



BACK TO SCHOOL

Parents' guide to a smooth and safe transition



MESSAGE FROM THE EXECUTIVE HEAD



To everyone in our school community,

Never in our lifetimes have we had to deal with the recent global events, yet through the most challenging of moments, here at Salcombe we have embraced the opportunity to learn and grow as a school community.

These moments of adversity have shown us that our school community stands strong thanks to the outstanding efforts of our dedicated educators whose hard work ensured a smooth transition to the summer program of online learning. We have seen our children adapt brilliantly to the new ways of learning, relishing the new opportunities before them, their resilience when faced with the new challenges, their increased self confidence and them grasping the opportunity to develop their critical thinking and their independence.

Our learning support staff, our administration and site teams, are those that have manned the Key Worker Centre. They have embraced the new safety guidelines in which we now need to work and have been on hand to adapt and continue to offer the most wonderful pastoral care, and educational support for the children of our community. It has been a tremendous team effort and my thanks goes to them all.

Coming back to school for the children is an important step as social interactions with their peers is a tremendous part of school. This underpins a healthy, broad and enriched curriculum creating childhood memories of school which will last forever. It is incredibly important for the wellbeing of children for us all to embrace the new norm and in the words of one of our pupils on their survey, "Lockdown, please be over".

As you can imagine, school will look and feel very different in many ways when we return as we all need to adapt to the new ways of working, however please be reassured that the Salcombe team and I will continue to strive for excellence to ensure the delivery of our outstanding curriculum whilst placing the pastoral needs and wellbeing of our children at the core of all we do.

The Salcombe staff and I look forward to welcoming you back.

Mrs Sarah Davies
Executive Head

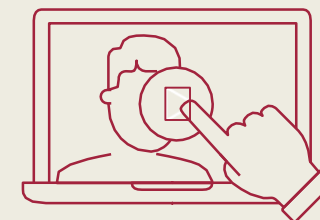
RE-OPENING APPROACH & TIMELINE

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. If you have more than one child at the Pre-Prep, the older siblings at the Pre-Prep will be dismissed at the same time as the youngest sibling to minimise social contact. We will continue to support our key workers by providing extended care (please see below KWC).

Years	Date of return	School day	Drop off	Pick up
Preschool	Monday 1 st June	09:00 – 15:00	09:00	15:00
Reception	Monday 1 st June	08:45 - 15:15	08:45	15:15
Year 1	Monday 1 st June	08:30 – 15:30	08:30	15:30
Year 6	Monday 1 st June	08:30 – 16:00	From 08:00	16:00
Years 2-5	TBC	TBC	TBC	TBC
KWC PS to Y1	Monday 1 st June at the Pre-Prep	08:00 -16:00	From 08:00	16:00
KWC Y2 - 5	Monday 1 st June at the Prep	08:00 -16:00	From 08:00	16:00

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:

- Follow the government guidelines which advocate teaching children in ‘micro-classes/bubbles’ to minimise the social contact of children and staff.
- Prioritise the delivery of the teaching within the micro-class/bubble setting. There will be a balance of teacher led lessons with some specialist taught subjects online.
- Continue the online educational provision for pupils who are not yet in the ‘returning’ year groups. This applies to Years 2 to 5.
- Provide online resources and support for those families who have decided not to return their children to school for the time being despite being in the recommended ‘returning’ year groups. This applies to non-returners in Preschool, Reception, Year 1 and Year 6.
- Please note this educational offering will be on a ‘best endeavours’ basis. Our teachers are now spread across smaller physical classrooms (micro-classes/bubbles) so their capacity to also provide online teaching for returning year groups will be limited.

NEW GUIDANCE DURING THE SCHOOL DAY

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

ENTERING THE SCHOOL

All pupils and staff entering the school buildings will enter through trays of disinfectant to kill any virus on their shoes.

All pupils and staff will have their temperature taken as they enter the school.

All pupils and staff will clean their hands with antibacterial gel on entry to the school.

SOCIAL DISTANCING IN THE CLASSROOM

We are following the government advice which states *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 split into 'micro-classes'. Government guidance stipulates a maximum size of 15 per class. We have set a maximum of 8; however we recognize that some of our rooms may have room for less children. This means that students will be assigned a class and will stay within their micro-class/bubble for the whole day, including staying together at lunch and breaks. The assigned staff will also stay with them.

We are using all the available space and staff we have, to achieve this government stipulation. Consequently your child may unfortunately not be in their usual classroom. This is to minimise contact for each micro-class/bubble as far as possible.

BREAK TIMES

We will stagger break times to avoid micro-classes/bubbles mixing. It's not something we do happily as playtime is a key part of learning, but it is a significant risk mitigation. The playground will also be zoned so children do not mix socially or share play equipment.

