue to liaise with parents/carers and meet with pupils on an individual basis when appropriate.

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 order for us to know which parents/carers would be considered to be Category 1 key workers, we will issue a survey for you to complete which will allow us to know who category 1 workers are. This information will allow us to plan accordingly.

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 school in the first instance.

Educational Psychology Helpline

The Educational Psychology Helpline will cease on 29th October 2020 unless contingency plans are implemented.

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

Yours sincerely



Lynn Black
Headteacher