

Greek School *of* Ayia Triada Birmingham

Lockdown Policy

- Emergency Lockdown
- Government Executed Lockdown

This Policy was initially set for outlining safety procedures in the emergence of a serious incident which would require emergency lockdown of the school. The existing policy is further updated, April 2020, following the COVID19 outbreak and the government guidance on general and local lockdowns



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INTRODUCTION: Rationale and Forms of Lockdown

As part of our Safeguarding and Health & Safety policies and procedures the school has implemented a lock down policy. This policy is consisted of two parts:

- (1) Emergency Lockdown
- (2) Government Imposed Lockdown

The first Part of this policy discusses the rational and the procedures following an *Emergency Lockdown*. On the rare occasions it may be necessary to seal off the school so that it is not possible to enter the interior of the school. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lock down is Imposed when there is a serious safety risk for the premises, for example a chemical spillage, proximity of dangerous animals or attempted access by unauthorized persons intent in causing harm/damage.

The second Part of this Policy, was created and added to the existing policy, following the extreme circumstances we come across from March 2020 and the COVID outbreak which caused the death to tens of thousands of people. The rationale behind this new section of the policy is to discuss the issue of a long-term lockdown and the procedures taking place to ensure the continuation of learning with effective and practical means as well as the measures in place for the case where the school has to re-open with or without a termination of the circumstances which led to the lockdown. In all cases this policy is directly link to the Government's Guidance and updates provided up to the 1-9-2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

A. EMERGENCY LOCKDOWN

(i) DEFINITIONS OF PARTIAL AND FULL LOCKDOWN

Partial Lockdown

A Partial Lockdown could be due to a reported incident in the local community including air pollution or civil disturbance and would typically include the following immediate actions:

- Signal to staff that the school is in Partial Lockdown
- Bring any pupils and staff back into the building
- Close and lock external doors and windows
- In the event of air pollution, turn off any systems that circulate air through the building and attempt to seal up doors, windows and vents to classrooms to minimise possible ingress
- Everyone should remain indoors until the all-clear is given, although staff and pupils may be able to move around school freely
- Staff should await further instruction

Full Lockdown

A Full Lockdown signifies an immediate threat, for example where there is an intruder within the building. Steps taken would typically include the following immediate actions:

- Signal to staff that the school is in Full Lockdown
- Contact emergency services
- Ensure all pupils remain in their classroom or other agreed location
- Close and lock external doors and windows
- Classroom doors should be locked from within and blinds drawn where possible
- Ensure pupils sit silently out of sight and where possible behind brickwork or reinforced walls (Full Lockdown should give the appearance that the school and its rooms are empty)
- Turn off lights, smartboards and computer monitors
- Turn mobile phones to silent
- A register should be taken and this should be communicated to the designated control room
- Use discreet agreed channels of communication
- Staff should await further instruction If an intruder has entered the building you should consider the need to adapt your procedures. This may include:
 - Directing all pupils, staff and visitors into the nearest classroom or secure space
 - Ensuring classes that are outside should not enter the building but be moved to a safe evacuation point
 - Locking classroom doors, but not locking exterior doors
 - Ignoring anyone at the door until given the all clear. Alternatively if the school is subject to an aggressive terrorist type attack, the basic Stay Safe Principles **RUN, HIDE, TELL** must be followed –see [Appendix 1 of this guidance](#)

(ii) LINKS TO NATIONAL GUIDANCE

The National Counter Terrorism Security Office (NaCTSO) define Dynamic Lockdown as *'the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal.*

The aim of Lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers from accessing a site (or part of). NaCTSO encourage the planning and development of Lockdown Procedures to consider:

- how to achieve effective Partial or Full Lockdown
- how to let people know what's happening
- training your staff, especially in the Stay Safe Principles STAY SAFE principles: <http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>
- For further advice and guidance please visit the NaCTSO website: www.nactso.gov.uk and the National Police Chief's Council <http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>



(iii) NOTIFICATION FOR LOCKDOWN

Staff will be notified that lock down procedures are to be taken immediately- by shouting "LOCKDOWN"

(iv) PROCEDURES:

When an incident occurs the priority is to safeguard those on-site i.e. pupils, staff, parents/carers, visitors. Emergency services should be contacted as soon as possible along with the Local Authority Emergency Duty Officer or the police depending on the nature of the emergency. When responding to an incident the emergency services will need unrestricted access to (and egress from) the school site. This can sometimes prove difficult, as parents/carers are likely to visit the school immediately upon hearing of an incident.

