

# BACK TO SCHOOL

A guide to a smooth and safe transition



# MESSAGE FROM THE HEADTEACHER



**Dear Parents,**

First, I would like to welcome you all back to Polam School as we re-open our school to our pre-school (Oaks), Reception and Year 1 pupils. As ever the safety and wellbeing of your children is paramount to us and never more so than currently.

We have planned carefully for our re-opening and I am particularly excited to hear the chatter of children floating up to my office once again – school has seemed so very quiet these last weeks.

I very much hope that you have time to look through this comprehensive guide. It will take you through what our new normal will look like in both school and nursery.

As ever our children will at the heart of all we do – we want our children first and foremost to feel secure and happy.

**Jessica Harris**

# 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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner.

The schedule for return is set out clearly below, together with new timings for the school day.

Class	Return Date	Timings
Acorns / Catkins	To be confirmed	
Saplings	Planned opening during week beginning 8 <sup>th</sup> June*	To be confirmed
Oaks	5 <sup>th</sup> June 2020	9.15 am – 3.15 pm Friday 9.15 – 12.30pm
RDW	4 <sup>th</sup> June 2020	9.00 am – 3 pm Mon & Tues 9 am – 1 pm Wed, Thurs, Fri
Y1	3 <sup>rd</sup> June 2020	8.30 am – 3.30 pm Friday 8.30 – 1.30pm
Y2 – 4	To be confirmed	

\*subject to arrival of specialist PPE

On Friday school and nursery will be back online with activities and challenges set for the children to access through Seesaw or ILD from home.

Children will be picked up after lunch on Friday allowing staff valuable planning time lost during the week due to the lack of specialist teaching.

# A COMBINED TRANSITION TO TEACHING & LEARNING

As a school we are committed to balancing the needs of both the students in our physical classrooms and also those who remain in our virtual classrooms.

**To do this we will:**

Continue the online educational provision for students who are not yet in the 'returning' year groups – Acorns, Catkins, Year 2 and KS2

Provide online 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

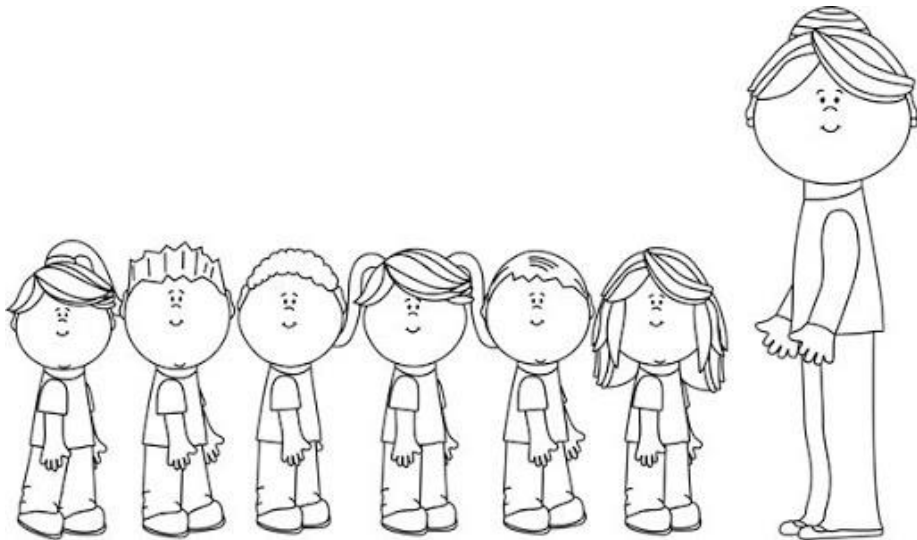
Please note this will be on a 'best endeavours' basis

Most of our teachers will now be in the physical classrooms with their class or bubbles in the case of larger classes (Oaks) so their capacity to also provide online teaching for these year groups is limited





# Bubble Classes



## **What is a bubble class?**

A bubble class is a group / class who stay together throughout the day

Our bubble classes will be a maximum of 15 children

A bubble class will remain together throughout the coming term

They will have the same adults working with them throughout the term

## **Why are we doing this?**

To minimize contact between children – they will have contact with the same children and adults throughout

To help reduce the risk of infection

# APPROACH & TIMELINE

## OAKS

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner
- The schedule for return is set out clearly below, together with new timings for the school day
- If you have not committed your child to returning to nursery, please confirm by the preceding Wednesday to join the class on a Monday via email to either [Jessica.harris@polamschool.co.uk](mailto:Jessica.harris@polamschool.co.uk) or [laura.bennett@polamschool.co.uk](mailto:laura.bennett@polamschool.co.uk)
- Children returning may only re-join on a Monday due to the planning and staffing arrangements required to ensure a safe return to nursery – we will of course do our very best to accommodate returners as quickly as possible and before if numbers allow
- Our focus will be on wellbeing and socialising as we return to yet another new normal – this time at nursery
- Our focus will be on the children physically returning to nursery although some online learning will continue to be provided

