



Duncombe
School

An Independent Preparatory
School and Nursery

BACK TO SCHOOL

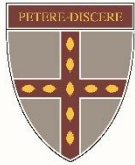
A guide to a smooth and safe transition



COGNITA

Duncombe School part of the Cognita Schools Group

MESSAGE FROM OUR HEADMASTER



Duncombe
School

The events of recent months have proven what I have long said about #TeamDuncombe; its greatest strength is the commitment and teamwork of its staff, pupils and parents. Every one of us within this community has risen to the challenges posed by the arrival of Covid-19 and navigated the challenges the pandemic has thrown our way.

I would firstly like to commend the outstanding efforts of our dedicated staff and Leadership Teams; whose commitment enabled such a successful transition to online teaching and learning. Our pupils have responded exceptionally well and have been a great source of pride. I wish also to thank you – our parent community – for adapting to this new way of working, for giving encouraging praise, sharing your views so we could improve, and for being our partners in coming out of this situation stronger.

The Prime Minister has informed us that the possibility that schools will reopen from 1st June is dependent upon a review of the relevant scientific guidance to determine whether the five Government targets have been met. At this time, we do not know with certainty if the targets will be met or when the next stage towards schools reopening will be announced. However, as I indicated through assembly messages, recent letters and surveys, we at Duncombe, have been planning for the transition back to school. The key message is **'be prepared to be flexible'** as guidance and Government decisions are often communicated to us all with very late notice.

Before our school re-opens, we have been carrying out thorough risk assessments of how we can do our best to ensure the safety of our children and staff. As this is a pandemic, we will not be able to guarantee that your child or our staff will not encounter an infected person. However, we are taking a number of well-informed steps to minimise the risk of such contact. The final decision as to whether to send children to school will lie with you, as parents. As professionals, our role will be to maximise the safety of the

children and staff, to minimise the risks and to provide you and staff with the relevant information.

Duncombe is well supported by the central Cognita team who have been a constant source of support and guidance to us. We have benefitted from insights from our colleagues running schools in Asia and Europe where school reopening has already begun and I greatly value being part of a truly global and expert team.

Some of our staff team, including myself and Mrs Phelan, will not be able to return to work at this time as we are required to "shield", therefore some specialist subjects and year groups will continue to be taught remotely by such staff. Miss Sands and other members of the Leadership Team will be present on site in my absence and I will be in contact via Teams at all points in the day.

Once in school, the children will have to follow new routines which we articulate as 'Golden Rules', These will involve less contact and more hand washing and social distancing. Plans for entrances, drop off and collection time, class pod groups and use of external space are in place and will allow us to operate in the first phase of reopening in a calm, clear and orderly way.

Our number one priority is, and remains, our children and staffs' wellbeing. I hope you will be reassured by the comprehensive plans in place as shown through this document. Please do take time to read through it carefully.

Jeremy Phelan
Headmaster

APPROACH & TIMELINE

RE-OPENING FOR NURSERY

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 of year groups helps us to welcome the school community back in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- The schedule will be subject to change week to week depending on the numbers of pupils attending and further Government announcements concerning other year groups.
- Following our survey, if you have confirmed that your child **is not** returning to school from 2nd June, but wish to re-join later, please confirm to office@duncombe-school.co.uk by the preceding Thursday to join the class on the following Monday e.g. WK2 8th June. Children returning **may only re-join on a following Monday** due to the planning that is required to ensure their safe return to school and staffing allocation.
- In addition children will not be able to add extra sessions or change sessions during this time
- On arrival at school, please follow the signage to Treetops where children can be taken to the right-hand side entrance; following the marked pathways and observing social distancing markings.
- Once the door has opened, parents will say goodbye to their child at the door and a member of the Nursery team will accompany your child to the classroom.
- At the end of the school day, parents are requested to wait at the front of the Treetops building on the running track. A member of the team will bring your child out to you.
- We will share a video explaining what the day will look like, including drop-off and collection routines, on the afternoon of **Monday 1st June**, please watch this with your child to prepare them for the return to school.
- We will communicate with families directly concerning half day sessions drop offs and pick up arrangements.

	Date	School day	Drop off	Pick up
Week 1	Monday - 1 June	Staff preparation day – no children to attend school		
	Tuesday - Friday 2-5 June	9.00am - 3.20pm	9.00am	3.20pm

A COMBINED TRANSITION TO TEACHING & LEARNING

Miss Ord and her team will teach the children in school and also guide the check in with the home learning group each day.

