



## A GUIDE FOR PARENTS

# Returning to School in September 2020

## Welcome Back!

We are very excited about all children and staff being back in school in September. It is hard not to feel a sense of sadness and frustration that we are all having to adapt our routines, at least in the short term. We appreciate that this is not ideal for anyone, but taking these steps will enable us to re-open the school.

Our main objective in planning our response to the Covid-19 crisis is the protection and well-being of children and staff, so that we can get everyone back to Banstead Prep safely and continue to provide an outstanding education to the children in as normal a way as possible.

All of our usual pastoral support will be available from September and we have developed our PSHE program to take into account the impact that the last few months may have had on our community. Please do let us know of any concerns that you may have by contacting your child's class teacher in the first instance.

The main changes to our usual way of operating will be:

### **Bubbling**

1. The children will be in bubbles as follows:
  - a. Early Years Foundation Stage (EYFS) – Nursery and Reception
  - b. Year 1 & 2
  - c. Year 3 & 4
  - d. Year 5 & 6
2. Each bubble will be separated from others during the school day, for lessons, breaks and lunchtimes and a one-way system will operate around school.

### **Staggering**

3. There will be some changes to drop and pick up procedures in order to reduce contact between bubbles and to make it easy for parents to drop off and pick up without needing to park on site.

This document is based on our full school Risk Assessment for Covid-19 and is therefore not an exhaustive compendium of our Covid-19 activity. In conjunction with the Risk Assessment, it will be kept under regular review and may therefore change from time to time.

# Health and Hygiene

All staff will have been trained in the Covid-safe measures we have put in place, and, as the children return to school, we will ensure they understand the way that the school day will work for them.

We will remind children and staff regularly about the steps we are taking to reduce risk of exposure to the virus at school, along with visual reminders and signage around the school site:

- Minimise contact with each other and with staff within their bubbles
- Clean hands thoroughly at regular intervals throughout the day
- Ensure good respiratory hygiene (catch it, kill it, bin it)
- Enhanced and more frequent cleaning

## Quarantine

Any child with symptoms of COVID-19 should not attend school for 10 days and is expected to take part in the NHS Test and Trace programme. Please inform the school immediately if a positive result is obtained, by emailing [office@bansteadprep.com](mailto:office@bansteadprep.com).

Children, parents and staff who have travelled from countries that currently require a 14-day quarantine period must have adhered to the Government guidance, to have completed quarantine, and to be fit and well, before they are allowed back into school. Please notify us if this applies to anyone in your household.

If staff display symptoms of COVID-19, they will be sent home to self-isolate for 10 days and undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. If the test is negative, they can return to school when they feel well enough to do so.

Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. A negative result means the child can return to school. We will notify you if there is a positive result that will have an impact on your child or their bubble.

## Social distancing

Classrooms have been organised so that if a specialist teacher will be coming into a bubble, they will be 2-metres away from the children. For the foreseeable future, we will not be holding large gatherings in school (such as assemblies) and will instead continue to do these virtually as we did last term.

## Medical care

Children requiring medical care or first aid will be sent to the School Office. Any child displaying Covid-19 symptoms will be isolated in the adjacent meeting room, which has furniture that can be easily cleaned. Parents will be contacted and asked to collect their child immediately.



In accordance with Government guidelines no special arrangements have been put in place prior to the return of school for children who were on the shielding list as shielding has ended.

## Hand washing / sanitising

Children will be supervised to wash their hands at the start of the school day, before and after break and lunch times, and to use hand sanitiser as they enter and leave classrooms. There will be hand sanitiser available in each classroom and children may bring their own personal hand sanitisers to school if required. Tissues are provided in each room and we will promote the "catch it, bin it, kill it" approach.

## Face coverings

Staff will not be wearing personal protective equipment (PPE) apart from when dealing with specific events, such as if providing intimate care, or caring for a child showing Covid-19 symptoms.

## Visitors

Parents are not allowed onto the school site unless you have a prearranged meeting that cannot be held remotely. If you need to contact the School Office, please call 01737 363601 (Option 7) or email and we will respond or call you as appropriate. If you need to speak to your child's teacher, please email him/her directly. Email addresses are available via the Parent Portal. Staff will respond during working hours, within 24 hours.

We will use remote meetings wherever possible to minimise face to face meetings. Where this cannot be avoided, meetings will be pre-booked and carried out according to COVID-19 compliant guidelines. Visiting contractors or speakers will be expected to follow these precautions. No other visitors will be permitted on site outside of these arrangements.

Please remain in your vehicles when dropping off or collecting. If collecting on foot, please stay distant from the school gate and other parents. Parents should not come onto the school site unless they have a pre-arranged meeting.

Parents' evenings will be held virtually, until such time that we can safely change the format, including the beginning of the year 'Meet the Teacher' event.