Week 1 1 <sup>st</sup> – 5 <sup>th</sup> June	Monday	Tuesday	Wednesday	Thursday	Friday
	INSET	INSET	Y1 to return	Y1 + YR to return	Y1 + YR + Oaks return
<b>Please note that due to our phased return Oaks children will not be in nursery Monday – Thursday in Week 1</b>					<b>Timing:</b> 9.15 – 12.30
Weeks 2 - 6	Monday	Tuesday	Wednesday	Thursday	Friday
	9.15 – 3.15	9.15 – 3.15	9.15 – 3.15	9.15 – 3.15	9.15 – 12.30

# A COMBINED TRANSITION TO

## TEACHING & LEARNING

Mrs Lamplough and Miss Bennett will teach the children in Oaks.

### In Nursery:

Our focus as we return to nursery and school will very much be on wellbeing, socialising and creating a new normal in the nursery setting

We want our children to feel safe, nurtured and happy and we need to devote time to doing this in the first few weeks back in nursery.

The nursery day will be shorter to allow for children to transition back to being back in the classroom environment.

### At home:

We will continue to provide LIVE online learning opportunities such as story time, wellbeing check in time where children at home and at nursery can “check in” with each other and with their teachers (if they are at home).

We hope to provide some “LIVE learn alongside sessions” for children at home such as the very popular live pizza cooking session.



# Drop off and collection - Oaks

Staff will be outside school / nursery to welcome you back as we re-open and will help you enter and exit the school accordingly and videos will be sent to the children ahead of opening to explain our new entry / exit plans

## Drop Off:

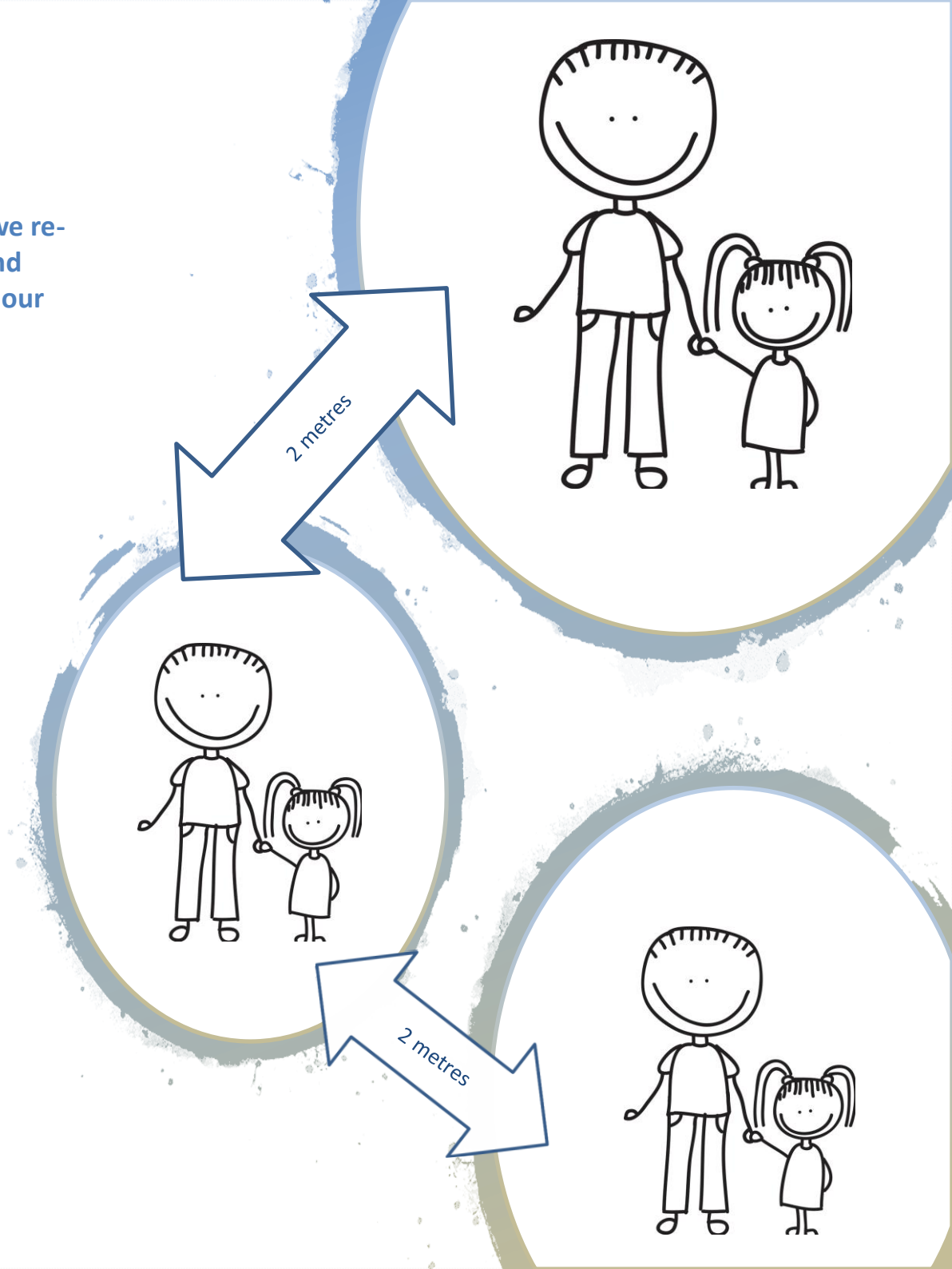
- Enter through the small gate opposite Oaks
- Follow the guidelines up to the drop off point
- A staff member will greet your child on the steps by the Oaks front door
- You will say goodbye at this point
- Exit to the right
- All is clearly marked