To do this we will:

- Provide online resources and support for those children who have actively decided not to return to school for the time being despite being in the 'returning' year groups. The content and structure will be similar to what has been shared in the first half of term but may differ over time.
- **Monday 1st June**, will be used to prepare the classroom for children returning **on Tuesday 2nd June**
- Please ensure your child brings in a water bottle each day. This will be sent home for cleaning at the end of every day.
- If it is a hot day, please ensure you apply sun cream to your child prior to them coming in.
- No coats, bags or toys should be brought in from home.



APPROACH & TIMELINE

RE-OPENING FOR RECEPTION

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 in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- The schedule will be subject to change week to week depending on the numbers of pupils attending and further Government announcements concerning other Year groups.
- Following our survey, if you have confirmed that your child **is not** returning to school from 2nd June, but wish to re-join later, please confirm to office@duncombe-school.co.uk by the preceding Thursday to join the class on the following Monday e.g. WK2 8th June. Children returning **may only re-join on a following Monday** due to the planning that is required to ensure their safe return to school and staffing allocation.
- On arrival at school, please follow the signage to the relevant drop off point.
- Reception Apple – please drop your child at the music block.
- Reception Oak - please drop your child at the front entrance to Treetops.
- Please ensure you follow the marked pathways and observe social distancing markings.
- Once the door has opened, parents will say goodbye to their child at the door and a TA will accompany your child to the classroom.
- At the end of the school day, parents are requested to collect their child from their drop of point and a member of the team will bring your child out to you.
 - Reception Apple – the Music Studio
 - Reception Oak – the front of Treetops.
- We will share a video explaining what the day will look like, including drop-off and collection routines, on the afternoon of **Monday 1st June**, please watch this with your child to prepare them for the return to school.

	Date	School day	Drop off	Pick up
Week 1	Monday - 1 June	Staff preparation day – no children to attend school		
	Tuesday - Friday 2-5 June	8:50am - 3.30pm	8:50am	3.30pm

A COMBINED TRANSITION TO TEACHING & LEARNING

Mrs Copeman/Mrs Vinal and Miss Flowers assisted by staff will be teaching Reception in pods related to the classes as well as providing online learning for children unable to return to school.

To do this we will:

- Provide online resources and support for those children who have actively decided not to return to school for the time being despite being in the 'returning' year groups. The content and structure will be similar to what has been shared in the first half of term but may differ over time.
- **Monday 1st June**, will be used to prepare the classroom for children returning on **Tuesday 2nd June**
- Please ensure your child brings in a water bottle each day. This will be sent home for cleaning at the end of every day.
- If it is a hot day, please ensure you apply sun cream to your child prior to them coming in.
- No coats, bags or toys should be brought in from home.



APPROACH & TIMELINE

RE-OPENING FOR YEARS 1&6

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 in a safe, orderly and effective manner.
- The schedule for return is set out clearly below, together with new timings for the school day.
- The schedule will be subject to change week to week depending on the numbers of pupils attending and further Government announcements concerning other Year groups.
- Following our survey, if you have confirmed that your child **is not** returning to school from 2nd June, but wish to re-join later, please confirm to office@duncombe-school.co.uk by the preceding Thursday to join the class on the following Monday e.g. WK2 8th June. Children returning **may only re-join on a following Monday** due to the planning that is required to ensure their safe return to school and staffing allocation.
- **Year 6** On arrival must enter school via the pedestrian entrance and not enter the car park.. Children will follow the signage and marked pathways to rear of the school and their allocated classrooms.
- **Year 1** On arrival at school, please follow the signage to the relevant drop off point following the marked pathways and observing social distancing markings.
 - 1A to go to the New Hall
 - 1TG to go to the Old hall via the terrace
- Once the relevant door has been opened, Year 1 parents will say goodbye to their child at the door and the teacher or TA will accompany your child to the classroom
- At the end of the school day, parents are requested to collect from the same point they were dropped off.
- We will share a video explaining what the day will look like, including drop-Off and collection routines, on the afternoon of **Monday 1st June**, please watch this with your child to prepare them for the return to school.

Year	Date	School day	Drop off	Pick up
Week 1	Monday - 1 June	Staff preparation day – no children to attend school		
Year 1	Tuesday - Friday 2-5 June	8.40am - 3.30pm	8.40am	3.30pm
Year 6	Tuesday - Friday 2-5 June	8.30am - 3.40pm	8.30am	3.40pm

A COMBINED TRANSITION TO TEACHING & LEARNING

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

Year 1 pupils will be in pods in their classrooms with Mrs Turner/Mrs Galaska and Miss Ashcroft assisted by staff. Online materials will be posted on Seesaw with live morning and afternoon check-ins for remote pupils.