MOVING AROUND SCHOOL

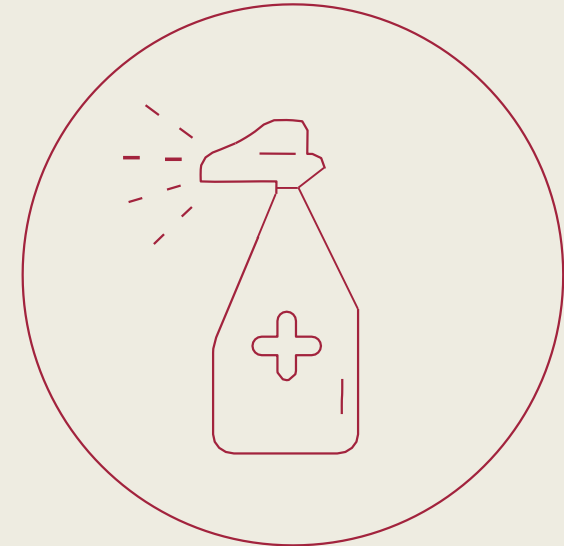
We will be operating a one-way system to manage the flow of people around the building when possible. We have added signage and floor markings to help everyone maintain social distancing.

PERSONAL HYGIENE

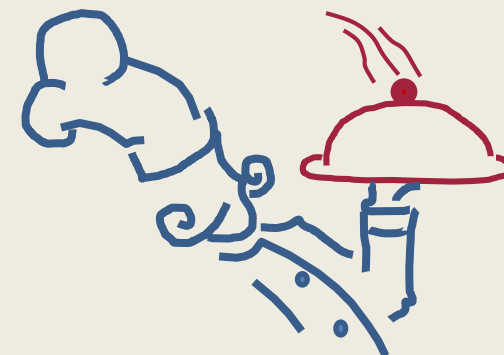
We will supervise children to regularly wash hands just as we did pre-lockdown. We have enough bathrooms to support this in a staggered way.

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.



SCHOOL FOOD AND CATERING



Snacks

- The school does not have the facility to clean and store lunchboxes separately each day. So it is advised that children should bring in their snack in a disposable bag.
- Preschool will be provided fruit as usual.
- Every child should bring in a clearly named bottle of water which they will keep at their designated desk.
- Please note unnamed bottles will be disposed of to minimise the risk of infection.

Catering

- Lunches will be provided by our caterer, Thomas Franks, with the following considerations:
- Lunch will be served in disposable, recyclable containers (hot boxes) to avoid risk of infection from plates and cutlery.
- Disposable, recyclable cutlery will also be provided.
- Where possible, food will be eaten in the class bases or outside in their play zones depending on the weather.
- The costs for lunches will be charged for.

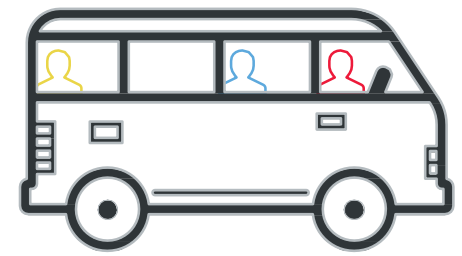
Packed Lunches

- Children who normally bring in a packed lunch can either opt into school lunches for the remainder of the summer term and be charged accordingly, or bring in their packed lunches in a disposable bag in a similar way to the snacks.
- Please note snack bags will not be allowed on site.

Sample Summer Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Italian meatballs with pasta, tomato sauce and mozzarella	Katsu chicken with steamed rice & broccoli	Pinoy fried chicken with seasoned wedges & slaw	Sausage & mash potato, peas carrots & gravy	Peperoni pizza with skinny fries & sweetcorn
Vegetarian Meal	Caponata pasta with mozzarella & basil	Vegetable & chickpea curry, steamed rice & broccoli	Southern fried Halloumi with seasoned wedges & slaw	Quorn sausage & mash potato, peas, carrots & gravy	Pesto pasta with cherry tomatoes

SCHOOL SERVICES



Transport

- As per government advice we urge you to avoid public transport, if possible.
- If not possible please follow guidelines around using 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.

Social Distancing of Parents

- Please note parents are not allowed to enter the playground area of the Pre-Prep.
- Please can you ensure that you limit only one parent/carer to drop off and collect your child/ren and all parents need to abide by the social distancing 2 metres apart.
- Parents at the Prep school should not enter the school courtyard garden as the main entrance will be limited to staff access only.

Drop Off

- We have introduced the following system to limit social contact during these times:
- Preschool children will enter the Preschool gate; N3 pupils will go to the right of the building and enter the building to the rear. N4 pupils will enter the building through the usual Preschool door. Mrs Catlin will clarify which group your child falls in to.
- RR children will go to the left of the building and enter the building through the RR class door. RH children will enter the building at the after-school collection door.
- Year 1 will enter via the side door by the kitchen and go upstairs on the left-hand side.
- Year 6 will go to the right of the Prep, down the drive and enter the school through the first gate.
- There will be social distancing markers at each entrance for the children to follow and wait at whilst safety checks are done at the entrance to the school.

