



Salcombe
Preparatory School

BACK TO SCHOOL

Guidance: March 2021





Salcombe
Preparatory School

MESSAGE FROM THE SALCOMBE TEAM

Dear Parents and Children,

We are delighted, like you are no doubt, that we appear to be on the road out of the pandemic's worst effects.

The worst effect in our opinion, behind the grief and suffering caused by this dreadful disease, is the challenges it has presented to young people around the world. We do however hold on to the belief that this challenge will have engendered resilience and a newfound appreciation for the social side of school for our pupils.

For our team this has, without question, been the very challenging of years. It has also been, however, the year of most professional growth. The skills our team have learnt, the dedication they have shown, and the flexibility they have demonstrated simply blow us away every day. Thank you for completing the Voice of the Parent survey. Our team are busy reviewing all your comments so that we can enhance our continuously evolving school improvement plans. Thank you for contributing to this: it helps us get better, every day.

A lot of the measures that accompany a return to school you will now be familiar with, but there's a reminder in this pack.

We are looking forward to seeing your children back in school 'in real life'.

Stay well.

WELCOME BACK

Our risk mitigation routines are already well established in school and so welcoming the children back through the school gates safely will draw on this prior experience. The school didn't close during this most recent lockdown, remaining open for Nursery, Key Worker and Vulnerable children.

As before, children will be placed in consistent groups - the 'bubble' concept. Groups will be kept apart where possible, and older children encouraged to keep their distance within their groups.

We are slightly staggering the formal start and finish times for the school day across different year groups in order to regulate the numbers of children and parents entering and exiting the school at the same time. The schedule for each year group is listed below.

Year group/s	Date of opening	Timing of school day
Early Years Preschool and Reception	Monday 8 th March	PS & R: 8:45 – 3:30
Pre-Prep Years 1 and 2	Monday 8 th March	Y1: 8:30 – 3:40 Y2: 8:30 – 3:45
Lower Prep Years 3 and 4	Monday 8 th March	Y3 & Y4: 8:30 – 4:00
Upper Prep Years 5 and 6	Monday 8 th March	Y5 & Y6: 8:20 – 4:05

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.
- Please do not bring your child to school if you have been on holiday within the last 14 days and need to quarantine as outlined in the government guidance and please keep the school informed.
- Please inform the school if anyone in your immediate family is having to self-isolate.
- Any child or member of staff who develops symptoms during the school day will be sent home immediately.

School drop off and pick up:

- Preschool and Reception will enter via the afterschool club door to the left of the building (past the climbing frame). Years 1 & 2 will enter via the door by the stairwell to the right of the Pre-Prep building. Years 3 & 4 will be entering the Prep school through the gate to the left of the main building. Years 5 & 6 will be coming in through the gate to the playground down the side driveway to the right of the main building. We do ask parents to kindly not to enter the school garden area.
- Parents and families will not be permitted to congregate in large groups within, or immediately outside, the school grounds.
- Parents and guardians will also be asked to make a prompt collection from the school at the end of the day to avoid overcrowding and to maintain social distancing.
- Wraparound care will be available from 8:00am – 6:00pm at the Pre-Prep and 8:00am – 6:15pm at the Prep School.



