



A NEW YEAR...

Cumnor Girls Guidance: September 2020





MESSAGE FROM THE HEADMISTRESS AND THE EXECUTIVE HEADMASTER

We hope that you and your families have enjoyed a wonderful summer. Following our successful reopening last half-term, we are looking forward to welcoming all pupils and staff back to school. While the reopening last term was something of a leap into the unknown for Cumnor House, we begin the new academic year in the knowledge that our procedures are road-tested and robust.

Our ambition as we reopen again for the Autumn Term is twofold: to ensure that we arrive as close as possible to 'business as usual' for our girls – for this is what they now require – whilst taking sensible steps to keep our school community safe and happy as we continue to successfully adjust to this 'new normal'.

We do so because it is vital for the children of Cumnor House to now resume their education with us.

Some of you may have read the words of Professor Chris Whitty, England's Chief Medical Officer, over the weekend, in which he spoke of the "overwhelmingly clear evidence that the chances of children dying from Covid-19 are incredibly small", before adding that "many more children are likely to be harmed by not going to school than harmed by going".

In the pages ahead you can read about our plans from September and how we are taking heed of the latest guidance from the Department of Education (DofE). As a result, we will continue to correctly place an emphasis on the use of bubble groups rather than socially distanced learning and play although, of course, we will remain very active in ensuring that the girls regularly wash their hands and take the necessary steps to remain safe and happy.

Finally, a very warm welcome to our new parents as you embark upon an exciting journey at Cumnor House Girls' School that will culminate with your daughters securing their destination senior schools. You will no doubt find Cumnor House to be a vibrant and inclusive community, in which a culture of kindness meets a love of learning – for its own sake.

We are looking forward to welcoming you and your daughters back to school and extend a very warm welcome to our new girls and their families who are joining our Cumnor family.

Headmistress, Cumnor House Girls' School

Executive Headmaster, Cumnor House Group of Schools

WELCOME BACK

Our plans for a safe return to school in September build upon the measures put in place during the Summer Term. We have listened to our parents' feedback, closely followed national government guidelines as they have been updated and continue to build on learnings from other Cognita schools across the world.

As a result, our Cumnor House girls will be placed in consistent groups - the 'bubble' concept - which will be kept apart wherever it is prudent to do so. This will involve classes, lunchtimes and play, whilst extra-curricular activities will involve consistent groups of pupils in line with the latest government guidance.

We will once again be slightly staggering the finish times for the school day across our different 'bubble' groups, which reflect the smaller-than-standard size of our independent school, in order to regulate the numbers of girls exiting the school at the same time. In doing so, we have set about to maximise our school day whilst minimising disruption to our families. Regrettably, we cannot welcome parents into the school buildings at this time, but this is under constant review.

Our 'bubble' groups are listed below, with the drop-off and collection schedule for each 'bubble' highlighted on the next page.

Bubble 1: Years Reception, 1 & 2

Bubble 2: Years 3 & 4

Bubble 3: Years 5 & 6

DROP-OFF

Year Groups	Drop-off Time	Further Details
Years R to 6	8.00-8.25am	Please enter our driveway to the drop-off zone at Piccadilly, where your daughter will be met by our caring staff before they make their way to the playground.

If you are walking, scooting or cycling, please use the pathway so that your daughter can come through the Piccadilly entrance. Please remember to maintain a safe distance.



COLLECTION

Year Groups	Collection Time	Further Details
Reception	3.10pm	<i>Please park on Woodcote Lane and then come to wait in the parking area directly in front of school. We will bring your daughters to the front path and send them across to you safely. Please remember to maintain a safe distance.</i>
Year 1	3.15pm	
Year 2	3.20pm	
Years 3 and 4	3.55pm	
Years 5 and 6	4.05pm	



POINTS TO NOTE

Household health:

- Please continue to monitor the health of both yourself and your children, and encourage the habit of regular handwashing.
- Do not send children into school if they, or any other member of the household, show any symptoms associated with Covid-19.
- Any child or member of staff who develops symptoms during the school day will be sent home immediately.
- If you have returned from a holiday in a country upon which the government has recently imposed quarantine measures, please contact the Head's PA, Sam Quartly, as soon as possible and prior your daughter's attendance in school.