Parents will be requested to stay away from the school, as they could otherwise worsen the situation and the police services would be the best resource in ensuring this. Pupils will not be released to parents during a lockdown. The school has a lockdown siren and this will sound for 10 seconds for a partial lockdown and continuously for a full lock down. It is important that locking down happens as quickly as possible. At the first indication of a major incident or potential threat, the signal for lockdown should be given and the lockdown begin immediately. If pupils are outside when the signal for a lockdown is sounded, staff members need to take pupils to the nearest possible safe area that can be secured. The close protocol is important to be utilised at the time of lockdown.

CLOSE Protocol

Follow the CLOSE protocol

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight & minimize movement
- **S**tay silent and avoid drawing attention
- **E**e aware you may be in lock down for some time.

The process will be activated and the pupils will be ushered into the school building as quickly as possible and the outer doors locked. Gates will be locked if it is possible to remain safe.

Depending on the nature of the lock down, the pupils will remain in the room they are in and the staff will ensure the windows and doors are locked. The pupils need to be positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.

Pupils or staff not in class for any reason will proceed back to the class as soon as possible if safe to do so. If practicable staff should notify the Admin team if any pupils are not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

Staff need to support the pupils to keep them calm and quiet.

Staff will remain in lock down until informed by key member of staff in person that there is an all clear. The sign will be "ALL CLEAR"

CLASSROOMS

- For partial and full lockdown
- Before locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, if it is safe to do so.
- The teacher and teaching assistant must immediately lock the outside and corridor doors.
- The blinds on the outside windows and doors should be pulled down.
- The teacher must get their mobile phone from the locked cupboard and turn it on and on to silent.
- Lights and projectors should be turned off and laptops shut.
- For full lock down only
- Pupils should get under their tables or hide underneath the stairs out of sight of windows.
- All persons should remain as still as possible

COMMUNICATION

Throughout a lock down communication will be via text message on individual staff mobile phones.

This is to reduce the risk of communications going down.

Any pupils unaccounted for will be communicated via the school mobile and messages will be sent out to locate the child.

Parents will be notified via the school's text message service and the school's website by the communications lead

When communicating with the Emergency Services using E.T.H.A.N.E. to give clear and concise information:

Exact location: the precise location of the incident

Type: the nature of the incident, including how many vehicles, buildings and so on are involved

Hazards: both present and potential

Access: best route for emergency services to access the site, or obstructions and bottlenecks to avoid

Numbers: numbers of casualties, dead and uninjured on scene

Emergency services: which services are already on scene, and which others are required

COMMUNICATION with parents

If necessary, parents will be notified as soon as it is practical to do so via the school's text service. Parents will be told...

“the school is in a full lock down situation. During this period the phones and entrances will be un-manned, external doors locked and nobody allowed in or out”

Depending on the type and severity of the incident, parents may be asked NOT to collect their pupils from school as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lock down and to encourage parents to reinforce with their pupils the importance of following procedures in these very rare circumstances.

TOILETS

Pupils need to evacuate toilets if at all possible and get to an area that can safely be locked down.

Designated adults who work in close proximity to toilets need to check them before locking down themselves, if it safe to do so, and take any students found in the toilets, into their classrooms to lockdown.

If it is unsafe for a child or adult to exit the toilet then the child or adult should secure the door and remain quiet until they are instructed that the area is safe.

OPEN AREAS

Open areas including hallways and other open areas are the most vulnerable, making them the most likely location for a threat, and the most difficult areas to quickly and effectively secure.

