



BACK TO SCHOOL

A guide to a smooth and safe transition





Cumnor House
School for Girls

MESSAGE FROM THE HEADMISTRESS

Dear Parents,

*What an interesting and complex world in which we now live! The enormity and responsibility of re-opening Cumnor House has not been underestimated. This guide has been put together to provide parents with information regarding the 'phased' return to school for some of the Cumnor House children. As per government guidance we have been working very hard to ensure that the school is a place as safe as possible for children and staff in **Reception, Year 1 and Year 6** to return.*

We are fortunate that our school classrooms are of an ample size so therefore the government guidance of 15 children per class is achievable and means that the girls will be able to remain as class groups – this will be beneficial to their wellbeing and sense of community. Careful consideration has been given to where the children will be situated at school and how they will move around the building, routes will be clearly labelled for the children and at daytime each small group will have its own designated area.

We are lucky to have four sites within the Cumnor family and we will be welcoming the Boys' School Reception classes to use the Girls' School's larger classrooms and outside facilities.

As specified later in this document, Department of Education (DofE) guidance is very clear that it is unlikely that children can be completely socially distanced in a school setting, but we will do all that we can to positively encourage them to do so.

Further specific details with regard to each setting will be sent shortly, specifying staffing arrangements, groupings, pick up and drop off arrangements. This guide is designed to be an overview capturing some of the key points for parents to consider.

For those parents of Reception, Year 1 and Year 6 children, I ask that you complete the attached survey confirming your intention to send your daughter to school and what mode of transport you are planning to use.

Despite Mr Gove's claims, it is impossible to guarantee total safety from CoVid19, but please rest assured that with your support and by following the guidelines, we will be doing everything we can to mitigate the risk to staff, students and families.

Yours sincerely

*Amanda McShane
Headmistress*

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.

There are a great many changes to put into place to make the school “pupil ready”, so Monday June 1st will be a “Preparation Day”, when we can spend proper time briefing all staff on the new routines and requirements. **There will be no online teaching and learning timetabled for that day.**

The new timings are designed to mitigate risk and allow for extra cleaning to take place at the end of the school day.

Years	Date of return	School day	Drop off	Pick up
Keyworkers	Tuesday 2 nd June	07.45 – 15.30	07.45-08.00	Latest 3.30pm
Reception, Year 1 girls	Tuesday 2 nd June	08.00 – 14.30	08.00- 08.15	Latest 2.30pm
Reception boys	Tuesday 2 nd June	08.15 -14.45	08.15am to 08.30am	Latest 2.45pm
Year 6	Tuesday 2 nd June	08.30 -15.30	08.30 to 08.45	Latest 3.30pm

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:

- Focus on pupils' wellbeing and integration back into school. Take more opportunities for outdoor learning activities.
- Slightly reduce the daily timetable, notably swimming will not be a viable option. Continue the online educational provision for students who are not yet in the 'returning' year groups
- 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. Our teachers are now in the physical classrooms so their capacity to also provide online teaching for these year groups is limited.



SCHOOL CLEANING AND FURTHER PRECUATIONS

All sites have been risk assessed with high caution given to cleaning and movement around school sites.

CLEANING

We have engaged with our cleaning contractors, NIC, to thoroughly prepare the site for reopening.

All sites and classrooms will be deep-cleaned during the half term break.

A cleaning action plan has been initiated. This includes additional hours of cleaning each day.

A cleaner will be onsite at all four sites for 4 hours each day. They will pay special attention to toilet and eating spaces. Including constant cleaning of 'high frequency touch' surfaces and handles.

PROCUREMENT

Cognita has supported the school with group purchasing of cleaning materials and extra PPE equipment for staff.

There will be no access beyond the doorway into the office area.

Soap and hand sanitisers are installed and well stocked. These will be checked regularly.

SIGNAGE

New signage and markings will be present at all sites. These will be checked daily and replaced/renewed if required.

We politely ask that all students and parents respect and adhere to all new guidance and instructional signage.

Failure to follow guidance will put others at risk and will not be tolerated.

