



Overdale Infant School Plan for Wider Opening.

Rationale

Throughout the period of 'lockdown' schools have remained open to provide for the educational needs of Key Worker children, including during the traditional Easter Break and also over Bank Holidays. There is now a requirement for us to extend this provision for wider opening. As an Infant School the Government guidance states that children should be in smaller class sizes and contact with other groups should be minimal. It also states that when the school has limited space Infant schools must prioritise Pre-School and Reception. With limited space and the need to provide reduced class sizes we are only able to extend our provision to Reception children. We are not at this moment in time able to open for Year 1 or Year 2 children unless they have a place in our Key Worker provision. We understand this will be difficult for all families, but especially for our Year 2 families who are preparing to leave us. We are currently working on a plan for transition to support our Year 2 children. As of June 1st we will be opening additional Pre-School Key Worker provision in the Pre-School building which has up until now been closed.

Net capacity and organisation of teaching spaces

- In order to limit class sizes to 10-15, each Reception class will be split into an A or B group. This will be known as a 'bubble' and each 'bubble' will have minimal contact with other 'bubbles' in school. Other children and staff will endeavour to not enter another 'bubble'.
- Children will be grouped accordingly into the group based on a number of factors such as ability, friendship groups and gender.
- In addition, the two mobile classrooms and Orange class will be used by our Key Worker children.
- The children will have different playtimes and lunchtimes in a large area that is marked out for their 'bubble'.
- Social distancing will be encouraged.
- Each class will be staffed by a teacher and a teaching assistant. This may not be with their current class teacher but there will be a familiar adult in the room.

Structure of the school week

Week One

(dates to be confirmed)

- On **Monday** – Reception children will not attend school on this day. Reception children will be allocated a ‘bubble’ and you will be informed of the staff who will be with your child. You will also be notified of your time for drop off and pick up as these will be staggered to ensure limited numbers of people are on the school grounds at all times. Drop-off and collection will be via a one-way system and only one adult will be permitted to enter the school site. Families will not be permitted onto the school site until 5 minutes until their drop-off time. Families should not congregate to socialise before or after school.
- On **Tuesday** - Reception children will arrive in school at the allocated time to meet the children and staff in their ‘bubble’. There will be time to familiarise themselves with the room and staff. It may not be the room that they are used to, but they will have at least one member of staff they are familiar with.
- On **Wednesday** - Time will be spent with the Reception children individually to find out about their experiences during lockdown and to gain a sense of their immediate needs.
- On **Thursday and Friday** – Reception children will not attend school on these days for week 1. Staff will be using this time and what they have learnt about the children to plan their next steps. Initially the focus will be around social and emotional wellbeing.

Week 2

Children in Reception ‘bubbles’ will attend school on Monday – Thursday. Staff will use Fridays as Planning, Preparation and Assessment (PPA) time. They will also be using this time to prepare online resources for children who are not attending school. Staggered start and finish times will continue along with a one-way drop-off and collection system.

Key Worker children will attend Monday – Friday or the days families require. On the Friday before school opens more widely they will be allocated a place in one of our Key Worker classes.

- There will be a one-way system around the whole school site. Signage and staff will be around to support. Parents are strongly encouraged to avoid parking on Eastcourt Road and Overdale Road immediately nearby the school to ensure that they can keep their distance from other families.
- Unless a child has a serious medical need or vulnerability, parents should avoid coming into the school Reception and should call Reception in the first instance to establish whether or not there is a need to visit Reception. Parents can email any queries to reception@overdale-inf.leicester.sch.uk
- Upon entering the school and their classroom, children will wash their hands or use a hand sanitiser.
- The school will not be able to provide extended wrap around care for Reception children. This will only be available for children in our Key Worker provision.

Movement around the school

- All but essential movement around the school will be avoided. Children will remain in the class for the majority of time but will use their designated outdoor space as much as possible.
- Some areas of the school will become one way, and clear signposting will indicate the pattern of route. All children and families must adhere to this and staff will ensure children leaving their classrooms follow this system.
- All available staff will supervise essential movement around the school.
- Children will enter and exit the school via the external classroom doors.
- Hand sanitiser/ hand washing will be a requirement upon entry or re-entry to every classroom.

Reception Learning Plan

- Social and Emotional Wellbeing / Routes to Resilience (R2R) sessions
- Phonics and Early Reading
- Writing Activities
- Maths Activities
- Fine and Gross motor development
- Outdoor learning.

Example timetable

	1 st session	Break	2 nd session	Lunch	Afternoon session
Hand washing	Physical activity	Hand washing	Dough Disco with individual dough	Hand washing	Creative activities
Registration	Phonics	Milk/Fruit	Maths or English session	Lunch in classrooms	R2R sessions
Virtual assembly		15 minutes playtime		30 minutes outdoor play	Individual reading
		Hand washing		Wellbeing session	
				Hand washing	

- At this stage, there will be no PE, ICT or assemblies in the hall. Mrs Holmes and Mrs Coplin will hold virtual assemblies for the children to participate in each day.

