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| Moorfoot Primary School41 Borthwick Castle RoadNorth MiddletonGorebridgeEH23 4QSTelephone: 0131 271 4640Email: moorfoot\_ps@midlothian.gov.uk | EDUCATION DIVISIONHead TeacherJohn Dagger | R:\Moorfoot Logo\MFootlogo.jpg | **Midlothian** |
| March 2021 |  | dsa_logo_sc |

Dear Parents and Carers,

**Contingency Planning within our ELC Setting**

Following the successful return of our children within our ELC setting, it is now essential for us to update you with regards to our contingency arrangements in case they are required at any point in the future.

Our ELC Contingency Plans are now complete, which reflect scenarios that may occur as we continue to operate under COVID restrictions and National Guidance for schools.

Our absolute priority continues to be the safety of our pupils and staff.

**Contingency Planning for Moorfoot ELC Setting:**

**Scenario 1**

*Due to an outbreak (confirmed by the HPT), the school has to close the ELC setting as we are currently operating.*

We will follow all guidance and procedures as instructed by the Health and Protect Team and Midlothian Council.

We will communicate with parents and carers via our usual communication routes, the school app and seesaw as well as our website, keeping you up to date with the current situation and expected return dates to school.

During the closure of the ELC, in-home learning activities will be provided for children. In-home play and learning activities for children within our ELC will be shared on Seesaw.

**Scenario 2**

*Due to a significant outbreak (confirmed by the HPT), there is a FULL closure of the school and ELC setting.*

Similar to scenario 1, we will follow all guidance and procedures as instructed by the Health and Protect Team (HPT) and Midlothian Council, if there is the need to close the school and ELC setting.

We will provide ongoing communication to parents and carers via our school app, seesaw and school website, keeping you up to date with the current situation and expected return dates to school.

If we are required to close the whole school and ELC setting, our contingency plan involves providing weekly, in-home learning activities for children. In-home learning activities for children within our ELC will be shared on Seesaw.

**Scenario 3**

*Due to there being insufficient staff within the ELC setting,*

In the first instance we would aim to cover staff absence internally using available staff in the school (e.g. Mr Dagger, Ms Asut, Mrs Melvin) or contacting other settings to ask for available staff. However if this was not manageable we would need to look at short term solutions, for example, only opening for Key Worker and vulnerable children for a day, or offering our 1140 provision on a rota basis until staffing levels allowed for normal service to resume.

These would be our last options and we would communicate with you as soon as possible if we were needing to implement such scenarios to give you time to make alternative arrangements.

We understand that in the event of a Contingency Plan being implemented, this may pose a difficulty for some parents and 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.

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.

Many thanks for your continued support.

Kind regards



John Dagger

Head teacher