



**DOWNSEND
SCHOOL**

Inspiring Young Minds

BACK TO SCHOOL

Everything you need to know for a safe return

MARCH 2021

A MESSAGE FROM MR THORPE

I am sure that, like me, you breathed a sigh of relief when, on Monday, you heard the Prime Minister announce that all school children would be returning on the 8th of March.

The prospect of a return to some form of normality was met with similar levels of enthusiasm from the staff, all of whom will be looking forward to welcoming your children back in a week's time.

We are all acutely aware of our responsibility in ensuring that this period of lockdown will be the last, so that we can get back to what we do best: preparing our pupils for the challenges that lie ahead of them.



Over the past year, our school has demonstrated so many extraordinary qualities: adaptability, creativity and digital mastery to name but a few. Children have undoubtedly missed out on many aspects of the usual provision, most notably going about their usual routines in the company of their friends. However, talk of huge gaps in their learning is somewhat melodramatic and not an experience that we recognise. Over the coming months, we will ensure that any gaps in content are plugged. We will renew friendships, reinforce routines and reinvigorate enrichment opportunities. Equally importantly, we will welcome back a cohort of pupils who are more independent, and better problem-solvers, than at any other time in the past. We can't wait to see these newly-acquired skills being put to use in the months ahead.

In the recent Voice of the Parent survey (headline results at the back of this document), you have paid tribute to the remarkable contributions of the staff throughout the past year. They have indeed shone, constantly going over and above in support of your children. Had there been a Voice of the Teacher survey, I believe that they would have recognised the outstanding support that you have provided in supporting our online programme. We have always felt valued and look forward to seeing you too, even through your car windows.

There is light at the end of the tunnel and we aim to ensure that we are all in fine fettle when we get there!

DROP OFF

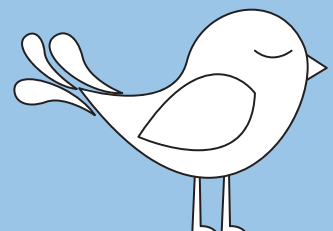
Between 8am and 8:30am



- Enter the main car park via the entrance from Leatherhead Road
 - A member of the team will direct you to the easiest place to stop
 - Please remain in your car. Please assist us by making sure all bags are accessible and do not require you to get out of your car
 - If you do need to get out of your car, please wear a mask
 - A member of the Leadership Team or Operations Team will be on hand to help your child out of the car and direct them safely into school
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- If you walk or cycle, please say goodbye at a safe distance
 - Children will go straight to classrooms to wash their hands
 - Year 7 will make their way past Howard House and enter the school via the side gate next to the Administration Building
 - Years 8 and 9 will walk to the Supervised Study playground and enter the school here.

Early Birds - 7:40am - 8am

- Early Birds will be located in the Dining Room
- Social distancing guidelines will be in place
- Sadly we are unable to offer breakfast service
- All Early Bird bookings made in the Autumn Term will still stand
- If you would like to change or make a new booking for Early Birds, please email: juniorschool@downsend.co.uk or seniorschool@downsend.co.uk by 04 March.



PICK UP

Junior School



Year 2 - 3:30pm
NEW PICK UP POINT
Staff Car Park (rear field gate),
past Admin Bldg

Year 3 - 3:40pm
Dining Room

Year 4 - 3:55pm
Turret

Year 5 - 4:05pm
Dining Room

Year 6 - 4:20pm
Outside Supervised Study Playground

Junior Prep until 4:20pm and Extended Day until 5:45pm

- All Spring Term bookings (made at the end of Autumn Term) for Prep and Extended Day will still stand. Please refer to [SchoolCloud](#) to check your bookings.
- Junior Prep collection is at 4:20pm from normal pick up points (above)
- Extended Day collection is at 5:45pm from Howard House. If you arrive at Howard House before this time, please call the telephone number on the door and your child will be brought out
- If you want to book or change your arrangements please email juniorschool@downsend.co.uk by 04 March
- For new families unfamiliar with the site, the campus map can be found in the Hub (under Useful Information) or by clicking [here](#)
- Club finish times can be found on P9.

