



DOWNSEND
PRE-PREP SCHOOL
Ashtead

BACK TO SCHOOL

A guide to a smooth
and safe transition



COGNITA

Downsend Pre-Prep is part of the Cognita Schools Group



MESSAGE FROM THE HEADTEACHER

The past few months have thrown us all into a world of different experiences and challenges and the strength of our school community has been put to the test. I have been overwhelmed with the dedication and commitment of the children, parents and staff who have worked tirelessly to ensure that our children have continued to be successful in their learning and also have security in their wellbeing. Navigating the difficulties and expectations of the pandemic has only been possible as a result of the collective support and guidance offered by our whole community and for this, I am very grateful.

Firstly, I would like to express my total admiration for all the members of our teaching team. In such a very short time they adapted to a completely different way of teaching and delivering the curriculum to their classes. Not only did they do this with clarity and vision, but they created interactive and engaging lessons for our young learners which have since been shared as outstanding examples with other schools.

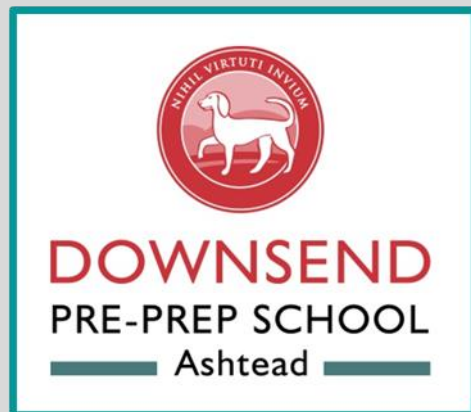
Although a return to normality is still some way off, the decision for schools to phase a gradual re-opening is an important step in the right direction. For us at Ashtead Pre-Prep, the government guidelines make it possible for us to open our school to all year groups. The guidance and support offered by the government, Surrey Education and Cognita have been instrumental in us being able to develop a clear action plan for our return to school. Our plan requires a 'new normal' as we feel that it is essential that the children should be taught and spend the day in their class groups. This will prevent children mixing with other year groups and additional members of staff. It is widely understood that social distancing will be unachievable with the age group of children at our school but by limiting contact and carefully organising daily routines, we will be able to keep our children and staff as safe as possible.

Once in school, the children will be guided by their teachers to follow and understand the new routine which will involve less contact, more hand washing and social distancing. However, we will take advantage of our newly zoned outdoor space and hall area, making sure that the children are able to get outside as often as possible, to extend their learning in the summer sunshine.

This document is the result of extensive discussion and planning with both the staff team here at Ashtead and the Downsend Facilities team. I am also incredibly appreciative of the comments and suggestions made on our parental survey which have been a core aspect of our discussions. I hope that this document reflects our aim to tailor the reopening to best meet your needs, assuage your concerns and enable the children to continue their learning, alongside their teachers and peers.

The safety of our pupils and staff have been at the heart of our decision-making and I hope that you will be reassured by these comprehensive plans as social interactions are vital for our young children to develop and progress. The teachers and I are really looking forward to being back at school, seeing the children and catching-up with all that has happened over the past few weeks. The thought of our school building, once again be filled with happy faces and the buzz of excited chatter, is giving everyone at Ashtead Pre-Prep a big smile and a warm heart.

Head Teacher
Tessa Roberts



RE-OPENING

APPROACH & TIMELINE

In developing the plan for our return to school we have followed government guidelines, listened to your views through our Parent Survey and built on learnings from other Cognita schools across the world.

- The staggered morning drop-off and pick-up by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner. Please check the schedule below for times and designated entrance for arrival and departure.
- We ask that only one adult brings your child to school and that you follow the social distancing guidelines with other families.
- Once the front floor has opened, parents will say goodbye to their child at the front door and a Teaching Assistant will accompany the child to the classroom.
- Children in First Steps will enter school with their parent through the side gate. The First Steps staff will be in the First Steps garden area to greet the children and welcome them into the classroom.
- At the end of the school day, parents are requested to follow the same guidelines when collecting their child.
- We will share a video explaining what the day will look like, including drop-off and collection routines, on Friday 29 May. Please watch this with your child to prepare them for their return to school
- Please note that siblings can arrive and leave at the same time, based on the earlier referenced time below.
- When we initially reopen there will be no early birds or extended day care as the arrangements for these do not work within the wider measures that we are taking to minimise contact. We will review this regularly to see if it needs to remain the case.