## Collection:

- Enter as above
- Collect your child at the drop off / collection point
- Your child's teacher / nursery nurse will stay on the steps and you child will come to hence observing 2m socially distancing
- All is clearly marked

If you need to speak with your child's teacher / nursery nurse please send in an email or call the office – drop off and pick up need to be smooth and efficient

Please note this is a time when staff *may* choose to wear PPE, including face masks



# APPROACH & TIMELINE

## Reception - RDW

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner
- The schedule for return is set out clearly below, together with new timings for the school day
- Sadly Mrs Wharton is unable to return physically to the classroom for her full hours on Wednesday – Friday
- We are very happy that Mrs Wharton has agreed to continue to offer some online learning for RDW across the week
- Mrs Wharton will be in school Wednesday – Friday morning and will physically teach the children in school during those hours
- Wednesday, Thursday and Friday afternoons for RDW will be via our online learning platform Seesaw and as such all children will need to be collected by 1.30 on those days

Week 1 1 <sup>st</sup> – 5 <sup>th</sup> June	Monday	Tuesday	Wednesday	Thursday	Friday
	INSET	INSET	Y1 to return	Y1 + YR to return <b>Timing: 9 - 1.30</b>	Y1 + YR + Oaks return <b>Timing: 9 – 1.30</b>
<b>Please note that due to our phased return RDW children will not be in school Monday – Wednesday in Week 1</b>					
Weeks 2 - 6	Monday	Tuesday	Wednesday	Thursday	Friday
	9 - 3	9 - 3	9 – 1.30	9 – 1.30	9 – 1

# A COMBINED TRANSITION TO

## TEACHING & LEARNING

Mrs Wharton and Mrs Dymond will physically teach the children in RDW, there will be some online provision via Seesaw.

### In School:

Our focus as we return to school and school will very much be on wellbeing, socialising and creating a new normal in the school setting

We want our children to feel safe, nurtured and happy and we need to devote time to doing this in the first few weeks back in school

Our focus will be on the children physically in school although we will continue to provide as much online learning as we can

### At home:

We will continue to provide as much online learning via Seesaw as we can

We hope to provide some “LIVE sessions” for children at home when they can socialise online with others in school and see and talk to their teacher or Mrs Harris



# Drop off and collection - Reception

Staff will be outside school / nursery to welcome you back as we re- open and will help you enter and exit the school accordingly and videos will be sent to the children ahead of opening to explain our new entry / exit plans

