Church Hill Infant School

**Part of the Bradgate Education Partnership**



Re-Opening Plan – 24th Aug 2020

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**Introduction**

This document aims to set out Church Hill Infant School plans to ensure all year groups ***return to school from Monday 8th March 2021***:

**Set Up -**

As per DfE guidance.

As per Trust guidance and documents.

**Letters –**

As per Trust – Mitigations COVID Re-Opening Checklist

Letter to parents –

Trust letter to staff –

**Planning for returning – All year groups**

**Groups for Re-Opening based on 204 pupils attending**

5 Class Bubbles/ 1 Mixed year group bubble due to open plan dynamics

**Mixed FS/Y1 – 89 (3 classes) Straight Y1 – 60 (2 classes) Straight Y2 – 64 (3 classes)**

**Drop off and collection at the academy: Maintain normal length of school day**

|  |  |  |
| --- | --- | --- |
|  | **Start Time** | **Finish Time** |
| **Year 2 - L/E**  **Mrs Lissaman & Mrs Elliott** | 8.30 | 2.40 |
| **Year 2 – OM**  **Mr Mayhew** | 8.30 | 2.40 |
| **Year 2 – KD**  **Mrs cairns** | 8.30 | 2.40 |
| **Year 1 - B/B**  **Mrs Basigara/ Mrs Broom** | 8.40 | 2.50 |
| **Year 1 - C/P**  **Mrs Creighton/ Mrs Purnell** | 8.45 | 2.50 |
| **Year FS/Y1 – Class J/C**  **Mr Vazifdar** | 9.00 | 3.00 |
| **Year FS/Y1 – Class WK**  **Miss Kirby** | 9.00 | 3.00 |
| **Year FS/Y1 – JJ**  **Miss Jones** | 9.00 | 3.00 |

Site plan – <Outline the drop and collection points>

* 3 drop off/ collection points used at any one time per year group
* Signage put up for queuing and one way system for each entrance against fencing and gate.
* 3 groups arrive for each slot. Teachers to greet each class/line near drop off points and escort to classroom through external egress
* Only one parent collecting/ dropping off – must queue 1/2 metres apart

.

****

**3**

**2**

**1**

**Class Arrangements (based on class bubbles)**

Teacher and teaching assistant per class bubbles.

HLTA in own bubbles covering PPA

Due to the nature of semi open plan FS and Year 1 base, crossing bubbles will be minimised where possible.

We will use consistent groups to lower the risk of transmission.

**Classrooms**

* Class bubbles must be maintained in school
* Group bubbles (Lodge) must be maintained in mixed EYFS/ Y1
* Maintain 2m distances where possible – 15 minutes max with anyone person
* 1 minute face to face
* If a pupil requires close medical or intimate care, PPE should be worn.
* All first aid, PPE and cleaning caddy available for each bubble.
* First Aid and medications for group kept with class and taken out during playtimes/ lunch hall
* Classrooms will be well ventilated with doors and windows left open.
* Classroom furniture will be laid out in normal setting to allow for appropriate infant teaching/ support cognitive, language and social development.
* Children will sit in the same seat throughout the day.
* Children will have access to the same stationary for their small bubble.
* All unnecessary furniture/ soft furnishings which cannot be cleaned will be moved from the classrooms.
* Where possible, adults will support the children by maintaining 2m distance but this may not be possible when supporting our youngest pupils.
* Classroom furniture will be laid out so that groups within bubbles can socially distance where appropriate.
* Bags will be hung up in class cloakrooms and spaced out where possible
* Children to bring own water bottle and keep on own table.

**Toilets**

* Increased cleaning / monitoring see individual cleaning logs for each area
* There will be a system so that toilets can be cleaned frequently – by PO - 10am/ 1pm/ end of day. Any spillages will be cleaned by staff who escort bubbles
* Cleaning log sheet display outside toilets and all other areas which need to regularly cleaned (template in – COVID Toolkit Premises & Facilities v3)
* Each group will have allocated toilets, Zone 1, Zone 2, Lodge
* Allocated toilet slots for each group to minimize adhoc use/ congestion in the corridor.
* On arrival
* Before play
* Before lunch
* After Lunch
* Before home time
* Children will be supervised to wash their hands

**Movement Around School**

* All non-essential movement around the school will be avoided.
* All areas of the school will be marked with the appropriate signage.
* Where possible, children will be supervised in corridors and the main areas of the school to manage the number of children in these spaces.
* To the best of our ability, class groups / year groups of children will not mix.
* Where possible (in accordance with fire regulations), doors will be propped open to reduce contact with door handles, but closed at the end of each day.
* A fire drill will be conducted when all children are back in school and it will be logged.

