



King's School & Nursery
Hartley Road, Mannamead, Plymouth
www.kingsschool-plymouth.co.uk

BACK TO SCHOOL

A guide to a smooth and safe transition



MESSAGE FROM THE HEADTEACHER



The events of recent months have proven what I have suspected since joining the King's community; that its greatest strength is the dedication and commitment of its pupils, parents, and staff. Each have risen to the challenges posed by the arrival of Covid-19, and in doing so allowed us to smoothly navigate whatever difficulties the pandemic has thrown our way.

I would firstly like to pay tribute to the outstanding efforts of our dedicated teachers whose commitment enabled such a smooth transition to online teaching and learning. I wish also to thank you – our parent community – for adapting to this new reality, for sharing your views so we could improve, and for being our partners in coming out of this situation stronger.

While a return to normality remains some way off, the decision to reopen the school buildings is an important step in this direction. However, it is not a decision that has been taken lightly. Government guidance has heavily influenced our approach and all regulations have been adhered to stringently. We have also drawn heavily upon expertise from Cognita colleagues around the globe.

We have been in regular contact with the Cognita Operations Team, ensuring that everything from social distancing measures to the provision of hand sanitisers have been meticulously planned and documented. During

my twelve years as a school leader with Cognita, I have never felt more benefit to being part of a truly global and expert team.

This document is the result of extensive inputs, discussion, and planning. Parental survey responses have been a core aspect of those inputs and I hope this document reflects our aim to tailor the reopening plan to best meet your needs and assuage your concerns.

In closing, I wish to stress that the safety of our pupils and staff has been at the heart of our decision making process throughout and we are leaving nothing to chance in our reopening preparation. I hope you will be reassured by the comprehensive plans in place because it is the social interactions – what may be termed the 'hidden curriculum' – that ultimately make school life a truly memorable experience.

A handwritten signature in black ink, appearing to read 'Clare Page'.

Clare Page
Headteacher



REOPENING

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.

We believe that the key to a smooth and ordered return to School is to stagger key year groups, when we 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.

Years	Date of return	Drop off	Pick up
Nursery	Monday 1 st June	From 8.00	By 18.00
FS1/FS2	Monday 1 st June	9.00	15.00
Reception	Monday 1 st June	8.55	15.15
Year 1	Monday 1 st June	8.50	15.20
Year 6	Monday 1 st June	8.30	15.45
Years 2-5	TBC	TBC	TBC
Keyworker Children	Continuing	From 7.30	By 18.00

If you have siblings please drop off and collect at your younger child's timings.

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:

- Continue the online educational provision for students who are not yet in the 'returning' year groups
- Provide online resources and support for those students who have actively decided not to return to school for the time being despite being in the 'returning' year groups
- Please note this will be on a 'best endeavours' basis. Our teachers are now physically back in the classrooms, (class bubbles), so their capacity to also provide online teaching for these year groups is limited.



NEW GUIDANCE DURING THE SCHOOL DAY

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

SOCIAL DISTANCING IN THE CLASSROOM

We are following the government advice: *...early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.*

We know young children will find it very difficult to 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 kept in 'class bubbles.'

Government guidance stipulates a maximum size of 15 per class. This means that children will stay within their 'class bubble' for the whole day, including at lunch and breaks. The teacher will also stay with them.

We are using all the available space and staff we have to achieve this government stipulation so your child may unfortunately not be in their usual classroom.

Reception, Y1 and Y2 children will be provided with a full pencil case. Y3-Y6 require a wipeable pencil case and contents that stays in school.

BREAK TIMES

We will stagger break times to avoid year groups mixing. It's not something we do happily as playtime is a key part of learning, but it is a significant risk mitigation.

MOVING AROUND SCHOOL

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.

Classes with an external door will use this as their main way to enter/exit their classrooms

PERSONAL HYGIENE

We will continue to urge children to regularly wash hands just as we did pre-lockdown. We have enough sinks to support this.

Extra supplies of soap and paper towels have been purchased.