Year 6 pupils will be in pods with Mrs Takawira and Miss Morely assisted by staff. Learning will be based on the Teams platform with specialist lessons delivered to classes both at school and learning remotely.

INFORMATION FOR YEARS 2-5 we will:

- Continue the online educational provision for children who are not yet in the 'returning' year groups.
- Provision will be subject to change should Government guidelines change and further year groups return to school.



APPROACH & TIMELINE

RE-OPENING FOR EKG & KG

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 in a safe, orderly and effective manner in line with guidance from Government and Local Authority.
- The schedule for return is set out clearly below, together with new timings for the school day.
- The schedule will be subject to change week to week depending on the numbers of pupils attending and further Government announcements concerning other Year groups.
- Following our survey sent out today, if you confirm that your child **will not** be returning to school from 8th June, but wish to re-join later, please confirm to office@duncombe-school.co.uk by the preceding Thursday to join the class on the following Monday e.g. WK3 15th June. Children returning **may only re-join on a following Monday** due to the planning that is required to ensure their safe return to school and staffing allocation.
- In addition children will not be able to add extra sessions or change sessions during this time
- On arrival at school, please follow the signage to -
 - Early Kindergarten – follow path to the left of the Treetops building
 - Kindergarten – follow the path to the right of the Treetops building
- Following the marked pathways and observing social distancing markings.
- Once the door has opened, parents will say goodbye to their child at the door and a member of the team will accompany your child to the classroom.
- At the end of the school day, parents are requested to collect their child from their drop off points. A member of the team will send your child out to you.
- We will communicate with families directly concerning half day sessions drop offs and pick up arrangements.

	Date	School day	Drop off	Pick up
Week 2	Monday 8 June	9.10 am-3.20pm	9.10am	3.20pm

A COMBINED TRANSITION TO TEACHING & LEARNING

Treetops team assisted by staff will be teaching in pods as well as providing online learning for children unable to return to school.

To do this we will:

- Continue the online educational provision for children who are not yet in the 'returning' year groups during week commencing **2nd June**
- From **8th June** provide online resources and support for those children who have actively decided not to return to school for the time being despite being in the 'returning' year groups. The content and structure will be similar what has been shared in the first half of term but may differ over time.
- Please ensure your child brings in a water bottle each day. This will be sent home for cleaning at the end of every day.
- If it is a hot day, please ensure you apply sun cream to your child prior to them coming in.
- No coats, bags or toys should be brought in from home.
- If your child requires a comforter or toy for sleep time, they may carry this in and place it in their shoe box.



NEW GUIDANCE DURING THE SCHOOL DAY

We will all have to adapt our behaviour during the school day to ensure everyone's safety.

BEFORE YOU LEAVE SCHOOL

If you or your child shows symptoms of Coronavirus, you should keep your child at home and notify the school of absence via email office@duncombe-school.co.uk. Please put 'Absence' followed by your child's full name and class in the title of the email.

SOCIAL DISTANCING IN THE CLASSROOM

We have followed guidance in reference to social distancing in the classroom. This guidance stipulates a maximum size of **15 pupils per class**. In Reception, Year 1 and 6 the children coming to school will form two pods, in each year group, based on parental response of intention to return. The children will be in their class for the school day and the teacher will also stay with them. We will also use the grounds for outside learning and fresh air.

BREAK TIMES

We will have separate play areas and times in the grounds to avoid pod groups mixing.

MOVING AROUND SCHOOL

We will have break and lunch times. We will be operating a one-way system to manage the flow of people around the building.

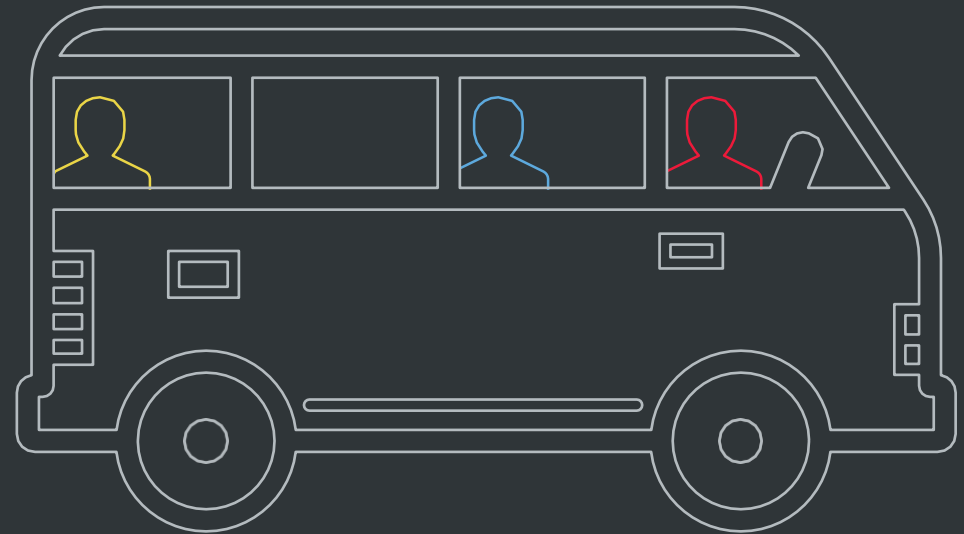
We have added signage and floor markings to help everyone maintain social distancing whilst moving around the school site. Classrooms will have less items and will comply with Government guidance concerning safe working practices..