## Drop Off:

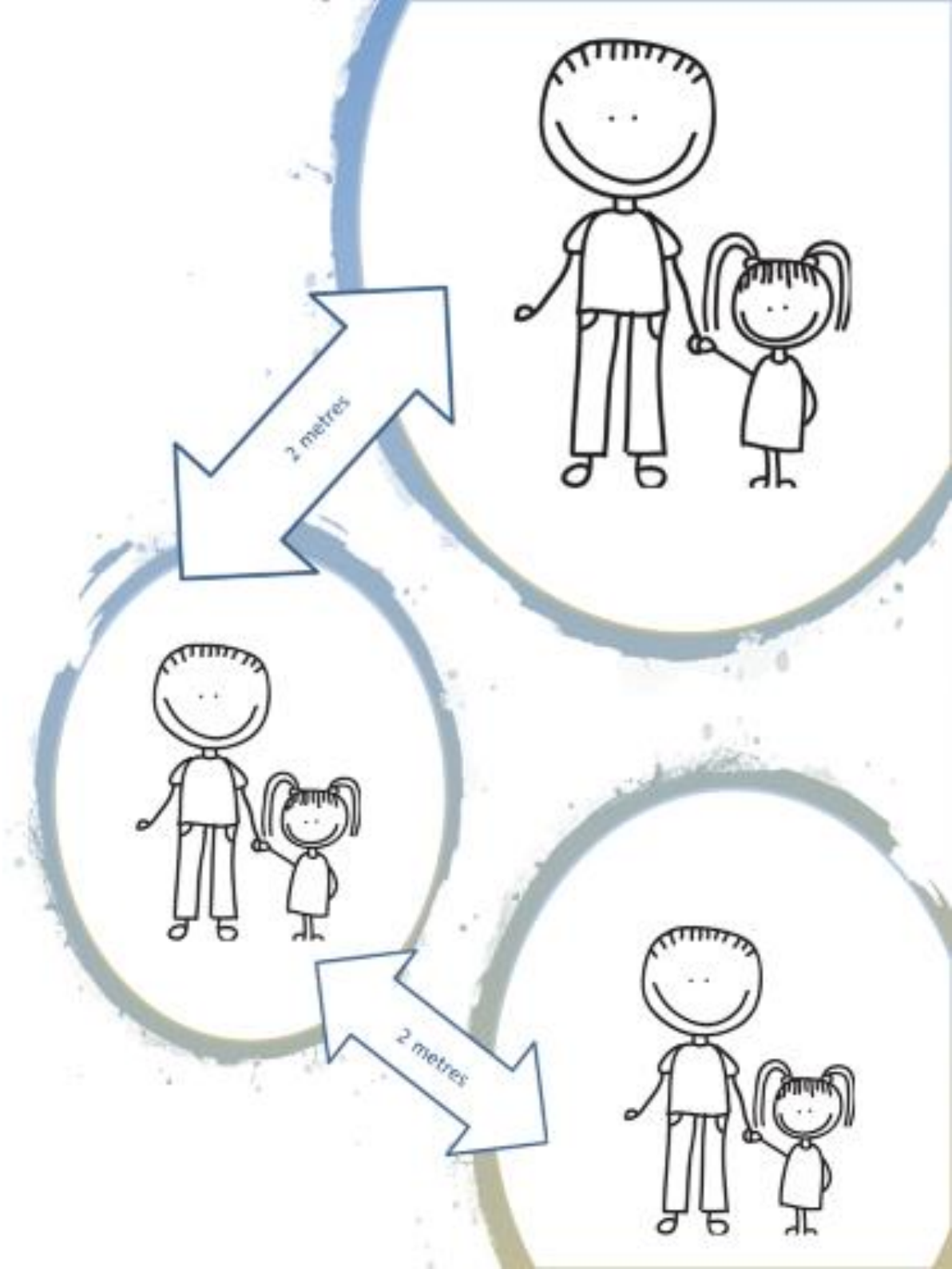
- Enter the main car park through the Lansdowne Road entrance (clearly marked)
- Follow the guidelines as marked in order to maintain 2m social distancing
- Enter playground and go to drop off point
- You will say goodbye to your child at the drop off point
- Exit the playground through the swimming pool gate

## Collection:

- Enter the main car park through the Lansdowne Road entrance (clearly marked)
- Follow the guidelines as marked in order to maintain 2m social distancing
- Enter playground and go to drop off point which will now be the collection point
- Collect your child
- Exit the playground through the swimming pool gate

If you need to speak with your child's teacher please send in an email or call the office – drop off and pick up need to be smooth and efficient

**Please note this is a time when staff may choose to wear PPE, including face masks**





# APPROACH & TIMELINE

## Year 1

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 return by year groups helps us to welcome the school community back through our doors in a safe, orderly and effective manner
- The schedule for return is set out clearly below, together with new timings for the school day
- Sadly and as many of you already know Miss Vecchio is unable to return to school due to a pre-existing health condition
- In Year 1 Mrs Brown will be returning with another staff member to support her – Su Felce
- The children will continue to be taught by Miss Vecchio from home with Mrs Brown and Mrs Felce following the activities and LIVE sessions on Seesaw much as you have been at home
- This does mean that the online learning you have been used to will continue in its current form
- The children in school will have their familiar TA and another familiar staff member who has been supporting online learning via our Key worker supervision throughout

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b> 1 <sup>st</sup> – 5 <sup>th</sup> June	INSET	INSET	Y1 to return <b>Timing:</b> 8.30 – 3.30	Y1 + YR to return <b>Timing:</b> 8.30 – 3.30	Y1 + YR + Oaks return <b>Timing:</b> 8.30 – 1.30
	<b>Please note that due to our phased return RDW children will not be in school Monday – Wednesday in Week 1</b>				
<b>Weeks</b> <b>2 - 6</b>	Monday	Tuesday	Wednesday	Thursday	Friday
	8.30 – 3.30	8.30 – 3.30	8.30 – 3.30	8.30 – 3.30	8.30 – 1.30

# A COMBINED TRANSITION TO

## TEACHING & LEARNING

Ms Vecchio will teach the children from home via seesaw and LIVE lessons as you have experienced over the last half term. Children will be supported in the classroom by Mrs Brown and Mrs Felce.