PICK UP

Senior School



Year 7 - 4:35pm
Admin Bldg Side Entrance

Years 8 and 9 - 4:45pm
Supervised Study Playground

Supervised Study until 5:45pm

- If at the end of the Autumn Term, you booked for Senior School Supervised Study, collection is at 5:45pm from the Supervised Study Playground
- If you wish to book or change your arrangements please email seniorschool@downsend.co.uk
- If your child will be walking home, pupils will be dismissed at 4:20pm. If your child will have a mobile phone, please email seniorschool@downsend.co.uk to let us know
- Club details and finish times can be found on P9.

School Transport

- All minibuses have been equipped with perspex screens, increased cleaning measures, allocated seating and masks for driver and passengers
- If you had previously made a transport booking you will have been contacted directly by Wendy Bruce
- If you would like to discuss transport options, please email: Transport@downsend.co.uk

COVID TESTING

In line with government guidelines, students in Year 7, 8 and 9 will be tested 3 times.

You must give or deny your consent for your child to be tested. The link to give your consent is [here](#). Please complete it as soon as possible.

You will be contacted through Cognita Connect asap to book your child in for their first test on Thursday 04 March.

- Test 1 will take place on Thursday 04 March
- Tests will take place in our Test Centre in the Cedar Block
- Students must receive a negative result in test 1
- Students will then join their class on Monday 08 March. Tests 2 and 3 will be administered in classrooms, under supervision
- After the first three tests, which will be conducted on-site, students will receive at-home test kits from 15 March
- Staff will continue to be tested twice weekly
- Anyone with a positive LFD test result will need to self-isolate in line with guidance for households with possible coronavirus infection
- In the case of a confirmed case in a bubble, we will follow guidelines to isolate bubbles for 10 days. In this instance, we would immediately revert to online teaching and learning.



DAY TO DAY INFORMATION



Uniform

Smart uniform preferred, but either winter or summer, depending on what fits, will be fine.

Shoes

Smart school shoes preferred, but trainers will be fine for now if school shoes do not fit.



Games Kit

On Games days, please wear Games kit.

Y2 - Mon and Fri

Y3 - Thurs and Fri

Y4 - Mon and Weds

Y5 - Tues and Thurs

Y6 - Tues and Fri

Y7-9 - Mon and Weds

Lunch

Full hot lunch with all our normal, healthy, varied options will return. Dining times will be staggered and enhanced cleaning will continue. Menus can be viewed in the Hub on Cognita Connect.



Break time snack

Please continue to send in a healthy, nut-free break time snack and a named bottle of water.

Equipment

We are following guidance to clean all equipment after use. Pupils can take home books. Pens and pencils should be in a pencil case. Devices should be carried in the pouch in backpacks and be fully charged please.



THE ACADEMIC CURRICULUM

As you will know from September, we don't hold back when it comes to returning to normal. We will be delivering every subject on the timetable with specialist teaching and specialist areas fully utilised from Years 2 to 9.

Naturally, we have had to plan and risk assess all classroom arrangements and the delivery of practical subjects both in line with government guidelines and our enhanced cleaning protocols. We are delighted that we will be returning again to a 'new normal' whilst also ensuring that pupils and staff are safe at school.

The quality of teaching and learning has always been our priority, and we know that this provision is outstanding at Downsend as we have seen in a recent analysis of results. Please rest assured that the academic development of our pupils, as well as the reintegration of children back into social groups, school routines and friendships, is our highest priority at this time.

All of our staff are equally excited to be back at school and ensuring each and every child is supported and challenged so that they make the best possible progress in the year ahead. Our Learning Support department, peripatetic team and counselling staff are all back in school.



CLUBS AND SPORT

Clubs will all start after school on Monday 08 March and run for the remainder of the term

- Bookings for clubs made for the Spring Term will still stand. Please check your bookings on [SchoolCloud](#).
- As a guide, the timings are below, but some Music and Drama clubs may differ.

Year group	Club day and finish	Sports practice day and finish
Y2	Thurs - 4:50pm	Mon - 4:30pm
Y3	Weds - 4:50pm	Thurs - 4:30pm
Y4	Tues - 4:50pm	Fri - 4:30pm
Y5	Thurs - 5:20pm	Tues - 5:20pm
Y6	Tues - 5:20pm	Weds - 5:20pm
Y7	Weds - 5:30pm	Thurs - 5:30pm
Y8-9	Tues - 5:30pm	Thurs - 5:30pm

- Years 4, 6, 7, 8 and 9 will change after school for Sports practices and will need their Games kits in school on these days
- Pupils will be dismissed by Club Teachers at the locations for normal pick up listed on pages 4 and 5
- If you wish to make any amendments, please email juniorschool@downsend.co.uk or seniorschool@downsend.co.uk by 04 March
- Unfortunately, there will be no early morning Senior School cricket this term.



