



# Overfields Primary School

## Ironstone Academy Trust Coronavirus (COVID-19): Contingency Plan

Date policy last reviewed: 2.7.21

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

Last updated: 2.7. 2021

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**Please note:** this plan has been created in line with the latest government advice regarding contingency planning as set out in the DfE's '[COVID-19 Contingency Framework: Education and childcare](#)' and '[Schools coronavirus \(COVID-19\) operational guidance](#)' documents. The government has made it a national priority that education and childcare settings should continue to stay open as much as possible during the coronavirus (COVID-19) pandemic.

IAT will ensure this plan is updated in line with national government guidelines regarding the operation of schools during local lockdowns.

## **The aim of this plan**

If the Redcar and Cleveland area sees an extremely high prevalence of coronavirus (COVID-19) infection rates and existing measures in our community have failed to reduce this, the appropriate authorities will decide which additional measures to implement to help contain the spread. These measures may involve implementing a number of restrictions, which could include the partial closure of schools and childcare settings in our area. Measures may also be necessary to help minimise the impact from new coronavirus variants.

This document outlines how the schools within our Trust will operate if further restrictions are implemented. The Trust will work closely with the local health protection team (HPT) and Local Authority to implement provisions as advised by the team.

This is a live document that will be reviewed by the Head Teacher Board, in conjunction with other key stakeholders, as and when the situation develops.

## Restrictions to attendance

The government has advised that all schools should continue to operate as normal and that all pupils should attend school unless required to self-isolate.

The contingency framework is designed to act as a containment measure where:

- There is extremely high prevalence of coronavirus.
- Other measures have already been implemented.
- There is a need to minimise the impact from a new coronavirus variant.

Restrictive measures, of the kind set out in the contingency framework, must not be implemented by schools without the explicit agreement of the DfE.

Restricting attendance in any form will only be used as a last resort, initiated following a ministerial decision. Where restrictions to attendance are implemented following government advice, they will be kept to a minimum, allowing for the maximum number of pupils to attend education; however, in all circumstances, priority will be given to vulnerable pupils and the children of critical workers to attend full time.

As part of their outbreak management responsibilities, LAs, Directors of Public Health and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

Where LAs judge that wider containment action is needed and wish to limit attendance within an area, they should work with their Regional Partnership Team to escalate a proposal to the central Local Action Committee command structure.

If the contingency framework is implemented, the setting will continue to allow all children to attend on-site provision when permitted. Where advised by the DfE, in line with the available evidence, the setting will only allow the on-site attendance of vulnerable children and the children of critical workers. The setting will only limit attendance if it is directed to do so by the DfE. Of a Local Governing Board think that, due to exceptional circumstances, this is not practicable then they must speak to the CEO before confirming any decision or communication with parents. If attendance is limited, remote learning will be delivered to children who remain at home, in line with the Pupil Remote Learning Policy.

School-based nurseries in primary schools have discretion to follow the arrangements set for the primary school. This will be the practice at IAT.

Unless advised otherwise, the school will allow all pupils to attend. If the contingency framework is implemented, the school will only allow the following pupils to attend on-site provision:

- Vulnerable pupils
- Children of critical workers
- Pupils in Reception and Years 1 and 2, where advised by the DfE

## **Overfields SLU**

If the contingency framework is implemented, all pupils will continue to attend on-site provision at Overfields. Where attendance is mandatory, pupils will attend according to their usual timetable. Where attendance is not mandatory, the school will continue to welcome pupils to attend full-time or discuss part time arrangements with the other school the child attends- it is anticipated that there may be restrictions in place in respect of pupil mixing between settings. In exceptional circumstances where the school is unable to provide its usual provision and interventions with adequate staffing ratios, the DfE has advised that the school continues to deliver specified provision as close to normal as practicable, as soon as possible.

High-quality remote education will be provided for all pupils not in attendance, in line with the Pupil Remote Learning Policy.

The school will lift restrictions as soon as it is advised by the government that it is appropriate to do so.

## **Infection prevention and control**

The Trust's Infection Control Policy will continue to be adhered to by each school– this policy meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus will be required to self-isolate and encouraged to get a test. Tests can be booked online or ordered by telephone via NHS 119. Critical workers, including school staff, have priority access to testing.

All schools are currently being provided with rapid-result testing kits, which include PPE, to identify asymptomatic cases of coronavirus. Full arrangements for delivering rapid-result testing can be found in our Coronavirus (COVID-19): Asymptomatic Testing Policy.

If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, the school may be asked to partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. The Trust is supportive of such measures.

The school will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings. Exceptions must be documented.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested as soon as possible. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.