Further guidance:

- Where it is prudent to do so, Cumnor House Girls' School will operate a one-way system around the school site, which will include different entrance and exit points from our buildings.
- Please support the school by respecting social distancing when gathering with fellow parents and communicating with our staff, ensuring that you make a prompt exit from our grounds when you have collected your child.
- Pupils should arrive in school each morning wearing their full uniform. On Games and PE days, however, they should arrive in their PE kit. Please support the school by ensuring that uniform is washed and changed regularly, daily if possible.

THE SCHOOL DAY



Cleaning, catering and transport have all been thoroughly reviewed over the summer with additional measures being put in place to enhance the safety of our pupils, parents and staff.

OUR CLEANING REGIME

We have a robust cleaning regime throughout the school day with a focus on bathrooms and high-touch areas. Our cleaning hours have been extended. At the end of the day, we repeat this regime and pay particular attention to 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 would do a deep clean which includes all surface areas and carpets. In all cases we use coronavirus-approved disinfectants/aerosols. A Fogger (a means of spraying an antiviral disinfectant solution to surfaces) will be deployed across the school to support the enhanced cleaning.

PERSONAL HYGIENE

Hand sanitiser stations will be located across the school. Children will be required to wash hands or use sanitiser every time they change rooms, and before or after breaks and lunchtimes.

FACE COVERINGS

Government advice does not currently recommend the use of face coverings in schools. We understand that some parents might still wish their son/daughter to wear one whilst in school and we will not be preventing them from doing so, so long as they are wearing it consistently and sensibly. We will ask individual pupils to remove their face covering if these are causing any disruption or issues in school.

GAMES & SWIMMING

For swimming, we are following guidance issued by Swim England for pool operators.

Our catering offer returns to relative normality this term. The kitchen will be open and serving meals and the children will remain in the secure 'bubbles' throughout mealtimes.

EQUIPMENT

For equipment-based lessons we are following the guidance issued by the accredited bodies for schools, such as Cleapss for Science, DT and Art, and AFPE for Sport. All equipment is cleaned after use. Pupils can take books home, but we continue to advise that high-touch items such as pens are brought from home in a pencil case.

TRANSPORT

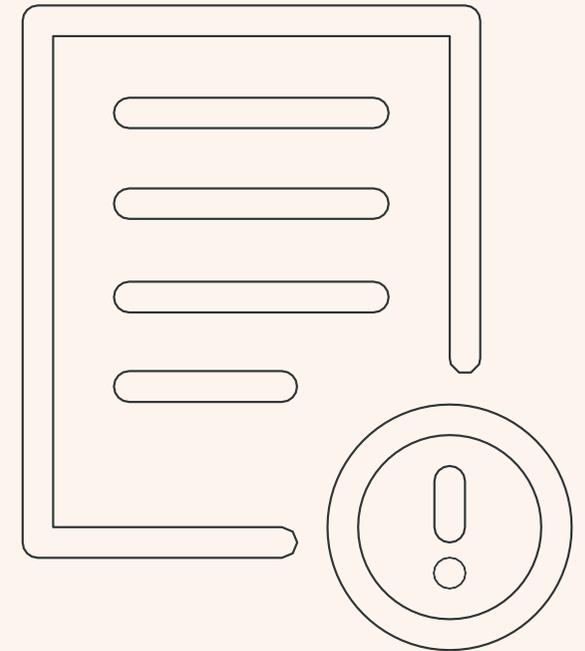
Our transport service vehicles have been installed with Perspex screens to shield contact between the driver and children on the Home to School (and return) journey. Our policy of all pupils using Home to School transport being required to wear a face covering will continue this term. Similar precautions will be in place should school transport be used for any extra-curricular activities, such as sporting events.