Collection

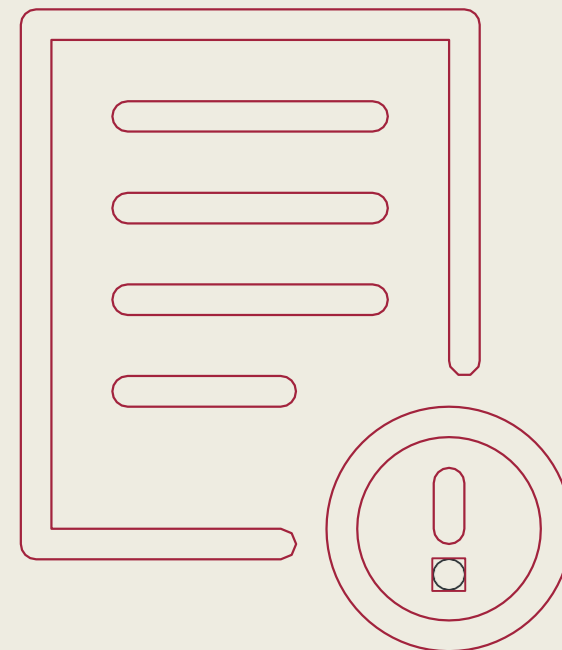
- Pre-Prep children will be brought to the playground to be dismissed. Please strictly adhere to the collection times and use the social distancing markers.
- Prep children will be brought to the playground to be dismissed out of the side gate. Parents are to follow the one way system and to abide by social distance rules
- After you have collected your child/ren, we ask for your support in clearing the area outside of the school as quickly as possible so that we can adhere to social distancing. Your assistance in keeping the children and the school community safe is appreciated.

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. This is except for the Key Worker Care Centre which will continue to provide care from 8:00 to 16:00.
- Unfortunately, there will be no extra curricular clubs or events such as sports fixtures; nor school trips in order to minimise the social contact of each of the micro-classes/bubble.
- 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.

PARENT GUIDE AT A GLANCE

1. Talk to your child about the new measures in this guide and the guide for children which will be published shortly
2. Take note of any changes to the timings of the school day for your child
3. Please send your child to school each day in a clean set of clothes. If this means you have to substitute a piece of uniform, then please do so – for example if you only have one pair of grey shorts please swop these to a different pair to ensure the child is in clean clothes daily. This is to ensure that uniform can be regularly washed. Please note there is no need for a tie, a coat nor a blazer; as these are items which do not normally get washed very often. On PE days, all Pre-Prep children should come to school in their PE kits which is normal practice at the Prep already. Please do not send PE bags in.
4. If you have decided not to send your child back, please confirm this in writing to parents@salcombeprep.co.uk. If you subsequently change your mind and would like your child to join their peers in school, please give us 48 hours notice and again confirm in writing to parents@salcombeprep.co.uk.
5. Please do not send your child to school if they have a temperature or any symptom of the Coronavirus or if your child is unwell in any way.



FAQS



WILL THE SCHOOL FEES DISCOUNT BE REMOVED?

For Preschool 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.

WHAT IS YOUR POLICY ON VISITORS?

Please be assured that the school are discouraging any non-essential visitors during school hours. Essential visitors are welcome to the school but are required to book in advance and we will be following social distancing guidelines. As parents you are always welcome to contact us via parents@salcombeprep.co.uk

WILL THE KEY WORKER CENTRE RUN FOR YEARS 2 – 5?

Care will continue to be provided at the Prep school for the children of Key Workers, Extended care for KWC children in Preschool to Year 1 will be also available at the Pre-Prep.

WILL MY CHILD DO PE?

All PE lessons will be outside in the playground and will include social distanced activities. We will also aim to teach some academic lessons outside too as recommended by the government to ensure children get plenty of fresh air.

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 pupil or member of staff wishes to wear a face covering, then 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.

WILL THE PREP CHILDREN MOVE BETWEEN LESSONS?

No, all children will have their lessons in their micro-class/bubble base. This will be a balance of directed lessons and online lessons from specialist teachers who may remain offsite.. This is done to minimise the social contact of both children and staff but allows Salcombe to continue with its unique specialist taught curriculum.

HOW WILL BREAKS BE ORGANISED?

Each micro-class/bubble will have their own playground zone in which to play in. Playtime and lunch times will be staggered during the day. This is done to minimise the social contact of both children and staff. Toys and playground equipment will be regularly cleaned,

WILL THE ROOMS BE WELL VENTILATED?

We will ensure all rooms will be well ventilated throughout the school day.

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

We understand that some parents and pupils may be wary about physically returning to school and we will do our best to deliver a suitable, modified asynchronous level of online provision for these pupils. This must 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 pupils 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'. We will continue to register their online engagement.

WHAT IS YOUR CLEANING REGIME?

We have a robust cleaning regime throughout the school day with a focus on bathrooms and high-touch areas such as handles and handrails. At the end of the day we also repeat this and will pay attention on the common areas of the school. On a Friday evening we will do a weekly enhanced clean of all rooms in the school. In the instance of a confirmed COVID-19 case we will perform 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. We have removed from each classroom soft furnishings and soft toys that are more difficult to clean on a regular basis.

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.

“Salcombe have been fantastic, I have full faith in the school’s preparedness when the time is right for reopening - staggered or otherwise”

“The educational provision has been brilliant”

“I’m confident Salcombe will do everything in its capacity to make sure our children are safe. Thank you”

“The teachers are doing an AMAZING job with the online learning”