**Staff Room**

* Furniture will be positioned 2m apart where possible,
* Staff should only use the staff room if they are able to socially distance. Staff will use the staffroom during their allocated time slot. Alternatively, Classrooms can be used for staff breaks.
* Staff are encouraged to bring a flask / thermal mug for hot drinks.
* Staff will only use computers within their own classroom and their own school laptop.
* Staff will not share food
* Wash hands on entry / exit to staffroom

**Break-time and Lunch-time arrangements**

**Playtimes include allocated outdoor physical activity time.**

**Zones can be rotated so that children access all outdoor provision**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Start Time** | **Finish Time** | **Notes:** |
| **Mixed FS/Y1 - JJ** | 11.00 | 11.30 | Playground |
| **Mixed FS/Y1 - WK** | 11.00 | 11.30 | Zone 1 Field |
| **Mixed FS/Y1 – J/C** | 11.00 | 11.30 | Zone 2 Field |
| **Year 1 C/P** | 10.30 | 11.00 | Zone 1 Field |
| **Year 1 B/B** | 10.30 | 11.00 | Zone 2 Field |
| **Year 2 L/E** | 10.00 | 10.30 | Playground |
| **Year 2 OM** | 10.00 | 10.30 | Zone 1 Field |
| **Year 2 KD** | 10.00 | 10.30 | Zone 2 Field |

**Lunchtime Rota:**

**Class bubbles within year groups will be able to dine at the same time but adequate spacing of seating will be arranged to ensure protective measures. Year 2 – class sizes 20/20/21 Year 1 class sizes 30/ 30 Mixed EYFS/Y1 - 90**

**There will be an allocated sitting for each year group.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Start Time** | **Finish Time** | **Allocated play zone after lunch** |
| **Mixed FS/Y1 - JJ** | 12.30 | 1.00 | Playground  1.00 – 1.30 |
| **Mixed FS/Y1 - WK** | 12.30 | 1.00 | Zone 1 Field  1.00 – 1.30 |
| **Mixed FS/Y1 – J/C** | 12.30 | 1.00 | Zone 2 Field  1.00 – 1.30 |
| **Year 1 C/P** | 12.00 | 12.30 | Zone 1 Field  12.30 – 1.00 |
| **Year 1 B/B** | 12.00 | 12.30 | Zone 2 Field  12.30 – 1.00 |
| **Year 2 L/E** | 11.30 | 12.00 | Playground  12.00 – 12.30 |
| **Year 2 OM** | 11.30 | 12.00 | Zone 1 Field  12.00 – 12.30 |
| **Year 2 KD** | 11.30 | 12.00 | Zone 2 Field  12.00 – 12.30 |

To ensure swift service, school menu will be reviewed, no hot desserts – children to take hand held dessert and eat outside.

-Children will wash their hands before and sanitise after lunch.

-Children will line up at their designated time guided by their teacher to the hall. Children will be lined up / grouped according to their meal choice. Dietary needs will be managed by kitchen staff and class teacher. Children will be assigned a dining table to ensure adequate spacing. Hot meals will be ready and plated on tables for the pupils before they enter. One staff member of each class will support MDS with organisation 15 minutes prior to their class arriving to the hall.

-Each class bubble will sit separately and at least 2 metres apart from another. Extra seating will be available to ensure spacing/ staggering to minimise face to face. In FS/Y1 mixed bubble all pupils will be able to dine together.

-All tables will be cleaned with disinfectant before and after each sitting.

Children will remain seated until majority have finished their meal in their allocated dining slot.

Children will be supervised/ escorted to their designated play zone by a MDS

-Ensure class bubbles remain socially distanced, where possible.