* Bookings can be made either for the whole term or on an ad hoc basis via Cognita Connect from 3rd March 2021. The school will not be running Breakfast Club in the Spring Term due to practicalities associated with ensuring a covid secure environment. Morning Supervision from 8.00 will be available.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8.00 to 8.30	Morning Club * Location: Hall Fee: chargeable Book via Cognita Connect	Morning Club * Location: Hall Fee: chargeable Book via Cognita Connect	Morning Club * Location: Hall Fee: chargeable Book via Cognita Connect	Morning Club * Location: Hall Fee: chargeable Book via Cognita Connect	Morning Club * Location: Hall Fee: chargeable Book via Cognita Connect
3:30 – 4:00	Dismissal and Snack	Dismissal and Snack	Dismissal and Snack	Dismissal and Snack	Dismissal and Snack
4:00 – 5:00	Y1 & 2 Homework Club * Location: Hall Fee: chargeable Book via Cognita Connect	Y1 & 2 Homework Club * Location: Hall Fee: chargeable Book via Cognita Connect	Y1 & 2 Homework Club * Location: Hall Fee: chargeable Book via Cognita Connect	Y1 & 2 Homework Club * Location: Hall Fee: chargeable Book via Cognita Connect	Y1 & 2 Homework Club * Location: Hall Fee: chargeable Book via Cognita Connect
4:00 – 5:00	Wrap Around After School Club Preschool & Reception* Location: Reception Fee: chargeable Book via Cognita Connect	Wrap Around After School Club Preschool & Reception* Location: Reception Fee: chargeable Book via Cognita Connect	Wrap Around After School Club Preschool & Reception * Location: Reception Fee: chargeable Book via Cognita Connect	Wrap Around After School Club Preschool & Reception * Location: Reception Fee: chargeable Book via Cognita Connect	Wrap Around After School Club Preschool & Reception * Location: Reception Fee: chargeable Book via Cognita Connect
4:00 – 5:00 Internal After School Clubs		Preschool & Reception Puzzle & Games Club Location: Classroom Fee: chargeable Book via Cognita Connect	Y1 & 2 Puzzle & Games Club Location: Classroom Fee: chargeable Book via Cognita Connect	Y1 & 2 Lego Club Location: Classroom Fee: chargeable Book via Cognita Connect	
4:00 – 5:00 Internal After School Clubs		Y1 & 2 Mathletics Location: Classroom Fee: chargeable Book via Cognita Connect	Preschool & Reception Sewing Club Location: Classroom Fee: chargeable Book via Cognita Connect	Preschool & Reception Mathletics Location: Classroom Fee: chargeable Book via Cognita Connect	
4:00 – 5:00 External After School Clubs				Year R to 2 Football Led By: Smart Play Location: Playground Contact: 07746039369 Email: info@smart-play.co.uk Fee: payable direct	
5:00 – 6:00	Wrap Around Late Club * Location: Hall Fee: chargeable Book via Cognita Connect	Wrap Around Late Club * Location: Hall Fee: chargeable Book via Cognita Connect	Wrap Around Late Club * Location: Hall Fee: chargeable Book via Cognita Connect	Wrap Around Late Club * Location: Hall Fee: chargeable Book via Cognita Connect	Wrap Around Late Club * Location: Hall Fee: chargeable Book via Cognita Connect



Year 3-6
SALCOMBE PREPARATORY SCHOOL

TIMETABLE OF WRAP AROUND ACTIVITIES: SPRING TERM 20/2021

* Bookings can be made either for the whole term or on an ad hoc basis via Cognita Connect from 3rd March 2021. The school will not be running Breakfast Club in the Spring Term due to practicalities associated with ensuring a covid secure environment. Morning Supervision from 8.00 will be available.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8.00 to 8.20	Morning Club * Location: Hall / Dining Room Fee: chargeable Book via Cognita Connect	Morning Club * Location: Hall / Dining Room Fee: chargeable Book via Cognita Connect	Morning Club * Location: Hall / Dining Room Fee: chargeable Book via Cognita Connect	Morning Club * Location: Hall / Dining Room Fee: chargeable Book via Cognita Connect	Morning Club * Location: Hall / Dining Room Fee: chargeable Book via Cognita Connect
Lunchtime 12:30- 1.00				Y5 & 6 Debating Club Location: Classroom Fee: chargeable Book via Cognita Connect	Y3 & 4 Latin Club Location: Classroom Fee: chargeable Book via Cognita Connect
Lunchtime 1:00- 1.30			Y3 & 4 Spanish Club Location: Classroom Fee: chargeable Book via Cognita Connect		
4:00 – 4:15	Dismissal and Snack	Dismissal and Snack	Dismissal and Snack	Dismissal and Snack	Dismissal and Snack
4:15– 5:15	Y3 & 4 Homework Club * Location: Dining Hall Fee: chargeable Book via Cognita Connect	Y3 & 4 Homework Club * Location: Dining Hall Fee: chargeable Book via Cognita Connect	Y3 & 4 Homework Club * Location: Dining Hall Fee: chargeable Book via Cognita Connect	Y3 & 4 Homework Club * Location: Dining Hall Fee: chargeable Book via Cognita Connect	Y3 & 4 Homework Club * Location: Dining Hall Fee: chargeable Book via Cognita Connect
4:15 – 5:15	Y5 & 6 Homework Club * Location: Classroom Fee: chargeable Book via Cognita Connect	Y5 & 6 Homework Club * Location: Classroom Fee: chargeable Book via Cognita Connect	Y5 & 6 Homework Club * Location: Classroom Fee: chargeable Book via Cognita Connect	Y5 & 6 Homework Club * Location: Classroom Fee: chargeable Book via Cognita Connect	Y5 & 6 Homework Club * Location: Classroom Fee: chargeable Book via Cognita Connect
4:15 – 5:15 Internal After School Clubs		Year 5 Extension – English & Maths Location: Classroom Fee: chargeable Book via Cognita Connect	Year 3 & 4 Lego club Location: Classroom Fee: chargeable Book via Cognita Connect		Year 5 Extension – Verbal Reasoning / Non Verbal Reasoning Location: Classroom Fee: chargeable Book via Cognita Connect
4:15 – 5:15 Internal After School Clubs		Y5 & 6 Pottery Club Location: Art Studio Fee: chargeable Book via Cognita Connect	Year 5 & 6 Science Location: Classroom Fee: chargeable Book via Cognita Connect		
4:15 – 5:15 External After School Clubs	Year 3 to 4 Football Led By: Smart Play Location: Playground Contact: 07746039369 Email:info@smart-play.co.uk Fee: payable direct		Year 3 & 4 Drama Club Location: Classroom Fee: chargeable Book via Cognita Connect	Year 5 to 6 Football Led By: Smart Play Location: Playground Contact: 07746039369 Email:info@smart-play.co.uk Fee: payable direct	
5:15 – 6:15	Wrap Around Late Club * Location: Hall Fee: chargeable Book via Cognita Connect	Wrap Around Late Club * Location: Hall Fee: chargeable Book via Cognita Connect	Wrap Around Late Club * Location: Hall Fee: chargeable Book via Cognita Connect	Wrap Around Late Club * Location: Hall Fee: chargeable Book via Cognita Connect	Wrap Around Late Club * Location: Hall Fee: chargeable Book via Cognita Connect