As soon as the lockdown signal is sounded any child in an open area such as a corridor or pod must make their way to the nearest classroom and that teacher will send confirmation of the child's whereabouts to the school mobile so this can then be shared with the class teacher.

TERMINATING A LOCKDOWN

Plans to conclude a lockdown will vary depending on the incident. In a partial lockdown the siren will sound again for 10 seconds to notify staff that they are able to return to normal practice.

When the police have been called on-scene then only the police can and a lockdown when they believe there is no longer a threat.

During a full lockdown the siren will sound continuously until the danger has passed. School recovery following a lockdown

A debriefing should occur in all situations following a lockdown.

The nature and severity of the incident will dictate who should be included in the debriefing. In all cases, communication with parents is vital.

(v) LOCKDOWN DRILLS:

Lock Down practices will take place at least once a year to ensure everyone know exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

(i) STAFF ROLES:

Guiding staff to maintain calm and reduce anxiety and panic for pupils e.g. If you are with pupils it is important to:

- Remain Calm
- Reassure
- Ask pupils to be quiet and to follow your instructions

B. GOVERNMENT IMPOSED LOCKDOWN

(i) Rationale

From 20th March 2020 parents were asked to keep their pupils at home wherever possible, and for schools to remain open only for those pupils of workers critical to the COVID-19 response -who absolutely need to attend. Schools and all childcare providers as well as out of school settings such as the Greek School of Ayia Triada were forced to close until further notice. For this reason and given all the guidance provided by government this policy was initiated with the assumption that this outbreak may last for some time and may repeated in the future. We feel that this situation caused unprecedented circumstances both for families and pupils as well as teachers. This addendum of Greek School Ayia Triada Birmingham Primary School's Safeguarding Policy contains details of our individual safeguarding arrangements in the following areas:

Government Imposed Lockdown may happen on various extremely serious occasions. However the most recent one is related to a highly infectious viral outbreak which caused the life to tens of thousands of people in the UK

Whilst our priority as out of school setting is to safeguard all our students and to minimise the risk, we also aim to create the foundations for effectively supporting the learning of our students while our school is shut.

For this reason, this policy was initiated to outline Greek School of Ayia Triada's intention to support Teaching and Learning whilst the school is closed during the Covid-19 pandemic as well as to establish the prevention of spread procedures and measures set in our school and the steps taken to secure the application of the procedures.

Aims:

During Lockdown:

1. To provide a link between home and school so that pupils and parents can share information, work and ask questions when needed
2. To support all stakeholders during the pandemic and uphold our open-door policy remotely.
3. To provide an on-line education using Google Classrooms as the main resource; pupils are set work by their class teacher planned from the National Curriculum
4. To provide alternative work for families not on-line or with limited access (or no access) to IT devices via a micro school accessed on daily walk only
5. To work towards learning targets as much as possible
6. To provide feedback on work completed through Google Classrooms

On Preparing for re-opening:

1. To enable smooth coming back to school, through establishing good home-school communication

Post Lockdown:

1. To promote prevention through putting health and safety and hygiene measures in place
2. To promote infections control through establishing the application of the measures decided

3. Limit the risk of spread
4. Keep parents/carers/visitors and staff fully informed

(ii) Government Guidance

The government has been providing guidance since the initial outbreak of the virus early in March 2020. According to this guidance:

This guidance is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for pupils with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

[Reference: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>]

Particularly the government guidance was focused on the Department of Education (DfE) expects schools to operate within the circumstances created by Covid pandemic. Accordingly this includes:

- school operations
- curriculum, behaviour and pastoral support
- assessment and accountability
- contingency planning to provide continuity of education in the case of a local outbreak

The guidance is thorough on this matter and particularly the understanding is that there is no such thing as *'one fits all'*:

There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if schools follow this advice and maximise the use of control measures, they will effectively minimise risks

The Government guidance then goes on highlighting the importance and they advise schools to comply with health and safety law, *which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls.* Essential measures may include the following:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace

- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

[Reference: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>]

(iii) Risks Assessment

A special issue of the Government Guidance was forwarded to all out of schools settings in August 2020, outlining the importance of risk assessment and the actions that should be taken during a virus outbreak in order to help prevent the transmission of it.