### In School:

Learning will be as described above

There will be a focus on wellbeing as we want our children to feel safe, nurtured and happy and we need to devote time to doing this in the first few weeks back in school.

### At home:

Learning online will continue for Year 1 as Miss Vecchio continues to provide online Teaching and Learning to those at school and at home.



# Drop off and collection – Year 1

Staff will be outside school / nursery to welcome you back as we re- open and will help you enter and exit the school accordingly and videos will be sent to the children ahead of opening to explain our new entry / exit plans

## Drop Off:

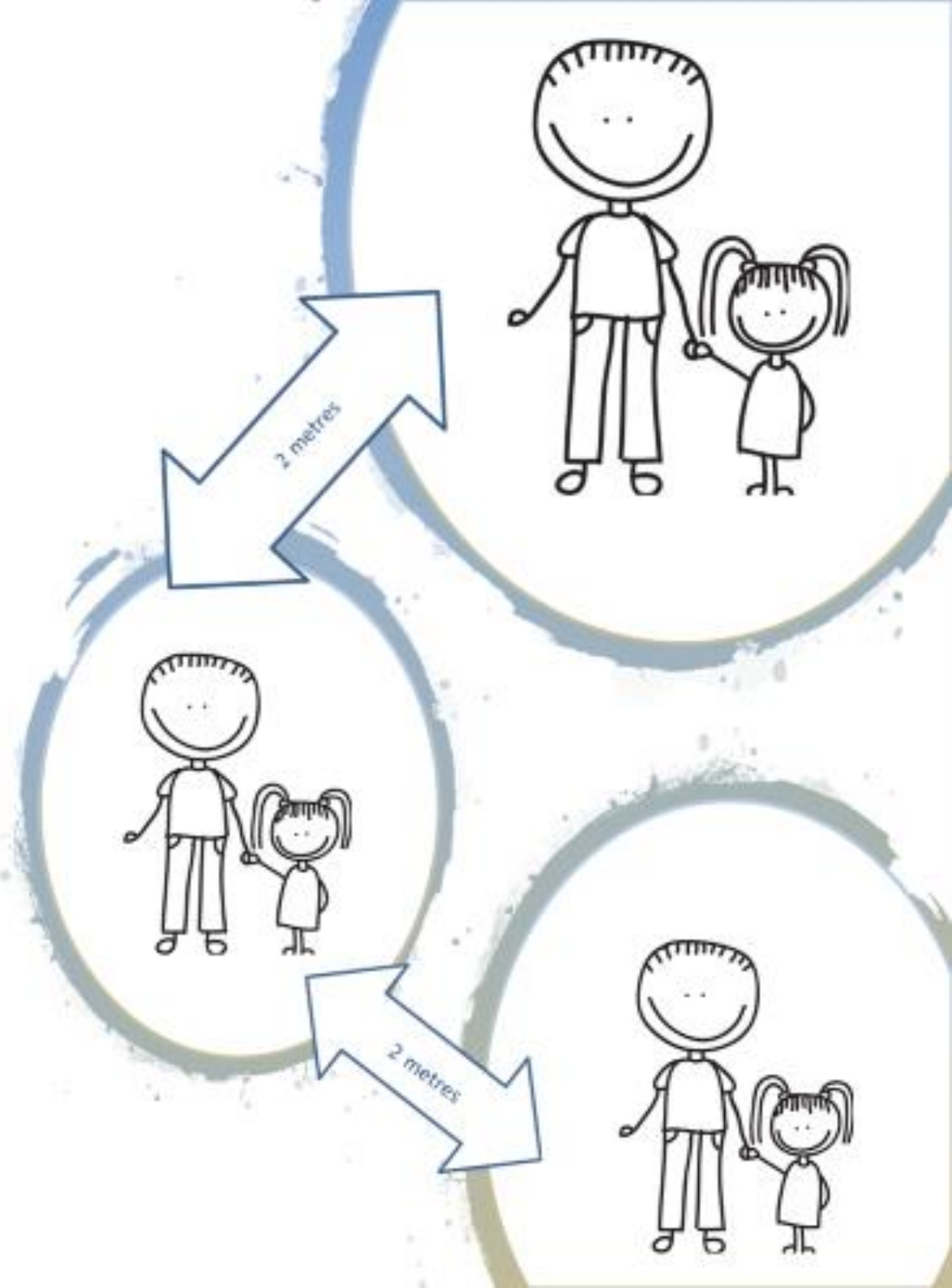
- Enter through the small car park
- Follow the markings / guidelines
- Your child will be collected by a staff member at the steps
- You will say goodbye at this point and exit following the markings