Sport, Games and PE

- PE will return as normal. We are not asking pupils to change for this lesson but trainers will be required
- Please can all Junior School pupils bring swimming kits for PE lessons
- On Games days, pupils should come to school in Games kit. Further information from the Sports Team will follow when governing bodies have announced further information. We expect a mixture of Rugby, Netball and Cricket.

DRAMA, MUSIC AND STRETCH

Drama

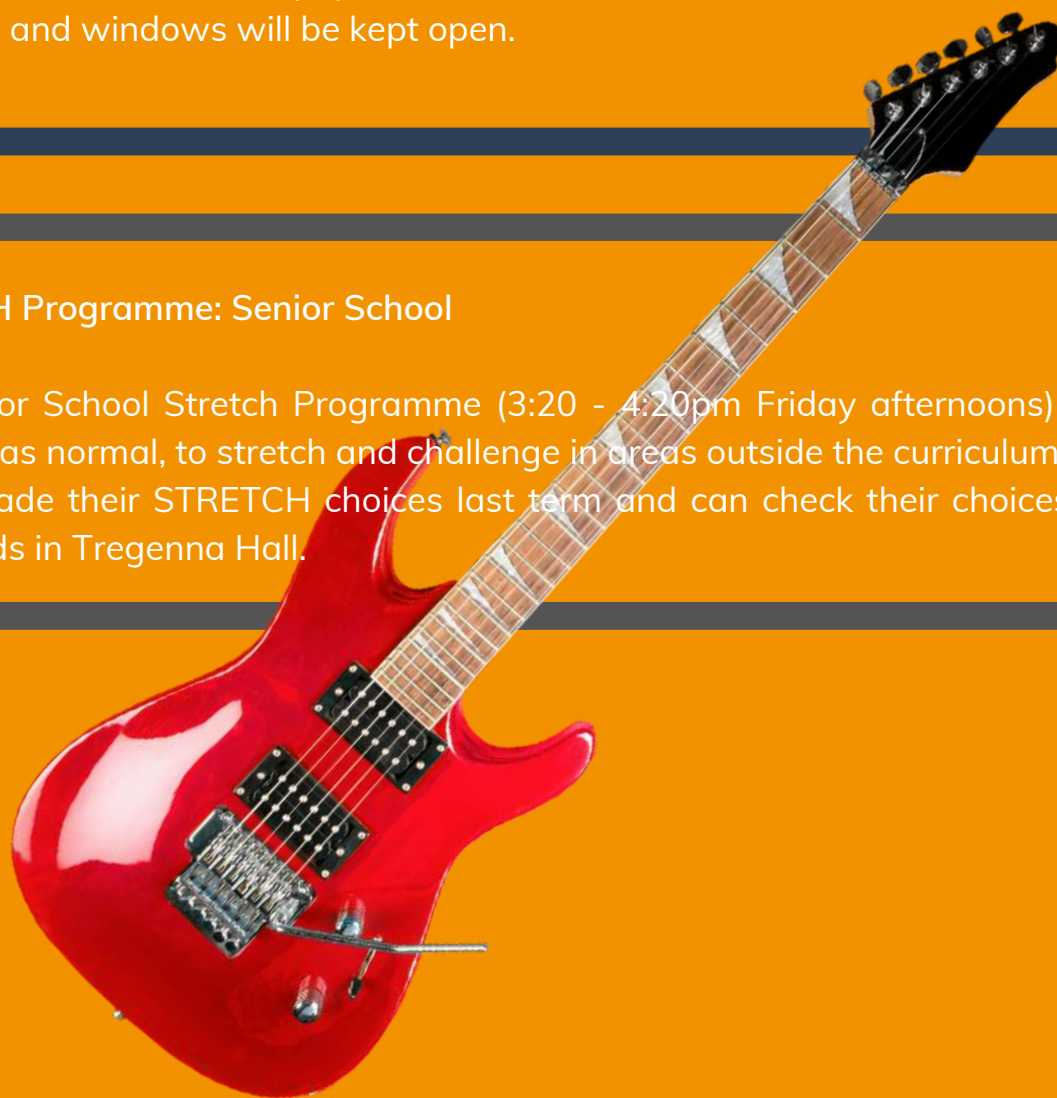
- Drama clubs will run after school for Years 3 to 9
- LAMDA lessons will continue as normal.