If a staff member develops symptoms while on site, they will be directed to go home immediately to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the DfE Helpline on 0800 046 8687 and select Option 1, where a team of NHS advisers will decide what action is needed based on the latest public health advice. The school will follow the expert advice, which could include working with the local HPT if the situation is escalated by the advisers. The individual's close contacts at school will be sent home to self-isolate for 10 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

If the setting is subject to any government-imposed restrictions or requirements relating to coronavirus which affects its ability to comply with the EYFS, the headteacher will consider if temporary changes are applied in regard to the disapplying and modifying of a number of requirements within the EYFS, in line with the DfE's '[Early years foundation stage: coronavirus disapplications](#)'. This is in order to provide flexibility amid possible changes in workforce availability and fluctuations in demand while ensuring children are kept safe.

The requirement to hold meetings face to face will be considered, and the SLT will consider if these should continue, or be held virtually.

The requirement to undertake visits will be considered, and the SLT will consider if these should continue, or be held virtually/ cancelled.

The requirement to hold transition events or meetings face to face will be considered, and the SLT will consider if these should continue, or be held virtually.

## **Transport**

Pupils and staff attending school will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling.

**OvSLU**; Transport services to and from the school will continue to operate as normal during times of local restriction where pupils are still attending. In the event that such services are not able to operate as normal, the headteacher will consider alternative options and communicate these to all parents and pupils in advance.

## **Teaching and learning**

If restrictions to on-site education are required, the school will offer timely access to high-quality remote education for all pupils who are required to remain at home; this will occur on the next working day except in exceptional circumstances. All remote learning will be delivered in line with the school's Pupil Remote Learning Policy.

The school will use a range of teaching methods to cater for all different learning styles. This is detailed in the respective policy document.

Teachers will ensure lessons are suitable to the class group's age and ability, inclusive for all pupils, and will be adapted, where necessary, to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.

- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and use assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Provide opportunities for interactivity, e.g. questioning and reflective discussion.
- Provide scaffolded practice and opportunities to apply new knowledge.
- Enable pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

The school will utilise the support available through the DfE's ['Get help with technology during coronavirus \(COVID-19\)'](#) scheme. Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 13
- Clinically extremely vulnerable pupils across all year groups who are not attending school in line with government and/or clinical advice
- Pupils in all year groups whilst attending school on a hospital site
- Pupils in any year group who have been advised to shield because they, or somebody they live with, are clinically extremely vulnerable
- Before distributing devices, the school will ensure:
  - The devices are set up to access remote education.
  - Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.
- Arrangements follow the procedures outlined in the school's Policy for loan equipment.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

Within IAT use is made of Microsoft Teams to facilitate learning. Other packages may be used, these are detailed in school policy.

## **Returning to school**

The headteacher will work with the LA and PHA to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

After a period of self-isolation, or the relaxation of restrictions, the headteacher will inform parents when their child will return to school.

The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

## **Exams and assessments**

Wherever necessary, we will implement additional mitigations to ensure the safe delivery of exams and assessments, which may include:

- Wearing face coverings in communal areas.
- Two-metre spacing between all desks.
- Additional controls for candidates who are classed as clinically extremely vulnerable. This may include measures such as seating them in a separate room to other candidates or, in exceptional circumstances, at the candidate's home.

## **Safeguarding**

Ensuring safeguarding arrangements remain effective during periods of restricted attendance is a key priority. Our Child Protection and Safeguarding Policy has been updated to include provisions for keeping pupils safe during the coronavirus pandemic, both at home and in school – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

A trained DSL or deputy will remain on-site where possible. Where this is not possible, e.g. they are required to self-isolate, the school will ensure that the DSL or deputy, or a DSL or deputy from another school, are available to contact at all times. In addition, the headteacher will take responsibility for coordinating safeguarding on-site during this time.

## **Wraparound care**

The individual school's wraparound care (both indoor and outdoor provision) will be provided to all pupils; however, where restrictions are required, wraparound care will only be provided on-site to pupils who are eligible to attend school full time.



## **Food provision**

We will provide meal options for all pupils who are attending school.

We will provide FSM or food parcels to eligible pupils who are not attending school, where they:

- Are self-isolating.
- Have had symptoms or have tested positive.
- Are a close contact of someone who has coronavirus.
- Are not attending due to the implementation of local restrictions advised by the government.

The school catering team will work with our food providers to prepare meals or food parcels, for collection or delivery, to eligible children during their time at home.

## **Communication**

The school will communicate its plan for addressing any imposed restrictions with parents, including in relation to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
- Any reviews of the school's protective measures as part of our risk assessments.
- The arrangements for remote working.

All relevant stakeholders will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – their line manager
- Pupils – their class teacher or member of pastoral staff
- Parents – the headteacher

## **Monitoring and review**

This plan will be reviewed continually, by the headteacher board, in line with guidance from the government and Public Health England (PHE).

The plan will be available to all staff, on SharePoint.

Any changes to the plan will be communicated to all relevant stakeholders as soon as possible, and confirmation issued via email.

Carl Faulkner

CEO IAT