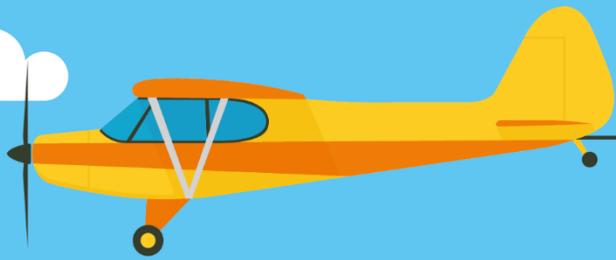
ENRICHMENT ACTIVITIES

These continue to be a crucial part of the school experience and we are endeavouring to return these activities safely back into the school day in due course. Many of these activities can and will be delivered within our secure 'bubbles' and we will ensure that our pupils form consistent groups in accordance with government guidance, which we will continue to follow as it evolves.

SUMMARY OF KEY CHANGES

1. Talk to your daughter about the updated measures and the expectations outlined in this guide
2. Do not send your daughter into school if they, or any other member of the household, show any symptoms associated with Covid-19
3. Please talk to your daughter about sensible behaviours to reduce viral infection and ensure regular hand washing
4. Take note of any changes to the timings of the school day for your daughter
5. Ensure that you are prompt for drop-off and collection





COMING SOON

We are thrilled to confirm that every pupil from Year 3 and above will receive their own personal device this term.

This development promises to open up new methods of teaching, assessment and feedback, and provide every pupil with greater ownership for their learning. It will engage the children with the technology they are likely to use in the future at university or in the workplace. Ultimately, we need to ensure that every pupil has access to an exceptional, consistent and reliable education and can adapt to any further need for remote learning.

The provisional roll-out of devices will take place immediately after half term. Further details will follow in due course.

1-2-1 DEVICES

For closer insight on why we are so excited about our digital learning developments, [view this short video](#) from Cognita's Digital Learning Advisor, Andy Perryer.



3:51 / 5:14



EdTech

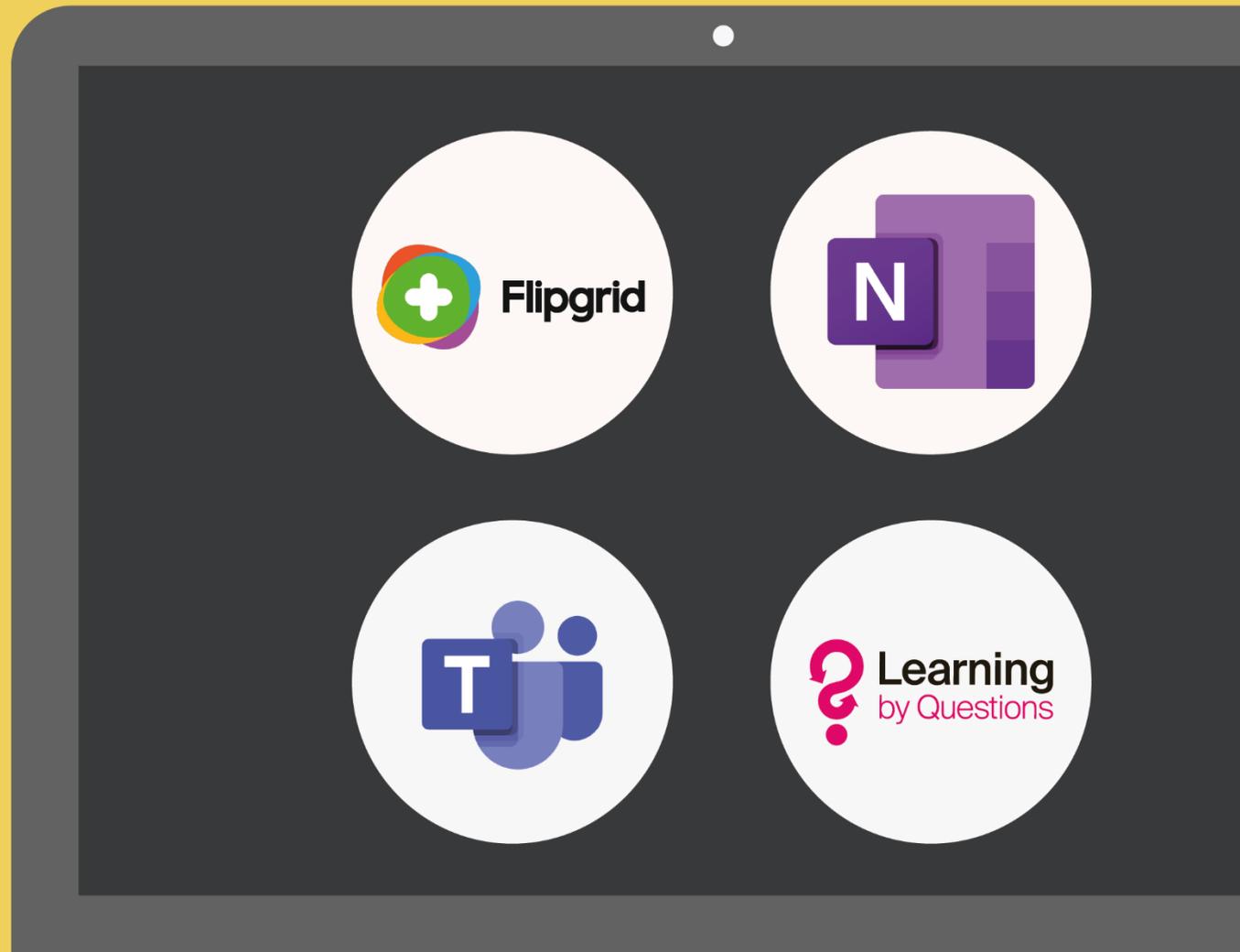
The pandemic has accelerated the use of educational technology at Cumnor House and will now be building on the digital learning initiatives that were put in place last year.