[Reference: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>]

In accordance with the guidance, before restarting our provision, it is important to carry out or refresh the existing risk assessment in line with the Health and Safety Executive guidance, identifying protective measures (such as those listed in the guidance on working safely during coronavirus (COVID-19)).

A senior member of the Greek School of Ayia Triada ensures that active arrangements are in place to monitor that the system of controls is:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice
- What the risk factors are, and how can these be minimised or limited

The Risk assessments and preparation for reopening is carried out by as mentioned above, by senior member of staff-i.e. the headteacher, or health and safety officer. It is also advisable to work with other relevant parties when carrying out risk assessment, such as staff members, the owner of the premises where the provision is being held (for example, if renting a school hall or community hall, the owners or voluntary management committee) and/or your local authority, to identify the risks, to determine protective measures to put in place and to establish who is responsible for implementing each protective measure.

For further information on Risk Assessment Form go to Appendix 2,

(iv) System of Controls: Protective Measures

The most important risk as highlighted is the cross infection. As an out of school setting the Greek School of Ayia Triada, welcomes pupils from various areas. Due to the importance of minimizing the risk of cross contamination and the spreading of virus our school has adopted the a '*system of controls*': protective measures according to the instructions provided by

Government Guidance August 2020. This system of controls is a set of measures which we adopt as a school. These are grouped into:

- 'prevention'
- 'response to any infection'

[\[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools\]](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, use of face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

1. Engage with the NHS Test and Trace process.
2. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
3. Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant

(v) GSAT System of Controls

Arrival and Collection

- Temperature check on entrance
- We will not be able to accept children at school who display temperature over 37.2C°
- Staggered times for arrival and collection [please check planner in the next pages]
- Gates will be locked after scheduled arrival times
- Children, parents, carers and visitors are NOT to enter the school if they display any symptoms of coronavirus. Due to the safety precautions and the strict regulations on health and safety please do not hesitate to contact the school on 07403336121 should you require any more information, or for emergencies during school times.
- Children will be expected to wash their hands as soon as they enter school regularly throughout the school day;

Parents

- Only one parent per family for dropping off and collecting children.
- Children will be welcomed at the entrances by their teachers/TAs and will escorted to their parents
- Meeting teachers only by request and appointment.

- Should you have any concern, or require to speak with the teacher, headteacher, members of Management Board please contact the following number to book your appointment: Mrs K Jordanou (07710163513- for matters relating to the Management Board, Finance, School Concerns), Dr S Tryfonos (07403336121 for matters relating to teaching and learning, school staff)

Teachers

- Will be wearing face shielding/ mask or both inside the building and communal areas,
- Will be ensuring that all health and safety measures are enforced in their classes, dinner hall and everywhere required as per Ed. Dept Guidelines
- For online Learning, teachers may contact the parents for providing support information for the new arrangements etc.
- One

Pupils and face covering

Our school is in full compliance with Guidelines provided by the Cypriot and Greek Ministries of Education as well as the Government advice on wearing face coverings. Pupils at our school comply with the general guidelines on pupils wearing face coverings in schools: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

- No masks from Early Years to Year 6
- Mask coverings as per the provisions of the recent guidance by children 11 years old + (or unless stated otherwise)

Classrooms

Due to that some of our classrooms are relatively small we have made arrangements so as the expected standards of social distancing are fulfilled.

- Smaller Groups of Children (small classrooms max number of students-6, big classrooms max number 10)
- Seating arrangements which allow 1-2 meters distance between children
- Seating in rows where necessary
- We will keep pupils in group bubbles. For the majority of the time pupils will remain in their classes, however, because of the need for break, there may be some mixing of children is expected, even though class bubbles will also apply to break times.
- Classes will be cleaned and sanitized (tables and chairs) before the start of the day and at the end of the school lessons.

Break Times

Staggered Times for Break, more information you will receive week commencing 14th September. Each class in their bubbles!