## How can you help us?

- Follow Government guidelines at all times including self-isolation and test and trace
- Informing us if you have any concerns or if your child or someone at home is unwell
- Keeping socially distant from people outside your household
- Practising good hand and respiratory hygiene
- Avoiding face-to-face contact with people and crowded places
- Keeping indoor places well-ventilated



# The School Day

School will operate full time for all children from the first day of term, Thursday 3 September. There will be slightly different arrangements for Reception on the first day of term, and for Nursery children joining the school. Parents will be informed of these arrangements directly.

## Arriving at School

We will continue to run a double stream "kiss and drop" system in the car park. You may drop off anytime between 8.00am and 8.20am. Please look for signage in the car park indicating which class should be dropped each side. Siblings may be dropped together (except for those in Nursery). If walking to school, please stay at least 2m distant from other parents and children and avoid congregating near the gate.

Children in Years 2 – 6 should go straight to their classroom, where their teacher will be waiting for them. Younger children will be escorted from the gate to their classroom.

Please drop Nursery children at the back gate on Mellow Close between 8.00am and 8.20am. Miss Compton will advise arrival times for children that are new to Nursery. Please remember to be considerate of our neighbours when driving and parking in Mellow Close.

## End of the School Day

Children may be collected from a double stream pick up in the car park at the end of the day, with staggered finish times to avoid contact between bubbles. You should pick up on the same side as you dropped off in the morning. Younger siblings in sibling club will be brought to the older siblings pick up. All Nursery children (including younger siblings) should be collected from the back gate in Mellow Close.

The collection times are as follows:

Year Group	Time	Year Group	Time
Nursery	Allocated	Year 3	3.50pm
Reception	3.15pm	Year 4	3.55pm
Year 1	3.25pm	Year 5	4.00pm
Year 2	3.30pm	Year 6	4.05pm

## After School Care and Co-curricular Clubs

After School Care will be available for all year groups, until 6.00pm as usual. Until 5.00pm, this care will be provided within usual bubbles. After 5.00pm, care will be provided in the School Hall with children in different bubbles required to socially distance.

Co-curricular clubs will be offered within bubbles, and the clubs list will be sent out in the first week of term with clubs beginning the first full week of term (w/c 7 September). When collecting your child from a co-curricular club, they will be brought to the double stream pick



up (when you book a club you will be informed from which side to collect and at what time.) Otherwise, they will be taken to After School Care.

When collecting your child from After School Care before 5.00pm, please call the School Office on 01737 363601 (option 7) who will contact your child's after school care bubble and your child will be brought to you. When collecting from After School Care after 5.00pm please call After School Care directly on 07784 368437 and your child will be brought to you.

## Uniform

On the days that the children have PE or Games timetabled, they should wear their PE/Games kit all day, to reduce the need to use changing rooms at school. Full school uniform should be worn as normal at all other times. Timetables will be provided to the children on the first day of term. We will inform you directly if your child has PE or Games that day.

Children will change out of, and back into, their school uniform for swimming, and changing rooms will be cleaned between uses.

## Academic lessons

We will offer our full curriculum, including swimming, Forest School, and cookery. All specialist subjects will be taught by specialist teachers, who will move between bubbles, keeping socially distant from children and other staff.

Children will be mainly taught in their form groups with some mixing within their bubble e.g. for Games. They will be taught mainly in their classrooms, to reduce movement around school and contact between bubbles, except for when specialist teaching spaces are required.

There will be some restrictions for Music, as group singing and woodwind/brass instruments are not permitted within schools. We expect other individual music lessons to take place as normal.

It is unlikely that fixtures against other schools will be able to take place this term.

As guidelines permit local trips to take place, subject to appropriate risk assessments, we will run these where appropriate. Full details of any planned trips will be provided in your Meet the Teacher presentation.

A normal homework timetable will operate throughout next term. Learning support will also be provided as normal with appropriate safety measures in place.

## Equipment

We will minimise the sharing of equipment between children and pods by having dedicated equipment for individuals and each pod as far as possible, or cleaning between uses.

Children should have their own fully equipped pencil case and should not share equipment with other children. For children in Years 3 – 6, the equipment list can be found in our [Information for Parents booklet](#). For children in Year 1 and 2, the equipment list can be found here: [Year 1 and 2 Equipment List](#). We will provide equipment for children in EYFS.



We will have a stock of stationery in school that you can purchase via ParentMail for your child if they are missing something they need.

Please provide a refillable water bottle each day, named on both bottle and cap and as distinctive as possible so your child can identify their own bottle. Please wash bottles after each use. The children may bring a fruit or vegetable snack for break time as usual.

## Lunch

Children will eat in the dining hall as usual, in their bubbles. Lunchtimes will be staggered to minimise the number of children moving around school at any one time and to allow for cleaning the dining hall between sittings. There will be no self-service food items available, however we will continue to provide a choice of nutritious hot/cold meals and cater for our usual dietary requirements.