Years	Date of return	School day	Drop off	Pick up
Year 1	Monday 1 st June	9:00-3:30	8:30 -8.45 Main Entrance	3:45 Main Entrance
Reception	Monday 1 st June	9:00-3:30	8:45-9.00 Main Entrance	3.30 Main entrance
Rising Reception	Monday 1 st June	9:00-3:30	9.00 - 9.15 Main Entrance	3.15 Main entrance
First Steps	Monday 1 st June	9:00-3:30	9.00-9.15 Side Gate Entrance	3.15 Side Gate Entrance

A COMBINED TRANSITION TO TEACHING & LEARNING

As a school we are committed to balancing the needs of both the children in our physical classrooms and also those who continue learning at home.

To do this we will:

- Provide remote resources and support for those students who have actively decided not to return to school for the time being, despite being in the 'returning' year groups. Please note though that this will be on a 'best endeavours' basis. Our teachers will now be in school and spread across smaller physical classrooms (micro-classes or bubbles) so their capacity to also provide online teaching will be very limited.
- Maintain our close relationships and regular contact with families continuing their learning from home.



NEW GUIDANCE DURING THE SCHOOL DAY

We will all have to adapt our behaviour during the school day to ensure everyone's safety.

SOCIAL DISTANCING IN THE CLASSROOM

We are following the government advice: '*...early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.*'

We know young children will not stay apart whilst playing, especially after not seeing each other for such a long time. To mitigate the risk, we are following the advice that students are split into 'micro-classes'.

Government guidance stipulates a maximum size of 15 per class. We have set a maximum of 15. This means that children will remain in their class groups the whole day, including lunch which they will enjoy in their classroom. The children's year group teachers will remain with them throughout the day.

BREAK TIMES

Play times will be staggered with each year group having their own outdoor zoned area for play. This will reduce the risk of children and adults mixing with other year groups, ensuring a safe distance is maintained between micro-classes.

MOVING AROUND SCHOOL

We have added signage and floor markings to help everyone maintain social distancing, including 'waiting zones'. Measures have also been put in place to reduce movement on the main staircase to prevent cross over. Increased communication between classes using Walkie-Talkies will mean that all traffic on the stairs can be monitored. Careful timetabling and planned routes through entrances and exits will ensure safe distancing and smooth movement throughout the school day.

PERSONAL HYGIENE

We will continue to ensure children regularly wash hands, just as we did pre-lockdown. We will wash hands before/ after movement around the building and between activities.

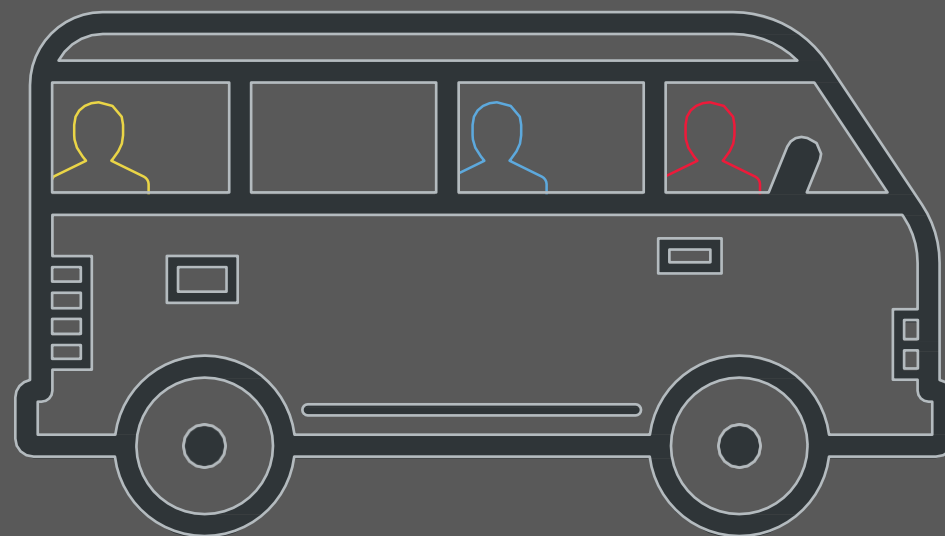
Extra supplies of soap and paper towels have been purchased.

You can help by reminding your children of the need to regularly wash their hands for 20 seconds by singing 'Happy Birthday' twice through.

NOTE - If your child has sensitive skin and our soap adversely affects their skin, personal soap/ hand sanitiser may be requested to be provided.