SEND Teaching Assistant Support

- We will endeavour to meet the provision needs as indicated in the children’s EHCP, whilst adhering to social distancing. “It may not be possible to provide the full range of provision set out in the Plan and it may be necessary to make different arrangements.” (Planning Guide for Primary Schools, Gov.uk)
- Should meeting provision within the classroom contravene social distancing, the SENDCo will advise and recommend alternative provision.
- Should children require close medical attention or intimate care as a result of their need, the appropriate PPE will be worn in line with the needs of both the individual SEN risk assessment and the school risk assessments.

Safeguarding

- The Senior Leadership Team will continue to support the needs of all children in Pre-School, Reception, Year1 and Year 2 and those accessing our Key Worker provision.
- Designated Safeguarding Leads will continue to be on site every day.
- This will include adherence to the Keeping Children Safe in Education guidance with regard to safeguarding all children.
- Concerns and disclosures will be logged using CPOMS (our online recording system), alerting Designated Safeguarding Leads who will action any support.
- Designated Safeguarding Leads will continue to carry out ‘check ins’ with vulnerable families and those families who choose not to send their children to school.

Playtime plan

- In order to ensure children's wellbeing is maintained and weather dependent, children will go outside for playtimes for 15 minutes in the morning. Each 'bubble' will have allocated playtime areas and social distancing will be encouraged.
- Playtime will be overseen by all members of teaching staff, designated members of senior staff, and available support staff. Designated areas for specific groups of children will be identified, and supervisory duties will be allocated to staff.
- Children will need to bring in a named water bottle. They will be able to have a drink of milk each day. This will be in a named cup and these will be cleaned thoroughly each day.
- Outside benches will be wiped down by cleaning staff following the end of playtime.
- Staff refreshment at playtime will be provided in the school dining hall, and staff will bring their own cups for use.
- Climbing equipment will be out of action.

Lunchtime plan

- Children will have an hour for lunchtime in their classroom to avoid movement around school.
- They will have half an hour to eat their lunch and half an hour to play outside. Children will eat in their classroom to avoid movement around the school site.
- Lunchtime will be supervised by lunchtime supervisors. Each 'bubble' will have a designated lunchtime supervisor.
- All Reception children are entitled to a Universal Free School meal, this will be a packed lunch provided by our catering team. If children would prefer, they can bring in their own packed lunch in a named plastic box.

Cleaning

- Members of the Premises Team will be available on site at all times to clean areas of use throughout the day. This will include cleaning of toilets, entrances and door handles etc.
- Classroom desks will be cleaned regularly throughout the day.
- Cleaning equipment will be left on high shelves in each classroom to ensure keyboards and equipment used by teachers can be cleaned.
- On a daily basis both before school, during and once the children have left, all spaces and surfaces will be deep cleaned. Each cleaner allocated areas to clean, overseen by the Site Manager and Premises Team.
- Equipment will be washed and cleaned regularly.
- All unnecessary items have been removed from the classrooms and corridors to reduce the number of touch points and to ensure that surfaces can be easily cleaned.
- Soft furnishings have been removed from classrooms.

Toilets

- During lessons, children will be directed to the allocated toilets for their 'bubble'
- Only one child at a time will use each toilet facility.
- Over playtime, children in each 'bubble' will be expected to use their allocated toilets facilities and a member of staff will be allocated supervisory duties to ensure only one child is using the facility at a time.

Staff rooms and offices

- Staff should only use offices if they are able to socially distance themselves from each other.
- Where this is not the case the Site Manager should be consulted regarding the use of alternative spaces.
- Anti-bacterial spray will be provided to enable staff to wipe down surfaces, keyboards and mice.
- Staff should use hand sanitiser when entering and leaving offices.
- A number of staff rooms will be available for use, refreshments will be provided for staff. Social distancing and good hygiene guidelines must be observed. Personal travel mugs will be used and disposable cups will be available if required.
- Staff will also be provided with an outdoor seating area.
- Staff toilets will be available as usual, but again social distancing and hygiene must be observed. Only one member of staff should use the toilets at a time.
- Our Reception Office will be open for the duration that children are in school. However, parents should avoid coming to Reception and should call or email Reception with any query.
- First Aid provision will be in place and there will be at least one paediatric first aider on site at all times. It is expected that children will only visit first aid for essential treatment, each 'bubble' will have individual first aid kits on their person when outside or in the classroom for minor injuries. PPE will be provided to First Aid staff in line with Government guidance. For any children exhibiting symptoms of COVID-19, government guidelines will be strictly followed.