## Collection:

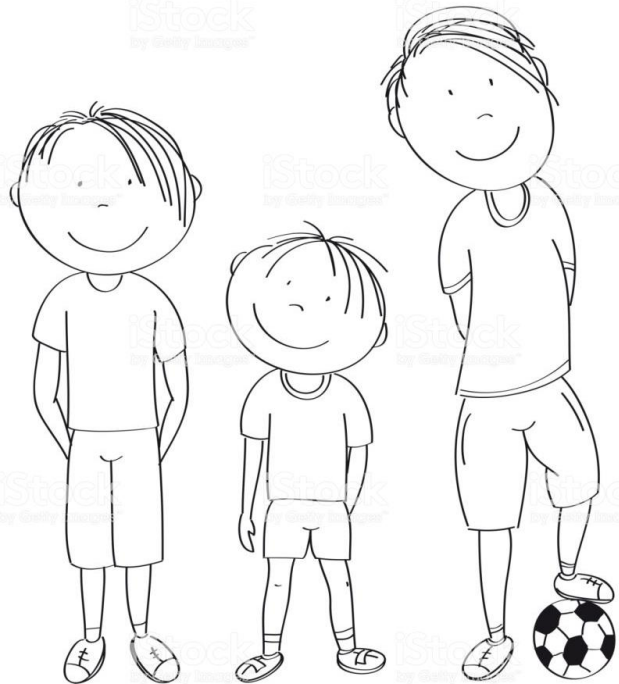
- Enter through the small car park
- Follow the markings / guidelines
- Your child will be released to you by a staff member at the steps
- Exit following the markings

If you need to speak with your child's teacher please send in an email or call the office – drop off and pick up need to be smooth and efficient

Please note this is a time when staff *may* choose to wear PPE, including face masks



# Extra Curricular – Before and After School Clubs



We will not be offering before and after school care for the time being as we keep all children safe in their small groups

There will be no extra curricular clubs such as Art Club or Sports Clubs etc

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

# 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 meters 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, although most sizes are less than this. This means that students will be assigned a class and will stay within it for the whole day, including at lunch and breaks. The teacher will also stay with them.

We are lucky that our classrooms are on the large size and some classes have two rooms and as such we are confident that all children will be able to be in their familiar classroom.

## **BREAK TIMES**

We will stagger break times to avoid classes mixing. It's not something we do happily as playtime is a key part of learning, but it is a significant risk mitigation.

## **MOVING AROUND SCHOOL**

We will be keeping the classes within their own areas during the day with a strict timetable regarding use of communal areas such as playground and the main toilet block. We are lucky enough to have handwashing facilities in each class or in their area (e.g. art room for Y1) and specific toilets for each class.

## **PERSONAL HYGIENE**

We will continue to urge children to regularly wash hands just as we did pre-lockdown. We have enough bathrooms and handwashing facilities within classrooms to support this.

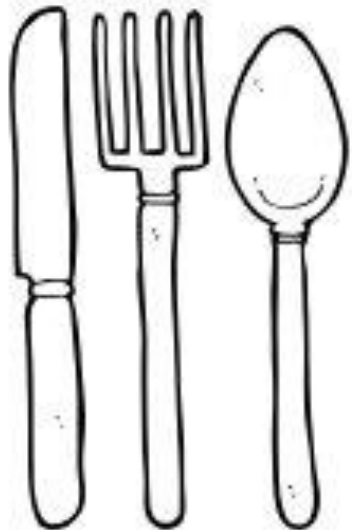
Extra supplies of soap and paper towels have been purchased.

You can help by reminding your children of the need to regularly wash their hands for 20 seconds by singing happy birthday twice.





# Catering



We are delighted to offer a hot lunch as we re-open Polam

Paul Bailey our Chef Manager will be returning and will prepare a hot lunch

Lunches will be eaten in classrooms to ensure all children stay within their bubble class and with their bubble adults

Teachers will clean down all surfaces before children eat and of course handwashing will be a priority before eating

Snacks will also be offered, prepared by Paul, we will look at how to provide these and will send more detail at the start of week commencing June 1<sup>st</sup> or before (during half term)

# Cleaning and Hygiene



- A full time cleaner will be onsite throughout the day
- Viricidal cleaners are being utilised
- Toilets will be checked every hour and cleaned every 2 hours
- The climbing frame will be cleaned by our cleaner between classes playtimes (which will be strictly timetabled)
- Each class will have their own toilet
- Year 1 upstairs by their classroom
- Oaks will use girls' toilet block plus their own toilet
- RDW will use boys' toilets plus their own toilet
- Year 1 will use the art room sinks to wash hands
- Oaks and RDW have their own sinks in classrooms
- All classrooms / teachers will have anti-bac spray to clean down surfaces / ride on toys outside as required
- Classrooms will be cleaned during the day when the children go out to play
- Key touch points will be cleaned throughout the day

# What to wear to school and what to bring to school

In the interests of hygiene we would ask that children come to school in newly washed clothes every day