1. Reception -Y2
2. Y3-Y5
3. Y6-GCSE1
4. GCSE2 -A level

Playground

Pupils from Nursery to Y3 can enjoy breaks in the playground

Please provide weekly:

- Coat/rain coat and generally warm clothes
- Wellies not needed unless it's a wet playground

Trikes, bikes and other soft and hard toys in the playground will be cleaned after use every lesson.

Books and Stationery

- Children must not bring large backpacks with personal things (no toys, teddies, electronics). They can bring their school books in a small school bag or in a provided school bag (Rec & Y1/Y2)
- Personal stationery will be supplied for every child (pencil, pen, eraser, ruler), however, if Year 6+ pupils wish to bring their own SMALL pencil case then they may do so as long as it is wipeable.;
- No mobile phones or electronic devices are permitted in our school

Food and Drinks

- Children can bring their lunchboxes to school again; [cold meals only].
- School Microwave will not be in use
- Children must bring their water bottles as well which will need to be filled at home with water only].
[Kind request, please avoid overfilling lunchboxes with sweets and treats].

Surfaces and communal areas

- All surfaces will be cleaned and disinfected prior to lessons by the cleaners and after the lessons by teachers
 - Individual cleaning station for each class
- All staff members will be cleaning their classes at the start of the day BEFORE classes start with antiseptic wipes;
- Desk surfaces
 - Chairs
 - Door handles and area around door entry
 - Stationery given to children-pencils, pens and anything touchable

Toilets

- No crowding in the toilets will be encouraged
- **Only one child** at the time
- Toilets are cleaned and disinfected before and after the school day by the Estia cleaner
- Children are encouraged to wash their hands before and after toilet

Assemblies, Celebrations and Group Gatherings

- Celebrations: There will be **no** events organized or performed during from September to December. This will be reviewed at the End of first Term and you will be notified of any changes during the first week of January.
- School Assemblies: There will be **no** assemblies on Saturday mornings or any weekdays
- Group Gatherings: no group gatherings such as dance lessons, choir lessons etc

Parent-Teachers Meetings

- No onsite parent meetings will be carried out at school
- Online arrangements will be shared with parents for this purpose on due course
- Visits from parents are not permitted unless suitable arrangements and appointments are requested through the formal channels of the school (email, telephone etc)

Progress Reports

- Progress Reports will be emailed to parents for December. First parents' evening in February, online and you will be notified of any arrangements made.

(vi)Alternative Teaching Arrangements

Staff plan work for pupils by adapting school's current curriculum. Work is in line with the National Curriculum for Schools of Diaspora which was issued by the Ministry of Education and Culture of Cyprus and they may need adapting to make it accessible remotely. School acknowledges that not all work will be completed at home, as we need to consider health and well-being and other family commitments and also the fact that most children prioritise their English school work before Greek school. Therefore, staff will prioritise work to ensure pupils have access to a range of work but especially basic skills and revising skills. Staff will encourage reading and other writing and speaking the language activities for older children and younger children more fun and creative activities.

School will try and encourage a variety of resources online to encourage learning will continued as effectively as possible

Staff plan work for pupils by adapting school's current curriculum. Work is in line with the National Curriculum for Schools of Diaspora which was issued by the Ministry of Education and Culture of Cyprus and they may need adapting to make it accessible remotely. School acknowledges that due to the re-opening of the English schools after long lockdown period of time, not all work will be completed at home and not all children will settle in to this new norm swiftly, and for this reason, encouragement and positive reinforcement will be priority across school with the aim to boost the confidence and the motivation of our students.

We will try and encourage the use of a variety of learning platforms including the following:

- a. Google Classrooms
- b. Teams
- c. Zoom
- d. ClassDojo

ONLINE OPEN EVENINGS: during the first two weeks of October, class teachers will ensure that one Parent, Student, Teachers session will be initiated. The purpose of this is to provide an online training to parents on how to use, in order to support their child's learning, the online platforms

5-8 October 2020

Google Classes

- All planners/schemes of work will be uploaded on Google Classrooms regardless of mode of Learning
- Homework slips and Resources will be also uploaded on google classrooms and updated every three weeks

WHAT ARE WE LEARNING?