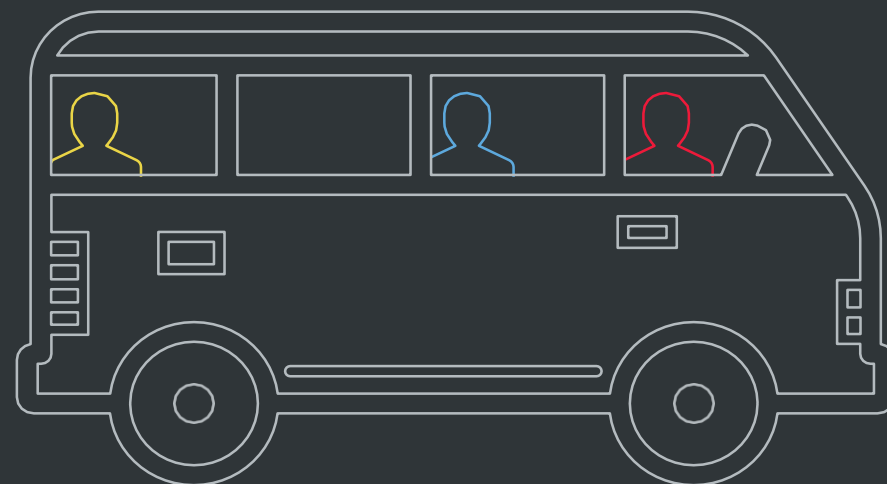
You can help by reminding your children of the need to regularly wash their hands for 20 seconds by singing happy birthday twice.

OTHER GUIDANCE

1. Summer uniform should be worn.
2. If your child has grown out of their school shoes then they may wear sensible footwear for the rest of this term, rather than purchase a new pair.
3. We request that coats are only brought into school on days when inclement weather is forecast.
4. Please do not bring a school bag into school.



SCHOOL SERVICES



Catering:

- We request that all children bring in packed lunches. Lunch will be consumed in classrooms.
- Please consider the allergies of other children and avoid packing nuts or foods containing nuts into the lunches.

Transport:

- As per government advice we urge you to avoid public transport, if possible. If not possible please follow guidelines around face coverings and carry hand sanitiser with you or wear gloves.
- We have decided not run the our school bus service during this period.

Extra Curricular:

- There will be no extra curricular clubs or events such as sports fixtures.
- 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.

Wraparound Care:

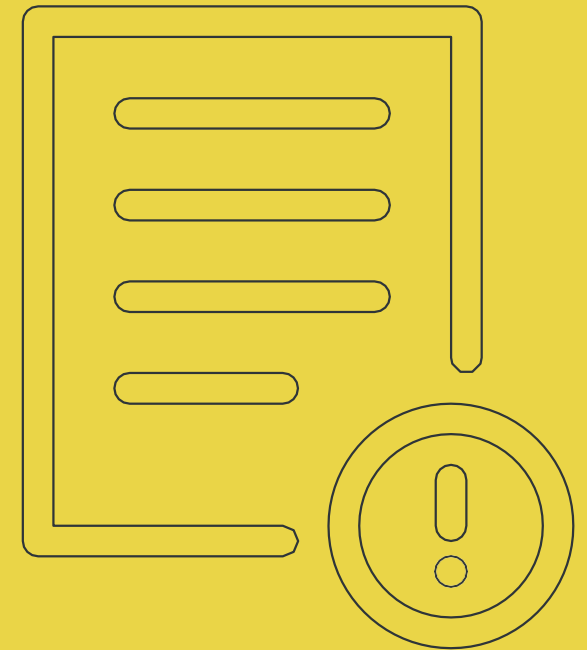
- We will not be offering before and after school care for the time being, although we are eager to offer this service as soon as is feasible.
- Pre and afterschool care will only be provided for keyworker children and should be booked, in advance, through the School Office.

Drop Off and Collection Arrangements:

- 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:
 - Do not arrive early
 - One parent to drop off and collect
 - On arrival at school please follow the one way system
 - Staff will be on hand to help you
 - Please do not stop and chat to other parents and staff as this may cause congestion
 - If you have siblings please drop off/collect at your youngest child's times
 - Y6, Y4 and Y5S will enter and exit the building via the main front door
 - Y5P, Y3, Y2, Y1 and Reception will use their external classroom doors
 - FS Diamonds/FS2 will use FS2 patio doors
 - Nursery will use their room door to enter and exit
- No parents should enter the school building, if you wish to talk to a member of staff please telephone the School Office in the first instance.

