



Overview

We have been refreshing our contingency plans in light of the current Covid situation should we have a scenario where we need to move to remote learning at any point in the future.

All Midlothian secondary schools worked collaboratively on contingency plans last session, and these reflect scenarios that may occur as we continue to operate under Covid restrictions.

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.

The focus on 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 a 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 the following document

- <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/>

Our contingency planning has been informed by our experience and planning undertaken throughout the pandemic and the two previous national lockdowns.

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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 Google Classroom and Glow using their Chromebook
- All pupils have access to a Midlothian Chromebook or other appropriate device to engage with home learning.
- Teachers have the skills and confidence to lead online learning
- All class work is routinely uploaded to Google Classroom 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 of 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

Wherever 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 Google Classroom.

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

- Work posted in the Google Classroom
- Live lesson/tutorial on Google Classroom/ Google Meet where practical and/or deliverable
- Lesson presentation posted on Google Classroom 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 Google Classroom. 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 Google Classroom. Summary help information for Parents/Carers will be posted on the school website.
- Teachers will communicate with pupils through the Google Email.
- Whilst at home students should communicate with teachers through Google Email or on the Google Classroom 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

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Due to insufficient staffing levels 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 week 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 Google Classroom. 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 Google Email or on the Google Classroom general posts section.
- Depending on the subject and level, staff may use Google Meet 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.



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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 Lockdown to support and manage subject deadlines.

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

- Work posted in Google Classroom
- Live lesson/tutorial on Google Meet where practical and/or deliverable
- Lesson presentation posted on Google Classroom 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 Google Classroom. 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 Google Classroom and directly using their Google Email.
- Whilst at home, students should communicate with teachers through Google Email or on the Google Classroom 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 Google Meet to lead a live lesson tutorial, if this is the most appropriate way to deliver content.

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-Sgoli. As appropriate to the faculty, some teams will integrate SCHOLAR and e-Sgoil resources into their own planning.

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Beeslack Annex – Social Complex Needs

The Beeslack Annex 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/if appropriate. Due to staff absence we may have to move some classes to home learning, this will be communicated with parents/carers directly with as much notice as possible.

Should any of these scenarios happen we will update you as soon as possible and provide details on plans for frontline key workers children and free school meals.

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