School Bell

- Mrs Holmes and members of the Senior Leadership Team will be out on the playground each morning and afternoon to answer any questions, support families and ensure staggered times and social distancing are adhered to. Due to the staggered start times we will not ring the bell but staff will be available to direct families to where they need to wait until the class door opens.

Classroom expectations

- Children and staff will use hand sanitiser/ handwashing facilities on entering the building and entering their room, throughout the day. Teachers will remind children and make sanitiser available.

- Teachers should wipe down their keyboard and mouse at the start, and end of each lesson.
- Classrooms have been reorganised by the Premises Team to ensure social distancing can be maximised where possible. Children will occupy the same seat, and not move.
- Doors and windows should be open at all times in order to maximise ventilation in rooms.
- Air conditioning in the mobile classrooms will be used. This will be on a low setting and windows will remain open.
- No practical or group activities will take place without discussions with a member of the Senior Leadership Team and the Premises Team. It is not anticipated that these will be necessary.
- Stationery will not be shared where possible. Children will be provided with their own pack of resources.
- Children will be fully supervised by staff for the entire duration of the lesson. Children should not leave the classroom for any reason other than essential use of the facilities. No children will be asked to complete errands, such as using photocopiers, passing information etc.

Expectations of children

When attending school, it is imperative that children follow the rules and expectations outlined below, and throughout this plan. This will help to maintain the whole school community's health, safety and wellbeing, as well as the wider local community.

- Children must only attend school if they, or a member of their household do not have symptoms of COVID-19.
- Children must act with responsibility and with the best interests of all members of the school community at all times.
- Children must arrive punctually for school at the allocated time and not congregate in the school grounds.
- Children and parents must follow the one-way systems in place at all times and not stop to congregate en route to classrooms and must maintain social distancing whilst travelling around the site.
- If required, children must line up 2m apart before entering the classroom if they cannot enter immediately.
- Children must leave the school site at the designated time and not congregate.
- Children must use sanitiser/ wash their hands to clean their hands on entering and leaving the school building, and at the start and end of lessons.
- Children must endeavour to maintain social distancing at all times. Whilst it will be a significant length of time since some saw each other, there must be no physical contact, such as hugging, handshaking and high fives.
- Children must sit in the seat directed by their teacher. There must be no moving of places or furniture. They must always sit in the same seat.
- Children will not be required to wear uniform as clothes will need washing after each day in school. However, this should be functional clothing with sensible footwear.
- Children will not be required to bring in a book bag and they will not be allowed to bring in items from home such as cuddly toys.

- Children will not be permitted to bring anything home from school, such as artwork or school reading books etc.
- Parents and carers of Pre-School and Reception children are strongly encouraged to bring their children to school, but they will not face fines or other sanctions if they do not bring their children.

Pre-School

- We will be providing a Key Worker provision for children in Pre-School.
- This will be available Monday-Friday from 9am-3pm.
- In order to limit class sizes to 10-15, each Pre-School class will be split into an A or B group. This will be known as a 'bubble' and each 'bubble' will have minimal contact with other 'bubbles' in school. Other children and staff will endeavour to not enter another 'bubble'.
- The Pre-School Key Worker provision will take place in the Pre-School building with Pre-School staff.
- There will be a one-way system for the site which parents must follow.
- Only one parent per family will be permitted to enter the school site for drop-off and collection. Parents will not be permitted to enter the Pre-School children. Staff will greet children outside.
- Activities will be focussed on the Prime Areas of Learning:
 - Personal, social and emotional development
 - Communication and language
 - Physical development
- Social distancing will be encouraged.
- There will be access to some individual items, such as play dough and stationery.
- Children will be required to bring in a named water bottle and named packed lunch each day.
- Hand washing will take place at regular intervals throughout the day.
- All unnecessary items have been removed from the classrooms to reduce the number of touch points and to ensure that surfaces can be easily cleaned.
- Some soft furnishings have been removed from the Pre-School building.
- Children will not be allowed to bring in items from home, such as cuddly toys.
- Children will not be permitted to bring anything home from Pre-School such as artwork.

What happens if there is a confirmed case of Coronavirus in our school?

When a child or staff member develops symptoms compatible with Coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should isolate for 14 days. All staff and children who are attending school will have access to a test if they display symptoms.

If the child or staff member tests positive, the rest of their class 'bubble' within school should be sent home and advised to self-isolate for 14 days. The other household members

of that wider class groups do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.

Summary

In the spirit of complete transparency, we cannot say that we can provide an environment where all risks are eliminated. However, we cannot do that in a 'normal' school environment either. Our plans have been created to ensure that we have an environment where risks are managed to a level that we feel is appropriate and is in line with Government guidance.

Please rest assured that the safety of children, families and staff is of the utmost importance during these unprecedented times.