Planners/Schemes of Work

Planners will be uploaded on Google Classrooms on three-weeks basis, for everyone to be able to track development of learning and in particular if there are families needing to self isolate, or for any reason cannot attend classes access anytime what we are learning in class.

So, whether your child is onsite based, or online, your will be able to check what they do at school and what is plan for the current week and the next two weeks. Planners usually will include targets and details about the four areas of learning the language: *Reading and Responding, Listening and Understanding, Writing, and Speaking*

Reception

More creative learning on topics for this age through singing, puppet show, story time and various games.

Year 1

In Year 1 we would encourage pupils to work on learning the letters and sounds, writing and handwriting and complete more speaking and conversational activities. Pupils will be set weekly work at home and we encourage this to be done at your own pace.

Year 2/3

Pupils in Year 2 and 3 will be learning following the curriculum and targets provided by Greek School of Ayia Triada-specific for each year group. We also allow time for writing and completing comprehension activities and develop further communication and listening and responding skills

Year 4/5/6

By this age, pupils should be able to sustain concentration for longer. They would be able to complete many of the on-line tasks. They should be able to, with some support, organize their learning. Again, *Reading and Understanding*, as well as *Listening and Responding* and *Writing* are important skills we will continue to focus on.

GCSE/GCE A levels

Pupils at this level are able to sustain concentration for longer and for much more targeted activities. They would be able to complete many of the on-line tasks, quizzes, submit project work, walk their classmates through their work online and discuss topics of A level interest. Experience from March to July has shown that pupils of these levels are really motivated when working online and sustain their interest for longer and more challenging tasks such as for example creating projects and presenting, watching and adding comments, as well as engage in longer discussions on higher level topics. They should be able to, with some support, organise their own learning and work on their writing skills and their literary critical analysis skills.

Celebrating Success

Just as we do in school, it is important that we celebrate success. Teachers will provide feedback to pupils on Google Classrooms during lessons and will be seeing their classes onsite every three weeks. We encourage sharing on-line work and achievements through our newsletter, ClassDojo and school website. Additionally, the school website or newsletter will showcase all the excellent work being completed including other learning. An online learning champion will be awarded on a monthly basis as well as high achievers.

VERSION CONTROL

The efficacy of this policy will be reviewed every two years by the governing body or in case of needed- The Greek School of Ayia Triada Management Board. If the school decides to change the way in which it uses Anti-Bullying Policy.

Version Name	Date	Reason for Update
Implemented	01-09-2008	Not in place following the news on some issues in schools and general guidance on having policy in place in case of emergency we have drafted this policy Initiated by: Dr S Tryfonos Authorised by: Mrs K Jordanou
Authorised and signed	01-09-2008	Members of Management Board To be reviewed again if needed in two years
Additions	March 2020	Due to COVID outbreak the school has come across, like most schools in the UK some unprecedented circumstances. Following government guidance the school has executed lockdown procedures and followed the states instructions for schools for this situations. We then drafted the final policy document for supporting learning during the lockdown time as well as establishing measures and control systems for when re-opening
Review	September 2022	No amendments
Next Review	September 2024	

Appendix 1

Stay Safe Procedures

Stay Safe Firearms and weapons attack 'Stay Safe' principles (Run, Hide, Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO

website:<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

RUN



- Escape if you can.
- Consider the safest options.
- Is there a safe route?
- RUN if not HIDE.
- Can you get there without exposing yourself to greater danger? Insist others leave with you.
- Leave belongings behind.

HIDE



- If you can't RUN, HIDE.
 - Find cover from gunfire.
 - If you can see the attacker, they may be able to see you. Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
 - Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
 - Be aware of your exits.
 - Try not to get trapped.
 - Be quiet, silence your phone.
- Lock / barricade yourself in.
 - Move away from the door.

TELL



- Call 999 -What do the police need to know?
- Location-Where are the suspects?
- Direction -Where did you last see the suspects?
- Descriptions –Describe the attacker, numbers, features, clothing, weapons etc.
- Further information –Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.