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 students, 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.

Foggers (a means of spraying an antiviral disinfectant solution to surfaces) will be deployed across the school to support the enhanced cleaning.

CATERING

The catering offer returns to relative normality this term. The kitchen will be open and producing meals. We will stagger lunchtimes to support the distancing between groups.

EQUIPMENT

For equipment-based lessons we are following the guidance issued by the accredited bodies for schools such as Cleapss for Science, DT, Art and AFPE for Sport. All equipment is cleaned after use.

Students can take books home. At the Prep, we suggest that high touch items such as pens are bought from home in a pencil case and remain at school until the end of each half term. A set of stationery will be provided at the Pre-Prep for each child.

Sports, drama, art and music continue to be a crucial part of the school experience and we intend to return these activities back into the school day as much as feasible. Many sports are now supported, drama and art can be delivered in discrete year group bubbles, and music lessons can happen provided we follow social distancing guidelines. We will continue to follow government advice as soon as it is updated. Wraparound care will be available from 08:00-6:00pm at the Pre-Prep and 08:00am-6:15pm at the Prep school and can be booked via the Cognita Connect app.

PERSONAL HYGIENE

Hand sanitiser will be available upon entering every classroom. Children will be required to wash hands or use sanitiser every time they change rooms.

FACE COVERINGS

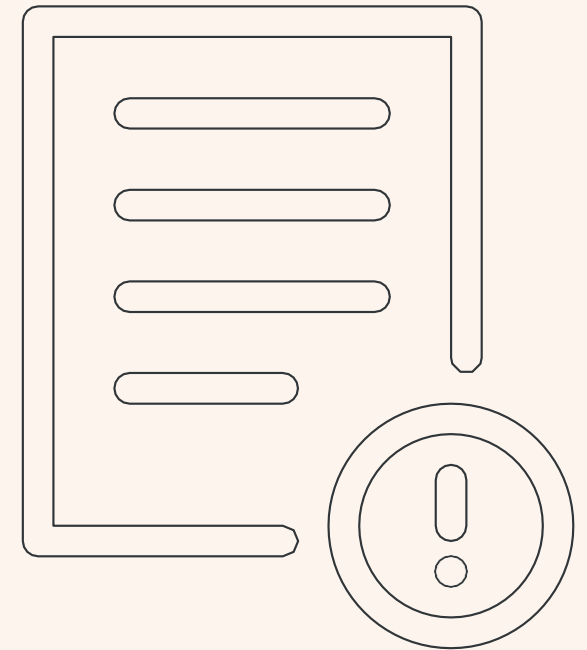
Government advice does not currently recommend the use of face coverings in primary schools. We understand that some parents might still wish their son/daughter to wear one whilst in school and we will not be preventing them from doing so, so long as they are wearing it consistently and sensibly. We will ask individual students to remove their face covering if these are causing any disruption or issues in school. Children require a Ziploc bag to secure face coverings when they are removed for eating to prevent cross contamination. All face coverings should be either disposed of at the end of the day or washed.

SWIMMING

For swimming we are following guidance issued by Swim England for pool operators and swimming will return to the curriculum when safe to do so, in line with Government advice.

SUMMARY OF KEY CHANGES

1. Talk to your child about the expectations outlined in this guide
2. Do not send your child into school if they, or any other member of the household, show any symptoms associated with COVID-19
3. Take note of any changes to the timings of the school day for your child
4. Ensure social distancing measures at drop off and collection are understood



FAQS



Q: Will the children be going swimming?

We will commence swimming as soon as government guidance dictates it safe for the children

Q: Will wrap around care be available?

Yes. Morning and after school clubs and wrap around care will be provided for each bubble from 8am until 6pm at the Pre-Prep and 6:15pm at the Prep. Please refer to details on the Cognita Connect app.

Q: Will school uniform be required?