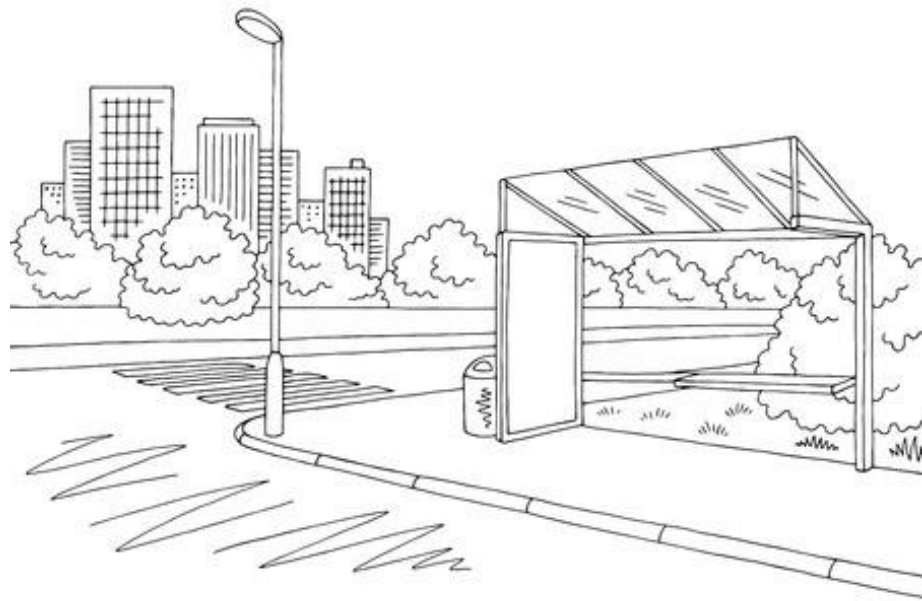
To help facilitate this **children should come to school in home clothes and not uniform** – we are aware that you will have more clothes for home than uniform and this will enable you to send your child into school in newly laundered clothes every day

Children are not required to bring anything to school (no bags, toys, drinks bottles, books etc) with them – the only things they will need are glasses if they wear them. Please ensure the case is cleaned before coming into school.

Water will be provided throughout the day in clean, freshly washed cups which will be put through our industrial dishwasher



# Transport – getting to school



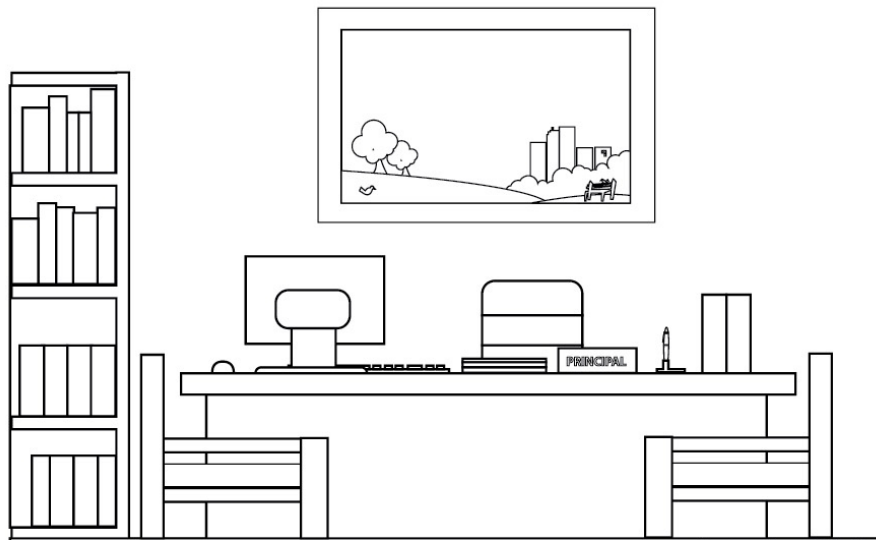
As per government advice we urge you to avoid public transport, if possible.

If you do have to use public transport, please do follow guidelines around face coverings and carry hand sanitiser with you or wear gloves.

If you are able to please walk, bike or travel to school by private car.



# School Office



The school office will be open and will be its own “bubble”

Staff will be in the office during the school day

No visitors will be admitted, including parents

If you need to visit the office, please do this virtually via email or phone

The only visitors to the school will be contractors in an emergency and potential new parents who would visit when children are not in school – all will observe social distancing

# At a Glance Guide



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We are operating a bubble class system to minimize contact with others outside of your household

Timings for the school and nursery days have altered – see slide 3 for details

We will be having INSET days 1<sup>st</sup> and 2<sup>nd</sup> June 2020

We are staggering our opening – Y1 - June 3<sup>rd</sup>, + RDW – June 4<sup>th</sup>, + Oaks June 5<sup>th</sup>

We have clear and safe staggered entrance and exit points for drop off and pick up (slides 6, 8 and 10)

We will be providing a hot lunch for all pupils

Children will wear mufti - to allow you to provide clean, freshly washed clothes each day

Children are not required to bring anything to school with them – no bags, toys etc – just themselves and glasses if they need them

If you can travel to school without using public transport, please do so – if not please follow guidance regarding face coverings etc. (see slide 16)

Our office will be open each day – please visit virtually – via phone or email

A video will be sent to your children prior to our opening which will explain so they can understand and see what their school / nursery day will look like

# FAQS



## **WILL THE SCHOOL FEES DISCOUNT BE REMOVED?**

### **For reception and above:**

No. Although we did communicate previously that once schools re-open 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 remains too.