SCHOOL SERVICES



Transport

- Following government advice, we urge you to avoid public transport, if possible. If not possible, please follow guidelines around face coverings and carry hand sanitiser with you or wear gloves.
- Please follow drop off and pick up times carefully. They are designed to avoid crowding.
- We have introduced the following system to limit social contact during these times:
 - ✓ All parents to drop off and collect from the front doors (First Steps, from First Steps garden).
 - ✓ Parents to remain socially distanced at drop off and pick up times.
 - ✓ Staggered collection times.

Catering

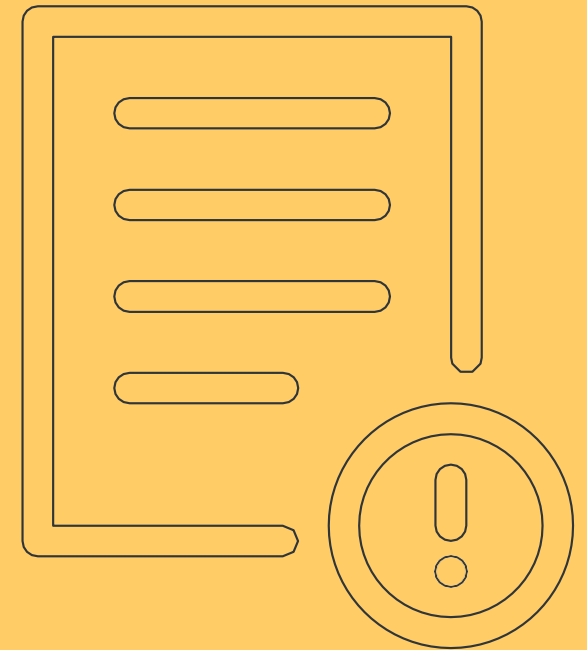
- Parents are requested to provide a morning snack, a packed lunch and a water bottle in a named containers. The water bottle, along with food boxes, will be returned home each day. We will be unable to provide a snack or lunch for those who forget, as food will not be kept on site. If this situation occurs, we will let you know.
- The children will eat in their classrooms, supervised by their year group teachers who have all received training in food hygiene and safety.

Extra-Curricular

- We will not be offering before and after school care for the time being although we will be reviewing this in the future, based on government guidance.
- Due to current guidance and safety there will be no afterschool clubs or events.
- Extra-curricular activity is an important part of the educational experience and we hope to return to a normal schedule as soon as government guidance allows.
- Specialist teaching will continue but will be delivered straight into the classroom through live 'Google Meets' sessions. This will reduce the number of adults coming into contact with the children.
- Swimming will not be taking place. PE and dance will be taught by class teachers.

PARENT GUIDE AT A GLANCE

1. Talk to your child about the new measures in this guide.
2. Take note of any changes to the timings of the school day for your child.
3. Each day, your child will need to wear their trainers to school and bring a packed lunch, a snack and a water bottle in their PE bag.
4. If you have decided not to send your child back, please confirm this. If you subsequently change your mind, please give us at least 48 hours notice.
5. All children must have their temperature checked before coming to school.



FAQS



WILL THE SCHOOL FEES DISCOUNT BE REMOVED?

No. Although we did communicate previously that once schools re-opened, we would revert to normal fees. We have decided to waive this for the remainder of the summer term. The exceptional circumstances, the economic situation, and the value we place on our relationship with you – our parent community – means we have decided the existing discount continues for this academic year. The fee freeze for next year will also remain.

WHAT IS YOUR POLICY ON VISITORS?

Visitors will not be allowed into our school at this time. As parents, you are always welcome to contact us and arrange a (socially distanced) face to face meeting.

WHY PENCIL CASES FOR RECEPTION AND YEAR 1 ONLY?

Our older children will be able to manage the use of pencil cases as we would like them to be used – to minimise contact between children. We see this an additional opportunity to minimise risk in these year groups. Due to the age of the children, their use in the younger years will not be fully understood and may make things more of a challenge. Limiting the resources and additional cleaning will added in these classes.

HOW ARE YOU RECORDING ABSENCE OF PUPILS WHEN SCHOOL RE-OPENS?

If you choose not to send your child back to school for the time being, for those in the ‘returning’ year groups, this will be recorded as an ‘Authorised Absence’.

WHAT IF I CHOOSE NOT TO SEND MY CHILD BACK TO SCHOOL?