Yes. We are looking forward to returning to full uniform, since scientific guidelines are not suggesting a reason to avoid this. We will ask that children with PE or Games during that day attend school wearing PE kit and tracksuits, to reduce the impact of changing.

Q: Will the 10-day isolation of bubbles return?

Yes, in instances of a confirmed case in a bubble this will continue to be applied for close contacts. We never like to send bubbles home, but it is a government requirement we have to follow. In these instances, we will immediately revert to our online teaching provision allowing all children to progress in their education without interruption.

Q: What is happening with school catering?

We will be resuming our catering provision. The team have worked hard on COVID-secure practices in the kitchens and serving areas. Children will have access to a range of dinners, as per the menus which will be published soon. Pupils will eat their meals in distanced placings in the Dining Room and Hall, seated with their own bubble group.

Q: Are sports, clubs and trips returning?

We are eager to return to 'business as usual' as much as possible, and this component of education is important. Certain after school activities are approved, and clubs can generally re-start, although there are some restrictions in the latest guidance – please see timetables.

School trips will resume in line with Government guidance.

Q: What will happen with equipment?

We ask that children bring in their own equipment and stationery since sharing will not be appropriate. In some lessons (eg Art, Computing, PE), equipment will be provided as a part of the lesson requirements. Under these circumstances, it will have been cleaned between use by other pupils.

Q: Will the increased hygiene routines stay in place?

Children will continue to 'foot dip' and sanitise their hands, on entry to the school. We have fitted a number of non-touch hand sanitisers around the school. Pupils will be reminded to use these on arrival at school and at designated breaks in the day and wash their hands regularly. There will also be provision of hand gel in all classes to maintain the highest standards of hygiene in these areas.

Q: How will social distancing work?

We recognise that the child's age can impact on the extent to which social distancing can be achieved and is necessary. For older pupils working at desks, we will maintain a 1m gap or more in the classrooms. Staff will be holding a 2m gap wherever appropriate and will minimise the time spent with any individual closer than this distance.

Q: Will my peripatetic music lesson begin?

Yes. Our Peri teachers will be returning to Salcombe to resume individuals' music lessons. A risk assessment has been written to ensure instruments are cleaned between lessons.

Q: Can children bring in their school bags and lunch boxes?

Yes. But we do ask that families regularly wash these.

Q: What happens if my child falls ill at school?

As previously, if your child falls ill at school, you will be called immediately. We do ask that your child is collected promptly for their well being. If the child has a temperature or a cough, they will be isolated with our Covid First aider on duty until their parent arrives.

Q: What can I do as a parent to help?

Please temperature test your child before you bring them to school. If this is 37.8C or above, please keep them at home. Please communicate with the school, regularly if someone in your family is in quarantine; in self-isolation or has travelled abroad. If someone in your immediate family has been tested for Covid 19, please keep the children at home in self isolation until a negative test has been received. Reinforce hygiene routines at home – handwashing; using a tissue when sneezing. Please provide children with their own pack of tissues in their blazer just in case they sneeze.

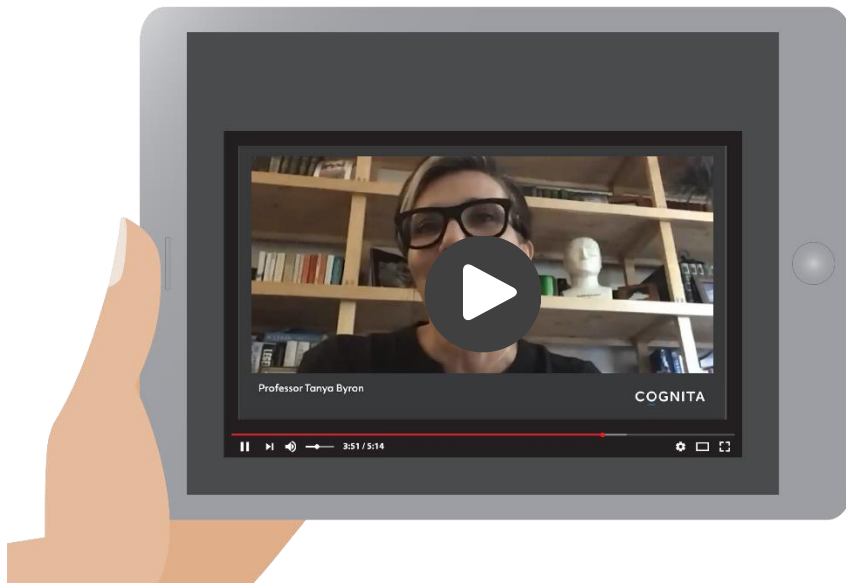
Q: Will children use designated toilets?

Yes. To avoid mixing bubbles children will have their own designated toilets.

The wellbeing of our students, 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.

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



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

RETURN TO SCHOOL WELLBEING