Lunch time staff will wear disposable aprons and gloves

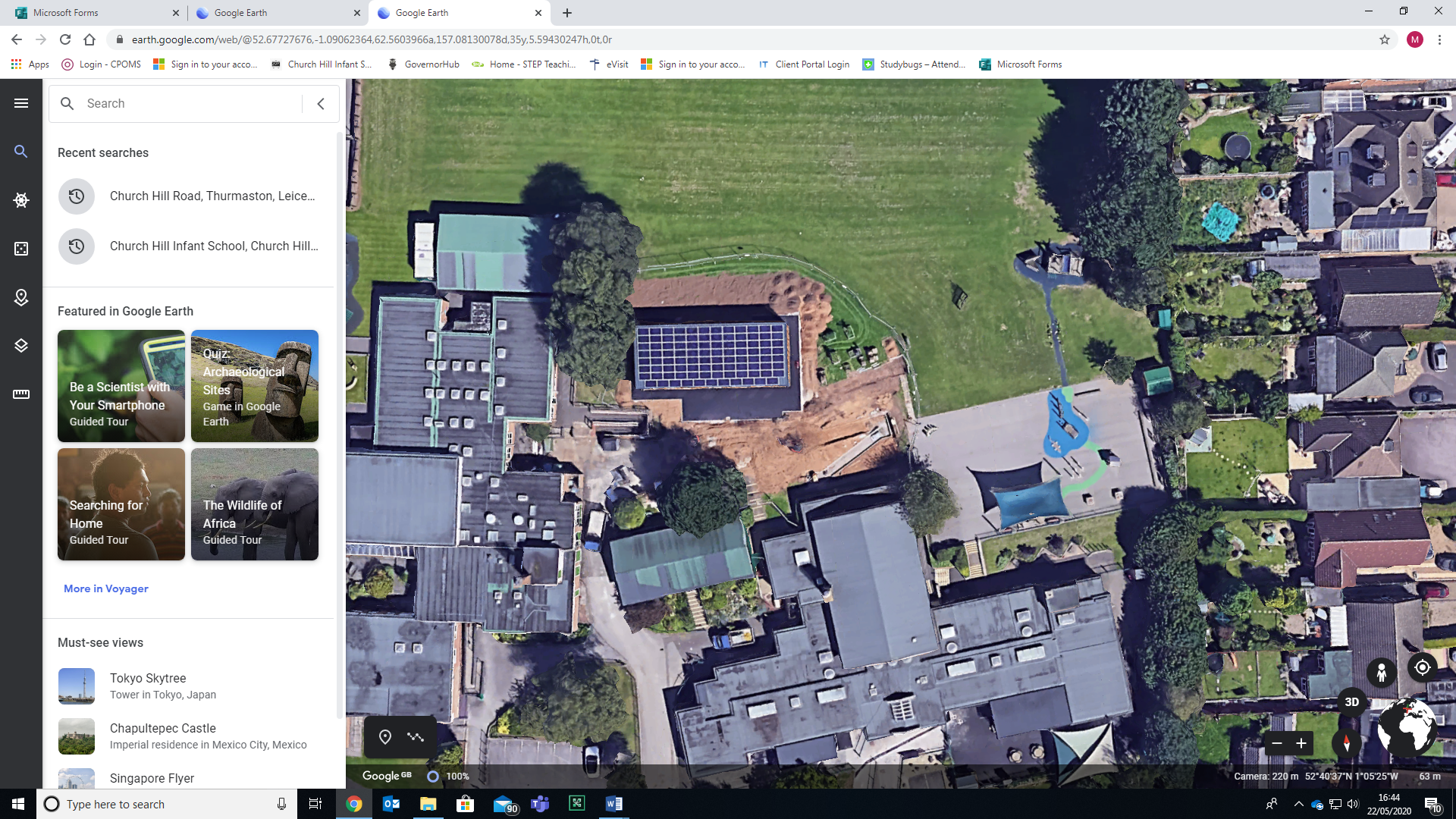
**Induction for lunch time staff to ensure clear understanding of procedures – As per Teacher day and regular updates:**

Ensure any cross bubble support for lunchtime arrangements (if needed) is kept to a minimum and is on the basis of:

*Less than 1min face to face and maintain 2m distance where possible*

*Less than 15min in discussion with another adult/child and maintain 2m distance where* possible

**Playtime and Lunchtime Zones**

Site plan outlining the different zones for the different groups, if needed.

**Zone 1**

**Zone 2**

**Play Area 3**

**To avoid congestion, all staff escorting children must use allocated routes/ paths. Hall entrances and exits should be used one group at a time. If a perceived congestion area is assessed, the member of staff should wait until it is safe to resume escorting the group.**

**Action to take if a pupil or member of staff has suspected COVID 19.**

Stage 4

Stage 1

Stage 3

Stage 2

Isolate in an identified, labelled room in school.

Keep class bubble open

Send home and advise to self-isolate but they should arrange to get a test ASAP.

Household members should self-isolate too.

If test is negative, return to school and household ends self -isolation.

If test is positive, move to ‘Confirmed Case Scenario’.

Pupil /member of staff displays COVID 19 symptoms.

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# **Actions if there is a confirmed case of COVID-19 in a school**

Stage 3

Stage 1

Stage 2

**Inform class bubble.**

**Class self- isolate for 10 days.**

**Staff in class bubble self - isolate.**

**Academy communicates with all parents/staff.**

**Class deep cleaned / closed off.**

**Test has occurred and it is positive.**

**Trust aware.**

**LA aware.**

**If 2nd case occurs, report to PHE.**

**Trust aware.**

**Remote Learning:**

Parent survey to identify parents who need support with accessing online learning

Provide for those children / students not in attendance from second day of isolation.

Regular feedback will be needed.

Regular safeguarding checks / logs in place through CPOMS/ telephone calls

Upload pre recorded videos to support learning sessions for each day. Uploads to be made by 9am each day. No live sessions will take place. Confirm arrangements during teacher day.

Update parents regarding arrangements through Pre opening newsletter.