We understand that some parents may be wary about their child returning to the school premises and we respect that decision. We will do our best to maintain a programme of remote learning for these students. This has to be on a ‘best endeavours’ basis as we look to balance a lower number of staff across and minimum adult movement between classes.

WHAT'S YOUR POLICY ON TEMPERTAURE CHECKING?

All children and staff must check their temperature before coming into school. Anyone with a temperature of 37.4 degrees or above must not come into school. We will check temperatures of any children in school who look hot using a non-contact thermometer initially, followed up by an in-ear thermometer with a disposable cup, which is fully disinfected between uses, to confirm any suspected high temperatures.

WILL READING BOOKS BE COMING HOME?

Reading books will continue to come home, managed and cleaned carefully in the classroom by teachers to minimise contact across families. Reading record books will be kept in school rather than travelling between home and school each day but we would still like parents to read at home, daily if possible. Please contact your teacher with any questions about reading.

WILL CHILDREN AND STAFF BE EXPECTED TO WEAR FACE COVERINGS ON SITE?

No. This is the government advice: *Wearing a face covering or face mask in schools or other education settings is not recommended.*

Face coverings are primarily worn to prevent the wearer from spreading the virus rather than catching it. Primary age children are likely to be distracted and discomfited by the wearing of such an item and cannot be expected to do so safely.

If a student or member of staff wishes to wear a face covering, they will be allowed to do so. We request they follow set guidance on the safe method of how to use the masks/ face coverings and when removing them, these face coverings should be placed carefully into a sealed plastic bag.

WHAT WILL YOU DO IF SOMEONE IN SCHOOL DEMONSTRATES SYMPTOMS?

If anyone in school demonstrates symptoms, they will be taken to our isolation room and a parent called to collect them. We would recommend testing for anyone displaying symptoms.

For a confirmed case, the child/ adult must self isolate for 7 days and everyone in their household must self isolate for 14 days. We would also need any class members and teachers in a class with a confirmed case to self isolate for 14 days. We would close down the space the class has worked in and it would be ‘Deep Cleaned’.

FAQS



WHAT IS YOUR CLEANING REGIME?

We are introducing an increased cleaning regime throughout the school day, with a focus on bathrooms and high-touch areas. Our cleaning contractors will be on site and will be carrying out additional cleaning twice during the school day. All cleaners have been through our rigorous safeguarding checks.

In addition, during the day, teachers will wipe clean surfaces as they are used – for example, stair rails.

Toys and play equipment will be limited to class groupings so will not be shared between other groups. This includes outside equipment which will be limited as necessary, such as the sand pit will be out of use. Any equipment used day to day will be cleaned using disinfect spray at the end of the day or rotated over a 72 hour period.

At the end of the day we also repeat this and pay particular attention to the common areas of the school.

On a Friday evening we will carry out a weekly enhanced clean of all rooms in the school.

In the instance of a confirmed COVID-19 case, we will do a Deep clean which includes all surface areas and carpets. In all cases we use coronavirus approved disinfectants/aerosols and our cleaners have ordered sufficient stocks.

WILL YOUR CURRICULUM IN SCHOOL BE THE SAME AS USUAL?

Particularly for the first few days back but ongoing also, there will be a very high focus on Personal, Social and Emotional Development, supporting the children to understand the recent changes, the current situation and their own thoughts, feelings and understanding.

As our online delivery of topic lessons has been very successful, we plan to continue with our long-term plans and teach the remaining topics which are detailed in the year groups' curriculum packs. The teachers will be revisiting concepts introduced in Maths and Literacy from across the year, with particular attention to those taught during the period of online learning. At this stage of the year, we are keen to assess and consolidate the children's understanding in these areas. This is to ensure that they feel confident in their own ability and feel prepared for their transition to the next year group.

WILL YOU STILL BE PROVIDING WRAPAROUND CARE?

When we first re-open, there will be no 'Early birds' or 'Extended day' care as we are unable to maintain our 'bubble' approach at these times which we know is the best way to keep our children safe in school. As guidance develops and our overall provision is reviewed, we will review this provision, although it is possible there will be no wraparound care for the whole half term.

WILL YOU ADMINISTER SUN CREAM?

We will be unable to administer sun cream in school at this time. Parents should administer an SPF50 sun cream before their child is dropped at school in the morning. This should last all day.

ARE THERE ANY FURTHER PRECAUTIONS YOU ARE TAKING?