NEW SCHOOL ROUTINES

A pack of stationery and support materials will be provided for each child. This will be in a named plastic wallet and are not to be shared.

After handling books and learning materials, staff and students will be encouraged to wash their hands.

Wherever possible lessons will take place outside to reduce the risk associated with confined places. Classroom windows will be open to maintain a flow of fresh air.

All play equipment and sport resources will be wiped and cleaned after every use. They will not be shared during lessons or breaktime.

Children are asked not to bring in resources from home, including their school bag.

Children will have timetabled handwashing times.



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 kept together in small class sizes.

Government guidance stipulates a maximum size of 15 per class. Students will stay within their class group for the whole day, including at lunch and breaks.

Reception Boys will be using the extra space available at Cumnor House Girls; this will provide a larger area for Purley Nursery students.

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.

The field will be marked with designated play areas.

MOVING AROUND SCHOOL

Where possible will be operating a one-way system to manage the flow of people around the buildings.

We have added signage and floor markings to help everyone maintain social distancing.

No other adults will be allowed onto the school site.

PERSONAL HYGIENE

We will continue to urge children to regularly wash hands just as we did pre-lockdown. We have enough bathrooms and sinks in Reception and Year 1 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.

OTHER GUIDANCE

A drop off and pick up service will be in operation. Children will be brought out in small groups at the end of the day, they will wait along the new path which runs along the front of the school and be "posted" across to parents. We ask that parents do not leave their cars. And only arrive for collection at the specified times. Please continue to adhere to the Woodcote Lane rules.

UNIFORM

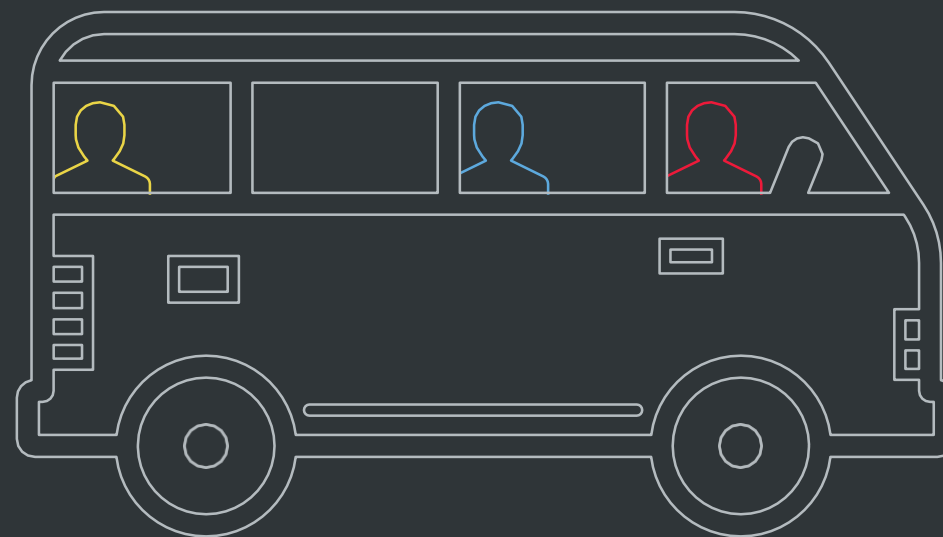
Girls will be asked to wear either their sports kit or a summer dress. This must be cleaned daily or a fresh kit supplied daily. Girls may wear trainers each day as they will be out on the field and may have outgrown their school shoes. No blazer is to be worn.



SCHOOL SERVICES

Transport

- As per 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: using the stipulated timings, please arrive at the Girls' school using the drive in and drop off system where girls will enter through Piccadilly.
- Adults will not be permitted to leave their vehicles.
- There will be no shuttle bus service available between Cumnor sites.
- Our home bus service will still be available to the relevant pupils and buses will be cleaned after every journey. Children will not be able to sit next to each other. Reserved signs will be added to seats and will run with an 'empty seat' policy and be cleaned before and after use.