Software such as Teams, OneNote and Century Tech will gradually come to occupy a greater part of our teaching and learning environment. These programmes support peer-to-peer collaboration, interactivity, organisation, and enable a more personalised learning experience.

We are also in the planning stages to introduce the VLE, Firefly, to the Girls' learning experience. (more details to follow.)



Educational technology is re-shaping the classroom experience for learners of all ages. Our investment will ensure that your child is part of this journey, and we can't wait to take them there!



FAQS ON DEVICES



WILL THERE BE 'TOO MUCH' DIGITAL LEARNING IN SCHOOL?

No. Our digital learning approach will be intended to complement and add value to traditional classroom teaching. There are multiple additional educational benefits that can be delivered through digital learning, with the further assurance that we can safeguard an uninterrupted education should any future remote learning be deemed necessary.

WHO WILL OWN THE DEVICES?

The devices are leased and ownership is with Cognita. All software, upgrades and insurance is included, as is a digital pen, power cable and protective sleeve. At the end of their schooling, you child will simply hand the device back for recycling. Devices will be refreshed every 3-4 years, and spares are included in the leasing agreement in the case of loss or damage.

WHAT IS THE COST OF THESE DEVICES?

In this first year; nothing. Cognita is covering the first-year leasing, accessory purchase, and set up costs in order to accelerate the ambition for our school to be a leader in EdTech over the years ahead. In year 2

onwards, the cost will be incorporated into school fees and this is estimated at approx. £4 per week. This low cost is achievable by negotiating at scale to lease 10k devices across Cognita's European schools.

CAN WE OPT OUT & USE OUR OWN DEVICE?

No. Devices fall into the same category as school uniform. We have assessed the 'bring your own device' approach and decided against it. The devices will come with all the software to support students in their studies and keep them safe, and we can't guarantee that with your own devices. We also do not think it is a good use of teacher time to work across multiple devices. Finally, remote support can be provided by our IT colleagues with a standard device. Our education and IT colleagues have done extensive research on the best device for this situation, trialled many alternatives, and the device we have gone for is the HP ProBook x360 435.

HOW WILL MY CHILD BE KEPT SAFE ONLINE?

All devices will be installed with powerful software that supports you and your child's teachers in monitoring appropriate usage. This software includes leading safeguarding methods that use artificial

intelligence to monitor activity that may present safeguarding risks, triggering alerts when appropriate – for example, tracking web access, YouTube and social media.

HOW WILL CLASSROOM MANAGEMENT INTERACT WITH THE DEVICE?

As noted above, software will be installed on the device to support a safe and respectful teaching environment. For example, teachers will be able to switch devices off with one click to focus our pupils off technology, to share links and resources, and to monitor our pupils' screens during class.