- We will be keeping all doors open to minimise contact risk of touching door handles and door plates.
- Windows will be kept open to air classrooms.
- Hand sanitiser stations have been purchased so that there are stations by every door to get in and out of the buildings.
- Classroom furniture will be moved to allow greater space for children to move around and play and to minimise close contact as much as possible.
- Soft toys and dressing up clothes will be removed from classrooms for now.
- Signage will be used in toilets, classrooms and corridors to support our social distancing measures.

WHAT WILL MY CHILD NEED TO BRING TO SCHOOL EACH DAY?

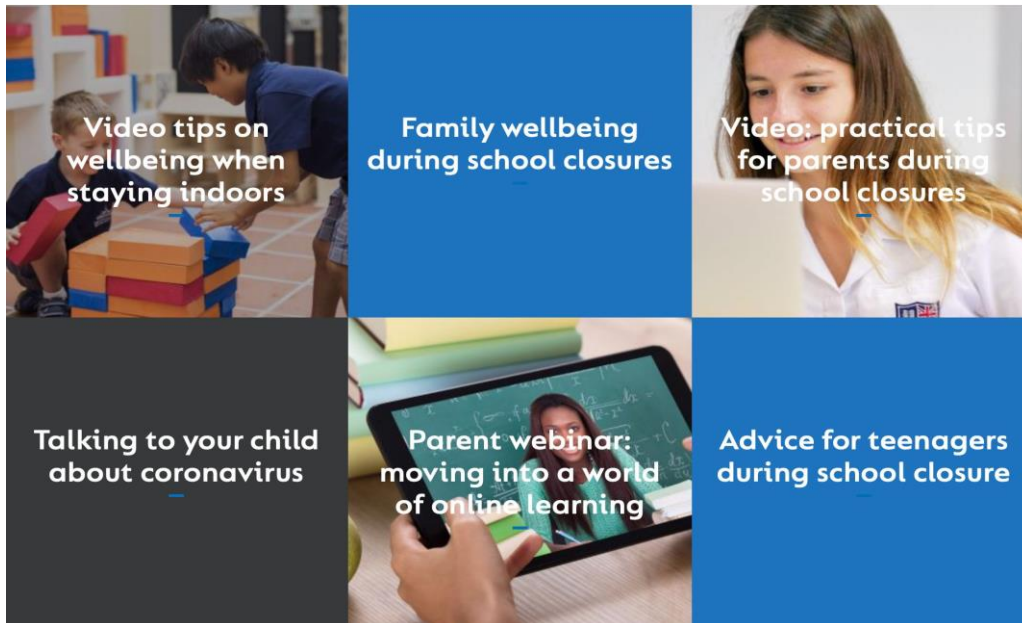
- A PE bag to hold a water bottle, a small healthy snack and spare clothing (FS & RR). This bag will also be used to carry a school reading book. (Book bags will **NOT** be needed).
- A packed lunch.
- PE kit will not be needed unless a note is sent home asking children to wear it to school on the following day.
- Children should wear trainers to school each day.

WELLBEING

The transition back to school will still be a challenge for all of us trying to adjust to a new way of 'being', coping with fear of the unknown and in some cases balancing a mix of online and face to face learning. The wellbeing of our students, parents and teaching staff is our highest priority and we are lucky to be part of Cognita who have been able to provide lots of resources to support our school communities since the start of the lockdown.

This includes live webinars with our education experts, podcasts, and a series of videos and resources on wellbeing in these strange times for both students and parents. Members of our parent community have even shared how they have coped with lockdown. This evolving set of content can all be found at www.cognita.com

The children will be given many opportunities over the next few weeks, through P4C lessons, circle times and individual conversations, to share their thoughts and feelings about their experience over the past few months.



POSITIVE FEEDBACK

It was great to hear some of your feedback about how the school responded during lockdown. **Here are a few of the comments that make us feel proud.**

"I want to send a big thank you for the amazing job you have done. Transitioning to online learning in such a seamless and coordinated way is nothing short of remarkable."

Just wanted to send an email to say thank you so much for being so brilliant. Having startedfirst full day of online learning, I can see how much it's going to brighten up our days. It means so much to him to see his teacher, to be engaged with, stimulated and challenged, and to be given considered feedback. We're already enjoying sharing this new journey together and I think it's going to work well.

Thank you so so much for everything you and all the teachers have done for us. You have managed this all so incredibly well.

.... is, of course, missing his friends and teachers but has also been really enjoying learning new ways of doing things and this is because of the effort you and all the staff have been putting into preparing the children for this new step in their learning journey. A big Thank you to you and all at Ashted Pre-Prep.