

## Contingency Plan

Risk No	Risk/Challenge	Probability	Impact	Outcome	Actions	Notes and Further Information
1	Severe Weather/Transport Issues	<b>High</b>	<b>High</b>	Whole or partial school closure Disruption to children's learning Attendance Implications Widespread and prolonged disruption.	<ul style="list-style-type: none"> <li>RA shared with whole school community via school website.</li> <li>Newsletter message run termly and actions to take.</li> <li>Partial opening when possible, priority order:                             <ul style="list-style-type: none"> <li>Exams</li> <li>Exam Groups 11 and 13</li> <li>Exam Groups 10 and 12</li> <li>All other years.</li> </ul> </li> <li>HR Flexible staffing requirements around duties and activities will be instigated to meet the requirements of the school. <i>Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and failing within the general scope of the job, as requested by management.</i></li> <li>School community (staff and parents) informed via text message, by 7:30am of morning of closure. Follow up email with reminder information on Remote Learning to be sent to staff, parents and students.</li> <li>Closures during the school day to be communicated in same way and students to be sent home and buses to be called and organised earlier.</li> <li>Learning to be carried out remotely for all lessons via Google Classrooms, following the school timetable from the day.</li> <li>Live, online lessons to be implemented if closure exceeds <b>2</b> days or essential for exam groups. This will be via Google Meet.</li> <li>Provision for Keyworker and vulnerable students to be offered if possible in S24 and S25 (Computer Rooms). Students invited to attend via Year School BEST.</li> <li>Communicate closures through Norfolk County Council Emergency School Closure System.</li> <li>Attendance Officer complete attendance coding.</li> <li>Site Team attend school to clear site and maintain buildings unless unable to travel to school safely.</li> </ul>	School opening depends on advice from Site Teams, Norfolk County Transport and weather conditions. Teachers to work remotely from home. Associate Staff and Senior Leadership Team to attend school or if unable to travel, work remotely from home.
2	Shortage of staff – high proportion of staff off through illness over a sustained period of time. COVID-19 as well as widespread infectious diseases including pandemic flu and staff that have travelled internationally.	<b>High</b>	<b>High</b>	Whole or partial school closure. Disruption to children's learning. Attendance implications. Widespread and prolonged disruption.	<p><b>In addition to above.</b></p> <ul style="list-style-type: none"> <li>Closure for identified Year groups in priority order:                             <ul style="list-style-type: none"> <li>Year 8</li> <li>Year 9</li> <li>Year 7</li> <li>Year 10 and 12</li> <li>Year 11 and 13</li> </ul> </li> <li>Staff to attend school if well.</li> </ul>	
3	Utilities and local services disruption; boiler breakdown, oil delays, boiler servicing. Catering supply disruption.	<b>High</b>	<b>High</b>	Whole or partial school closure. Disruption to children's learning. Attendance implications. Widespread and prolonged disruption.	<p><b>In addition to above.</b></p> <ul style="list-style-type: none"> <li>Ensure boilers and heating systems are maintained regularly.</li> <li>Staff to attend school unless whole school affected.</li> </ul>	
4	High proportion of children absent due to infectious diseases, potential need for deep cleaning.	<b>High</b>	<b>High</b>	Whole or partial school closure. Disruption to children's learning. Attendance implications. Widespread and prolonged disruption.	<p><b>In addition to above.</b></p> <ul style="list-style-type: none"> <li>Deep cleaning of site/areas as necessary.</li> <li>Staff to attend school.</li> </ul>	