PARENT GUIDE AT A GLANCE

1. Talk to your child about the new measures in this guide
2. Take note of any changes to the timings of the school day for your child
3. Check your child's temperature each morning before school
4. Please provide a packed lunch for your child until further notice
5. If you have decided not to send your child back, please confirm this. If you subsequently change your mind, please give us 2 working days' notice



FAQS



WILL THE SCHOOL FEES DISCOUNT BE REMOVED?

For FS Diamonds, FS2, Reception and above:

No. Although we did communicate previously that once schools reopen 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.

For nursery:

Fees will return to normal for days children attend nursery. There will be a small reduction for food costs.

WHAT'S YOUR POLICY ON VISITORS?

We will not be welcoming external visitors to our site unless they have a pre booked appointment, and we will be following social distancing guidelines. As parents you are always welcome to contact us and arrange a (socially distanced) face to face meeting.

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

We understand that some parents and students may be wary about physically returning to school and we will do our best to deliver a suitable level of online provision for these students. This has to be on a 'best endeavours' basis as we return to face to face teaching in the classroom whilst operating in 'class bubbles'.

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'.

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 on 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 do 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.

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.*

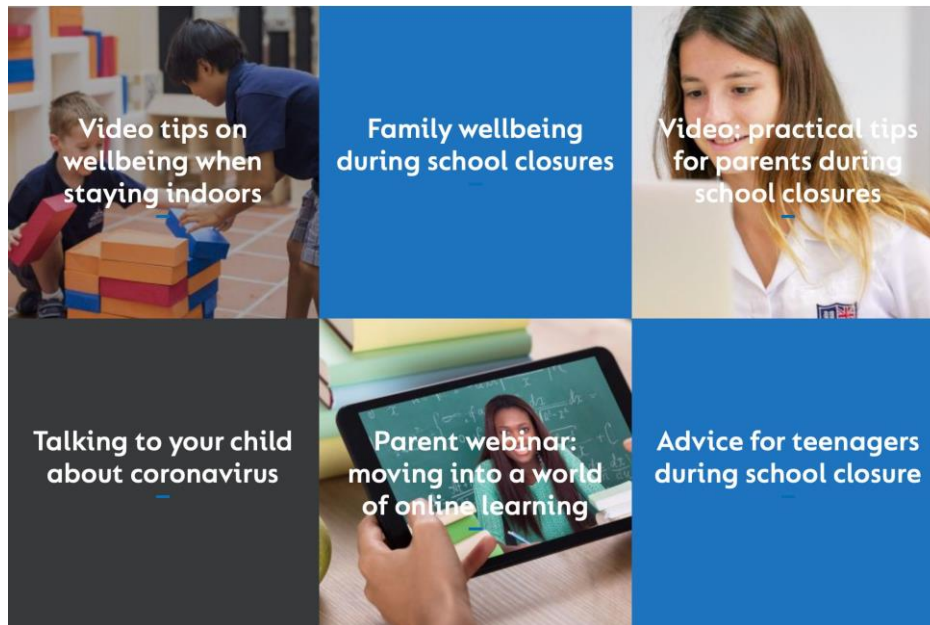
Face coverings are primarily worn to prevent the wearer from spreading the virus rather than catching it. Primary age children are likely to be distracted and discomforted by the wearing of such an item and cannot be expected to do so safely.

If a student or member of staff wishes to wear a face covering they will be allowed to do so. We request they follow guidance on the safe method of use and when removing it, should be placed carefully into a sealed plastic bag. Students would be expected to replace their mask when they arrive at school and also have a spare mask in their bag.

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 the 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.**

“I would like to thank you and the fantastic King’s staff for the exceptional learning environment at King’s ordinarily and for the wonderful videos and resources provided for our daughter at this difficult time for you all.”

“I have complete trust in King's ability to provide a safe environment.”

“Your approach and handling of the situation so far has been great and the nursery team are working so hard to ensure we're still involved and entertained at home!”

“I just wanted to say what an amazing job the school and my child’s teacher have done in preparing and delivering my daughter’s lessons. The teacher has been so good with the children and under such unusual, unexpected circumstances. The interactive times have been kept light hearted and fun for the children which has been so vital in normalising their schooling to the degree that is possible. So thank you!”

“I just wanted to send you a short note to thank you for your time yesterday afternoon. It is clear to see the massive effort you have all undertaken, to prepare the school for reopening. Thank you so much for all you have done and continue to do.”