Catering:

- Lunches will be provided by our caterer, Thomas Franks, with the following considerations: they will be served in the Hall at staggered timings, outside or in classrooms in disposable boxes.
- Lunches will continue to be of a high standard nutritionally. Vegetarian and meat - including Halal - options will be available.
- The menu will be published on the school website.

Extra Curricular:

- We will not be offering before and after school care for the time being, although we are eager to offer this service as soon as is feasible.
- There will be no extra curricular clubs or events such as sports fixtures.
- 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.

	Timings	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time	08:30					
Session 1	09:05	Maths	Maths	Maths	Maths	Maths
Handwash	09:45					
Session 2	10:00	PE	Literacy	Literacy	Literacy	PE
Handwash	10:45					
Break	10:55					
Session 3	11:15	Literacy	Challenge	Reasoning	Science	Literacy
Handwash pre lunch	12:00					
Lunch in hall	12:15					
Handwash	13:00					
Session 4	13:15	Spanish	Music	Humanities	French	Foodtech
Handwash	14:00					
Reading/Singing	14:15	Outdoor learning	Outdoor learning	Outdoor learning	Singing	Drama
Handwash	15:00					
Home	15:30					

Sample Year 6 School Day

	Timings	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time	08:00					
Session 1	08:20	Literacy	Literacy	Literacy	Literacy	Literacy
Handwash	09:00					
Session 2	09:15	Maths	Maths	Maths	Maths	Maths
Handwash	10:00					
Break	10:10					
Session 3	10:30	Handwriting	Phonics	Games	Ballet	Topic
Handwash pre lunch	11:30					
Lunch in hall	11:45					
Handwash	12:15					
Session 4	12:30	Games	Art	Singing lesson	Phonics	French
Handwash	13:15					
Reading/Singing	13:30	Singing	Reading Outside	Topic	Reading Outside	Singing
Handwash	14:15					
Home	14:30					

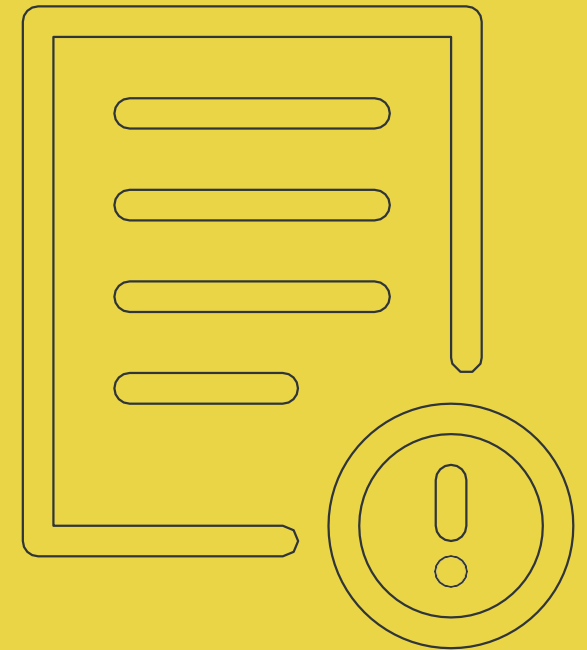
Sample Year 1 School Day

	Timings	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time	08:00					
Session 1	08:20	Literacy	Literacy	Literacy	Literacy	Literacy
Handwash	09:00					
Session 2	09:15	Maths	Maths	Maths	Maths	Maths
Handwash	10:00					
Break	10:10					
Session 3	10:30	Handwriting	Phonics	Games	Phonics	Topic
Handwash pre lunch	11:15					
Lunch in hall	11:30					
Handwash	12:15					
Session 4	12:30	KUW	Art	Fox learning on field	Ballet	French DK
Handwash	13:15					
Reading/Singing	13:30	Games	Reading Outside	Singing Lesson	Reading Outside	Singing
Handwash	14:15					
Home	14:30					

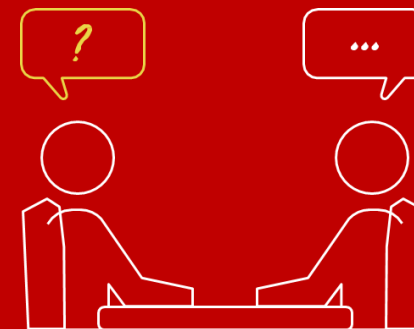
Sample Reception School Day

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. If you have decided not to send your child back, please confirm this. If you subsequently change your mind, please give us 48 hours' notice.
4. Girls are to wear either summer dresses or sports kit and this must be cleaned overnight or a fresh kit every day. Trainers may be worn.
5. Do not bring in bags, blazers or unnecessary items.