CAN PUPILS BRING THEIR DEVICES HOME?

Yes, this is encouraged. The devices bridge both the home and classroom and is part of the reason a protective case will be supplied. The device is for schoolwork only and pupils will be expected to sign up to a charter of correct usage.

The wellbeing of our pupils, parents and teaching staff continues to be our priority as we return to school. We wish to make sure that the children in our care are supported individually and continue to benefit from an exceptional education.

Our Wellbeing Charter is designed to embed a culture of wellbeing across our schools, to evaluate and monitor wellbeing, and to ensure availability of high-quality resources and guidance. We identify six major contributors: Sleep, Diet, Physical Activity, Connecting with Self and Others, Finding Fulfilment in Activities, and, Compassion and Guidance.

MONITORING WELLBEING

In both our Boys' and Girls' Schools, we will begin the Autumn Term with the deployment of a pastoral assessment and tracker tool called AS (Affective Social) Tracker. This pioneering tool is already used across UK independent schools to support the mental health of over 30,000 students from the age of 8-18. It elicits the 'pupil voice' to track social-emotional development, so that each pupil is given the right academic support, at the right time, in the right way. An online assessment is completed by the pupil twice each academic year. The aim is to equip students with the skills to make wise choices in different contexts and relationships. Further information will be released shortly.

SEND PROVISION

We are delighted to confirm that our SEND provision is entirely unaffected at this time and so we will be able to offer our typical high-quality support in full accordance with the latest government guidance.

For a full set of family wellbeing tips and resources please visit www.cognita.com.



Watch our 'Return to School' vodcast with Professor Tanya Byron

RETURN TO SCHOOL WELLBEING



Global Be Well Day
25 September 2020

As previously, our curriculum will collapse for the day to allow a programme of wellbeing events to take centre stage across Cumnor House.

FAQS



WILL THERE BE AN INCREASE TO TUITION FEES THIS ACADEMIC YEAR?

No. Given the exceptional circumstances, the economic situation and the value we place on our relationship with our parents, there is and will be no tuition fee increase for the 2020-21 school year.

ARE SPORTS, CLUBS & TRIPS RETURNING?

Yes, wherever possible. We are keen to return to 'business as usual' and this component of education is vitally important to Cumnor House.

As a result, the overwhelming majority of our clubs will now re-start, including non-contact sports. We have also planned for our wraparound care offer of before and afterschool clubs.

Whilst we are currently not permitted to run residential trips, we are now allowed to reintroduce our domestic trips and plan to do so. We will continue to keep a sharp eye on government guidance on these topics, as it is ever-evolving.

WILL FIXTURES BE RUNNING?

We have provisionally scheduled in all sports fixtures for the Autumn Term, but a final decision on their feasibility will be made as close as possible to these events, to ensure that we can act upon the evolving government guidance.

WILL SCHOOL TRANSPORT RESUME?

Yes. We are following government guidance closely and would once again request that all pupils using Home to School transport wear face coverings during the journey to and from school. Whilst face coverings will not be required during the school day, we will again also require face coverings to be worn by the small proportion of children who use our shuttle bus service to be transported between the Boys' and Girls' Schools. If this involves your child, and you wish to continue to use this service, please ensure that your child is dropped off with a face covering.

WILL CATERING RETURN TO NORMAL?

Yes. Pupils will now have access to their typical Cumnor House menus, on plate servings.

Older pupils will, in some instances, eat in a different area of their respective school, but this will be managed safely and efficiently to ensure children can enjoy the usual variety of food options.

WHAT ABOUT INFECTION CONTROL?

We will continue our robust cleaning regime over the academic year ahead, working closely with our cleaning staff to ensure every possible risk mitigation is taken. We have also reviewed our infection control procedures to allow us to track confirmed or suspected cases and to communicate with parents in the smoothest way possible

WHAT ABOUT LOCALISED LOCKDOWNS?

Cumnor House has planned for a range of scenarios, including localised lockdowns. Should this occur, we will respond promptly to ensure continuity of learning. Measures taken include the introduction of one-to-one devices in school for all pupils in Years 3 and above, which will be available over the first weeks of the Autumn Term..



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