PERSONAL HYGIENE

We will continue to urge children to regularly wash hands and this will be timetabled. Extra supplies of soap and paper towels have been purchased. Children's uniform will need to be washed daily. Therefore, we are allowing children to wear either their PE kit, Summer or Winter uniform to school. Unless forecast to rain children should not need to bring in coats.



SCHOOL SERVICES



Transport

- 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:
 - Staggered drop-off and collection times
 - Markings on the railings for spacing
- Where families have children in more than one year group, please follow the earliest drop off time taking the eldest sibling first and then the youngest where a member of staff will admit them into their pod classroom.
- Similarly please collect the youngest child first and then the eldest from the allocated collection points.

Catering:

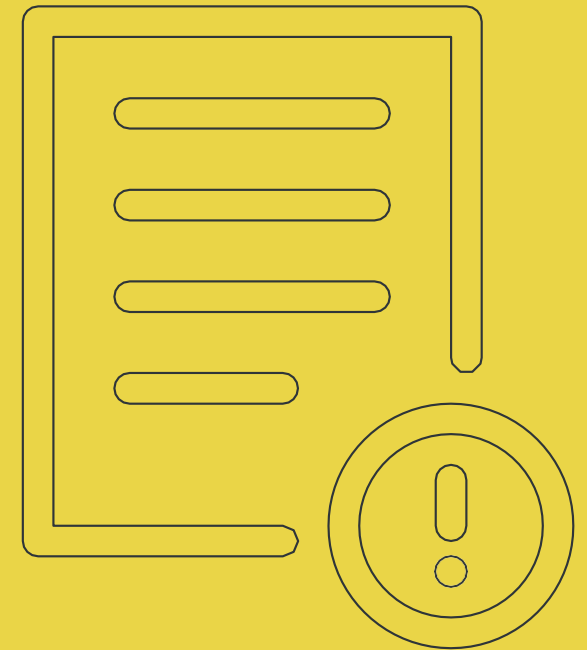
- Our catering team will provide all children and staff with a hot healthy school lunch, served in individual boxes to the year groups, meeting all dietary needs.
- We shall be using our online booking system for menu selections for the week which will be sent via email with the accompanying weekly menu.
- These lunches will be eaten in the school building or in designated areas outside dependent on the weather.
- Our catering team have all received additional training to ensure the highest standards of hygiene and safety.

Everyone:

- Keep 2m apart from the car in front of you.
- Follow signage very carefully.
- Parents will not be admitted into the school building unless invited by a member of staff.
- Please only use our repurposed Office at rear of school adjacent to the car park where absolutely necessary using the clear social distancing markings. This will only be open at Drop off and Pick up times.
- Enquiries should be made using email in the first instance.

PARENT GUIDE AT A GLANCE

1. Duncombe will open for Nursery, Reception, Year 1 & 6 on Tuesday 2nd June
2. Duncombe will open for EKG & KG from Monday 8th June
3. Talk to your child about the new measures in this brochure
4. Ensure uniforms are washed at the end of each school day
5. Check your child's temperature each morning before school
6. No blazers, school bags and stationery will be allowed in school. A named water bottle and snack only to be brought in from home; snacks to be in sandwich bags



FAQS



WILL EXTRA- CURRICULAR EVENTS RE-START?

For all classes:

No, not yet. After school clubs, school trips and the like will re-start when the Government guidance changes.

WHAT'S YOUR POLICY ON VISITORS?

For now we will not be welcoming external visitors to our school site. As a parent you are always welcome to contact us and arrange a telephone or Teams meeting.

HOW ARE YOU RECORDING ABSENCE OF PUPILS WHEN SCHOOL RE-OPENS?

Once the school re-opens for your child's year group, we will record attendance in the same way as before. However we recognise some families will choose to keep their child at home and we will support this decision recording this as an 'Authorised Absence'. To notify the school of the absence **email** office@Duncombe.school.co.uk Please put 'Absence' followed by your child's full name and class in the title of the email.