Music: one to one instrumental lessons

- Lessons will be timetabled to coincide with children in the same year group bubbles
- There will be a cleaning break between bubbles when all surfaces will be wiped down
- Peripatetic teachers will have hand sanitiser, will wear a mask and will keep a distance of 1.5m from pupils
- Doors and windows will be kept open.

STRETCH Programme: Senior School

The Senior School Stretch Programme (3:20 - 4:20pm Friday afternoons) will continue as normal, to stretch and challenge in areas outside the curriculum. Pupils made their STRETCH choices last term and can check their choices on the boards in Tregenna Hall.

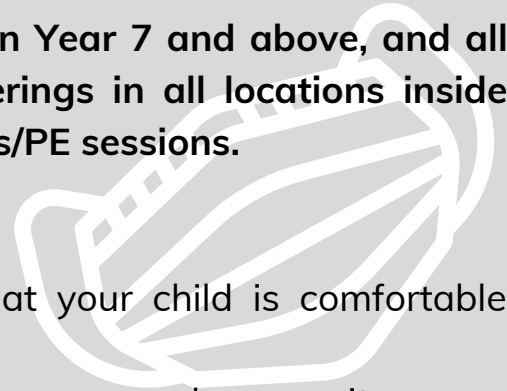


FACE COVERINGS, HYGIENE AND CLEANING

Government guidance now states that students in Year 7 and above, and all staff in these year groups must wear face coverings in all locations inside school apart from eating, outdoor play, and games/PE sessions.

Please prepare by:

- Buying or making sufficient face coverings that your child is comfortable wearing
- Talk to your child about the correct way to put on, wear and remove it
- Provide your child with a Ziploc bag to store their covering when not being worn
- If you require dispensation for your child to remove their mask due to breathing or respiratory reasons, please email seniorschool@downsend.co.uk and copy in their Form Tutor.



Cleaning Regime

We have a robust cleaning regime throughout the school day with a focus on toilets and high-touch areas. Our cleaning hours have been extended. At the end of the day, we repeat this regime and pay attention to the common areas of the school. On a Friday evening, we do a weekly enhanced clean.

In the instance of a confirmed COVID-19 case we would do a deep clean which includes all surface areas and carpets.

Foggers have been deployed across the school to support enhanced cleaning.



Hand sanitiser will be available upon entering every classroom. Pupils will be required to wash hands or use sanitiser every time they change rooms.

CONTACTING US

As normal, please continue to contact us by email.

For general day to day queries:

- Junior School Administrator: Sarah Hegarty: juniorschool@downsend.co.uk
- Senior School Administrator: Jo Brettell: seniorschool@downsend.co.uk

For queries related to your child's work:

- Please contact your child's Form Tutor
- With issues relating to specific pieces of work, please contact the relevant subject teacher in the first instance.

NB:
We have not yet enabled the functionality for parents to message teachers in Cognita Connect. This is to enable staff to focus on their email inbox and provide responses in good time.



DOWNSEND+ HOLIDAY CLUB

**Downsend EY+
for First Steps, Rising Reception,
and Reception children at Little
Downsend Leatherhead**

**Downsend+
for Year 1 and above
at the Main School**

**06 - 09 April
12 - 16 April**

- EY+ will operate in a bubble system for First Steps and Rising Reception and Reception, to include children from across each Little Downsend
- Downsend+ will operate a bubble system within or across a limited number of year groups, dependent upon numbers
- EY+ will have an increased focus on outdoor activities in the Forest School area as well as usual play and arts and crafts
- Downsend+ will run as close to normal as possible, with a range of activities from arts and crafts to swimming, sports, and cooking
- A hot lunch will be provided at both sites
- We plan to invite bookings via Cognita Connect forms and will let you know as soon as this has been published.



VOICE OF THE PARENT 2021 HEADLINES - THANK YOU

We are humbled by your feedback. The headline results are below, and a full analysis and action plan will follow in the coming weeks.