### **For nursery:**

Fees will remain the same except for Acorns or Catkins should they return – a daily charge will be implemented.

## **WHAT'S YOUR POLICY ON VISITORS?**

We will be keeping visitors to a minimum – for example emergency contractors, and there is a possibility of prospective parents visiting when children are not in school – in these cases social distancing will be observed at all times.

As parents you are always welcome to contact us via phone or email and we can in addition arrange a virtual face to face meeting which we would carry out via Teams.

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

We understand that some parents and students may be wary about physically returning to school and we will do our best to deliver a suitable level of online provision for these students. This has to be on a 'best endeavours' basis as we look to balance a lower number of staff across an increased number of classes as a result of limiting the number of students in each class.

## **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 IS YOUR CLEANING REGIME? See Cleaning and Hygiene (slide 14)**

This will be managed by a full time on site cleaner and Tony Read. We have a robust cleaning regime throughout the school day with a focus on bathrooms and high-touch areas. At the end of the day we also repeat this and pay particular attention on the common areas of the school. On a Friday afternoon and evening we do a weekly enhanced clean of all rooms in the school.

In the instance of a confirmed COVID-19 case we 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 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 discomforted 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 guidance on the safe method of using and when removing it should be placed carefully into a sealed plastic bag.

# Letting our children know what to expect



A video will be created for the children prior to our return to school so that they know exactly what to expect

We want our children to feel as safe and as nurtured as usual and these guides will help their smooth transition into school and nursery

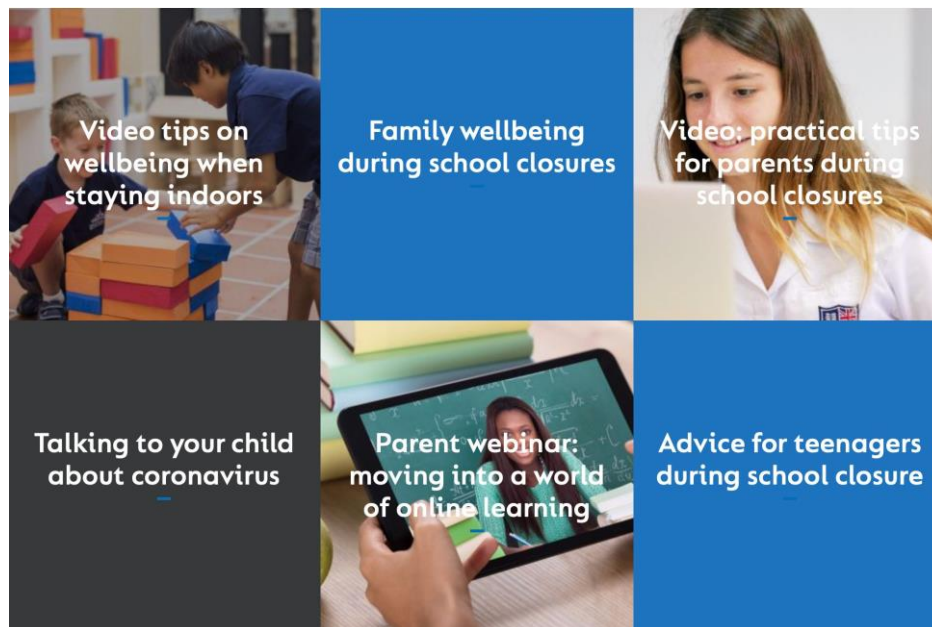
These videos will be made during our INSET days and should be with you either Monday 1<sup>st</sup> June or Tuesday 2<sup>nd</sup> June



# 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](http://www.cognita.com)



# 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.**

"No words to say what a great job the Polam team are doing! Being such a challenging time, you've so remarkably transformed learning for our children."

"Thank you for everything you are doing - so happy to be part of Polam."

"Just a quick note to say what a wonderful job I think the school are doing. It's amazing!"

"I'm very impressed with how the seesaw system is working and I can see the tremendous work that goes on behind it. Keep it up."

"Thanks again - it was so reassuring and made me so pleased our daughter is in your capable hands. I've been so impressed how Polam has kept us all going and our spirits up."