

Bolsover Infant and Nursery School Coronavirus Action Plan

Government Shutdown of all Schools			
	Action and Timescale	Person Responsible	Task completed
Letter to inform parents of shutdown and how learning can continue.	Letter written 12.03.20 Printed and kept in office Sent home when government announces closure	FC GS	
Letter with all passwords and websites for all children.	Prepare passwords for: Maths whizz Bug Club See Saw ANOther as appropriate	CF AH	
Text message and Facebook post sent when closures announced	Statement prepared 12.03.20 Within an hour of Government announcement	FC	
All children to take home 2/3 reading books	Children choose books	Class teacher	
Teachers to set two learning tasks one for English and one for maths everyday via Facebook first – once FC posts they can be shared on SeeSaw too	All tasks to be set by 8.30am to FC Tasks monitored	Teachers SLT	
Children to upload work via SeeSaw Portfolio for teachers to see	Teachers to manage portfolio as appropriate	Teachers	
Staff to access Twinkl resources for free in the event of a shutdown and use as appropriate via see saw	Staff to sign up Share resources via seesaw Signpost parents to resources	Teachers Teachers KRi	
Staff to write end of year reports during shutdown.	Proforma ready and shared on system to all teachers Completed reports sent to KRi via email.	AH CF	
	Contents page shared	KRi	

Subject leader folders updated and organised	Current folders/paperwork taken home	Teachers	
Communications SLT Whatsapp Staff via email / text Messages to parents about Closure Appointments cancelled	Set up group Use current systems Only SLT to communicate with parents about closures. Diary taken home in case of school shut down not government ordered shutdown.	FC All Staff FC All	
Actions to be taken immediately: Posters in every toilet Encourage handwashing especially before eating, coming into school and after coughing or sneezing Tissues in classes – thrown away after use Tables to be wiped at the start of the day. Parents/children displaying the symptoms of coronavirus Confirmed case of Coronavirus Cleaning tables and surfaces Not book any trips/visitors	Sent home, parent to ring 111, inform office of advice. Ring DfE Coronavirus helpline- 0800 0468687 Inform DCC Action taken as advised. Book after Easter	GS All staff All staff Parents SLT All staff All staff	