FAQS



WILL THE SCHOOL FEES DISCOUNT BE REMOVED?

For reception and above:

No. Although we did communicate previously that we would revert to normal fees once the school reopened, 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.

WHAT'S YOUR POLICY ON VISITORS?

Where possible, the aim is to reduce visitor presence on any site.

Visitors will be required to book in advance and we will be following social distancing guidelines.

As parents you are always welcome to contact us and arrange a (socially distanced) face to face meeting.

Please continue to contact the school either by email or by telephone.

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 the demands of classroom teaching with any online offering.

HOW ARE YOU RECORDING ABSENCE OF PUPILS WHEN SCHOOL REOPENS?

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?

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 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.

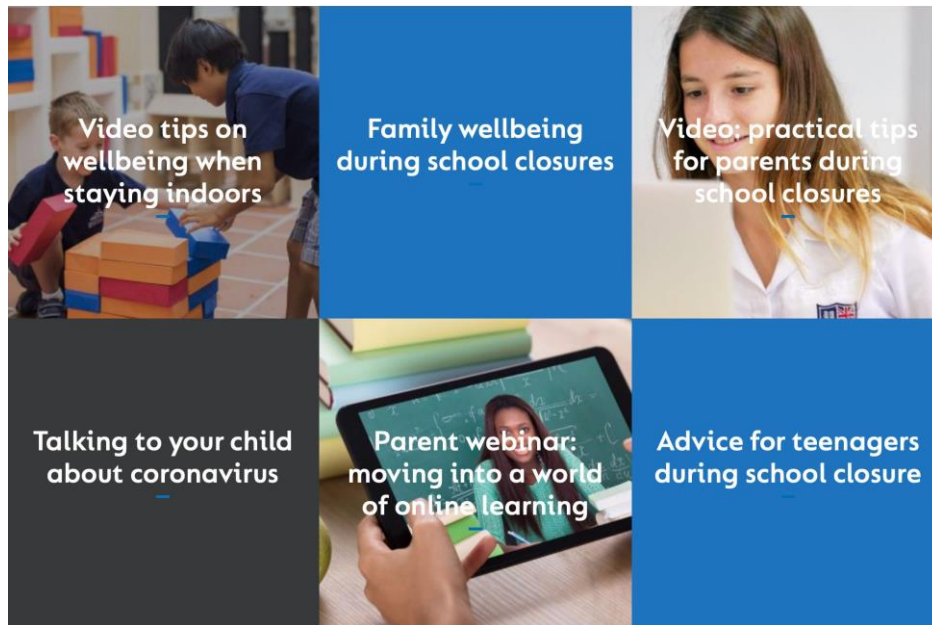
If a student or member of staff wishes to wear a face covering they will be allowed to do so. We request they follow guidance on the safe method of using and when removing it should be placed carefully into a sealed plastic bag.

When administering medical or intimate care, a staff member will be expected to wear a visor and face mask. Children will be encouraged to witness the mask and visor being put on to reduce anxiety.

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



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 appreciate the frequent communication we are receiving from Cumnor House and clear direction and professional communications as to how the school is managing current circumstances"

"Very good support from teachers"

"Our family has very much valued the more interactive nature of online learning."

"Thank you for all your staff are doing at this time, we really appreciate the hard work!"

" I want to send my deepest wishes to you and all of my daughter's teachers for continuing to support her and her efforts. I am very impressed with the teachers and how quickly she has learned from them.

"All good. Amazed how much is already in place"

"We really appreciate the teacher support during a very strange time for everyone."