WHAT IF MY CHILD IS UPSET OR HURT?

Unfortunately, our staff will have to maintain social distancing where possible with the children. We will support them through our words but with no physical contact. If a child is hurt and needs first aid we will help them, however staff will wear appropriate PPE.

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

We understand that some parents and children may be wary about physically returning to school and we will do our best to deliver a suitable level of online provision for these pupils, such as a daily check-in. This will be on a 'best endeavours' basis as we look to balance staff team working in classrooms and trying to deliver some online provision at the same time.

WHAT HAPPENES IF A MEMBER OF THE POD HAS COVID-19 SYMPTOMS?

The child will immediately be isolated in the medical room and their parent/guardian will be asked to collect them. All families in the Pod will be informed and as current guidance stands, those children and their households will need to self-isolate. If the child's test is negative, then the Pod can return to school.

WHAT HAPPENS TO THE EQUIPMENT THE CHILDREN USE DURING THE DAY?

Once the children have left the building the staff will clean and sanitise all equipment that has been used during the day to prepare for the following day.

HEALTH CHECKS?

Please continue to check your child's temperature before leaving for school, if it is 37.8 degrees or higher, stay at home and inform school.

WILL CHILDREN AND STAFF BE EXPECTED TO WEAR FACE COVERINGS ON SITE?

In line with Government guidance we do not require pupils to wear masks during the school day. While we do not prohibit the wearing of masks during lessons, please bear in mind that masks are uncomfortable to wear and result in more frequent touching of the face. Furthermore, masks are primarily worn to prevent the wearer from spreading the virus rather than catching it. Therefore, for Primary age children in particular, who are low risk transmitters and likely to be most distracted and discomfited by the wearing of such an item, we feel that wearing a mask in school is counterproductive. We have also provided the same advice to our staff.

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

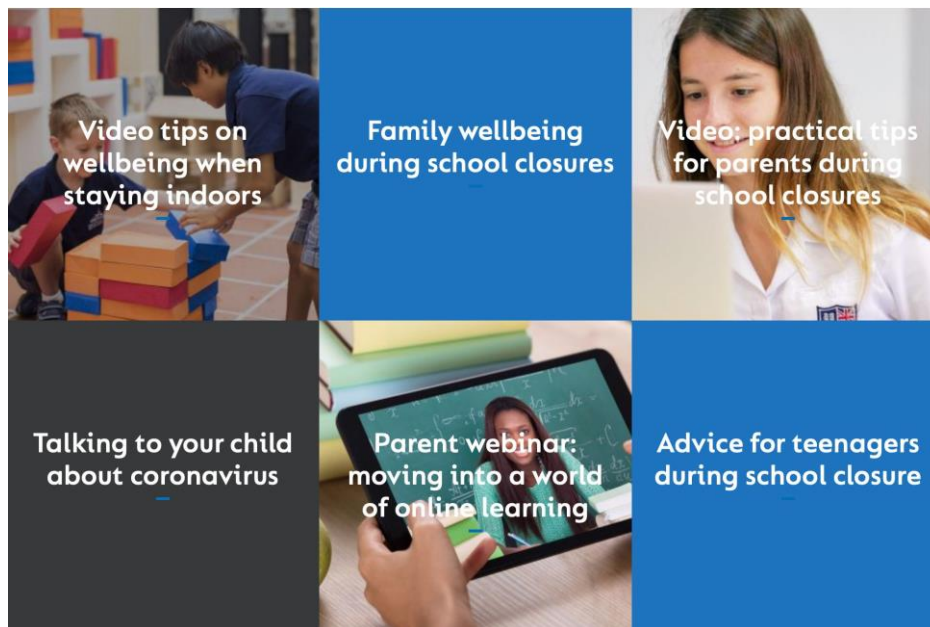
In all cases, we use coronavirus approved disinfectants/aerosols and have ordered sufficient stocks from our cleaners.

Prior to returning the school will have undergone a thorough deep clean.

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 by being a part of the Cognita group we have been provided with 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 would like to say thank you to you and the staff at Duncombe for making online tuition work so successfully in these unprecedented circumstances."

"The teachers have been fantastic. The lessons have been engaging, varied and enjoyable. We are thankful to you all for your hard work. It has been a wonderful experience to see the learning experience from the child's side."

"The teachers and staff are making such an effort!! I really applaud their positive attitudes and such thoughtfulness of how this situation is affecting them."

"As always your staff have been warm, kind, caring and utterly professional. I can not thank Team Duncombe enough for all they are doing to support our families."