

1<sup>st</sup> March 2021

Dear Parents and Carers

### **Arrangements for returning to Prep School 8<sup>th</sup> March 2021**

We are all really looking forward to welcoming the children back to school and must reiterate once again how impressed we have been at their resilience, independence and focus. This will not have been easy for them or you, however we are fairly confident that the hard work put in over the past half term will mean that the children have not fallen behind too much, if at all!

This email will clarify some of the steps we are taking to help reintegrate the children and some reminders of logistics for returning on Monday 8<sup>th</sup> March. In the days leading up to their return we will be refreshing the classroom displays and resources and ensuring that the site is safe, clean and prepared for the rest of the academic year.

The safety of our pupils, staff and community will remain as our top priority. The government has sent schools lengthy guidance and no doubt this will be updated in the coming months, therefore we will keep you informed as and when things need to change and we thank you in advance for your continued support and patience as we navigate the challenges ahead. Whilst trying to plan ahead we must still proceed with caution and therefore will be adapting our calendar events for the rest of the academic year. Again, we will send out information about this once we have had time to work through everything.

Whilst there is going to be an easing of restrictions it is vitally important that parents do not gather at the school gates before or after pick up or come on site without an appointment.

Below is a Frequently Asked Questions (FAQ) document about the plans for Lingfield College Prep in March, including details about the organisational and practical things you need to be aware of. Attached you will also find details of pick up and drop off, however these are the same as in September. We have endeavored to address any questions that you may have. However, if you feel we have not answered something clearly enough, then please do get in touch with the office in the first instance.

We are all very much looking forward to seeing you and your children back at school and look forward to brighter days ahead.

Kind Regards



Jacky Shackel

Head of Prep School

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## Information for Parents

### Full Return to School March 2021

## **FREQUENTLY ASKED QUESTIONS**

This information temporarily replaces some information within the Parent Handbook and should be read alongside. The Parent Handbook can be found on the school website.

### **Will it be safe for my child to return to school?**

Lingfield College will do all it can to ensure that our school is as safe as possible for your children. Senior Leadership staff in conjunction with our Health & Safety Department have prepared a detailed action plan for the reopening of the site. The school Risk Assessment can also be found on the website under Information/Policies/Whole School/COVID-19 Risk Assessment.

Staff in the Prep School will continue to test with Lateral Flow Devices twice a week at home. The staff who have been working in school during lockdown have been tested in school weekly.

The government advises that the risk of an outbreak of COVID-19 is very low in schools. They have announced that schools are safe places and therefore have instructed all parents to send their children back to school.

### **Is attendance optional?**

Attendance is mandatory for all pupils from 8th March. The usual rules on attendance will apply, including parents' legal duty to secure their child's attendance at school. The ability to issue sanctions such as fines will also be reinstated and schools will be responsible for recording attendance, following up on absence and "reporting children missing education to the local authority". Children from Reception upwards will be expected to return full time.

### **My child is feeling anxious about returning to school. How can I help them?**

- Talk to your child(ren) prior to coming back to school and explain to them that it will look a little different.
- Talk to your child(ren) about hand washing, sneezing into tissues and coughing into elbows.
- At the end of the school day, talk about their day – they may well need help in understanding why the school feels different.
- Reassure them that the school is doing everything that it can to keep them safe.

## **I am feeling anxious about my child returning to school**

Please be reassured that we have tried to minimise as many risks as possible by following the government guidance to ensure that all children are kept safe. During our reopening in the Summer Term and in September, the school reopened very successfully, and the children quickly became used to the routines regarding hygiene and socially distancing.

We are mindful, however, that some pupils, parents and households may be reluctant or anxious about attending school (especially where someone in the household may be clinically vulnerable or extremely vulnerable). Please discuss any concerns with the class teacher or me so that we can reassure you of the measures we are putting in place to reduce any risks.

## **What happens with Critically Extremely Vulnerable (CEV) Pupils?**

Although children are 'gradually being removed' from the shielding patients list, those who are confirmed as clinically extremely vulnerable should 'shield and stay at home as much as possible until further notice'. Please talk to your child's class teacher about how your child can be supported whilst at home. The government 'anticipates that it will no longer be necessary to advise shielding beyond the end of March 2021'.

## **How will the school help my child(ren) settle back into school life?**

The school has designed the curriculum in the first three weeks to have a strong focus on the children's wellbeing as well as to specifically focus on Maths and English. Following feedback from parents we are aware that the social aspects of group work, active learning and fun, need to be high on the agenda and the staff will be mindful of this when planning lessons.

## **How is the school dealing with pupil well-being?**

Pupils will be experiencing a variety of emotions and it will be important that we identify any newly vulnerable children upon the return to school. We would be grateful if parents could make us aware of any concerns or potential issues. We will be restarting a number of clubs, including Wellbeing Wednesday for Years 1 and 2 and fitness for all year groups as well as music groups and we hope this will be beneficial to the pupils. We will also be focusing more on PSHE topics.

## **How will the children know what to do to keep them safe in school?**

The children will be following specific guidelines for hygiene as before. They will be reminded about key themes such as:

- Catch it, bin it, kill it
- Frequent and thorough hand washing at the start and end of the day and at key transition points, such as playtimes, change of lessons and lunchtimes.
- Coughing into elbow creases

- Not touching their faces
- Signage is prominently displayed throughout the school.

## **What things has the school done to ensure good levels of hygiene and cleaning?**

The school has been thoroughly cleaned prior to reopening and we continue to have extra cleaners working around the school throughout the day cleaning regular touch points such as door handles, light switches etc. Soap and gel dispensers are regularly replenished throughout the day.

## **What Wrap Around Care is the school providing?**

Breakfast Club and TeaRex and Dino Club will resume, as will Study Club for Years 4 to 6. Where possible, and staffing allows, we will aim to keep children within their Bubble or a small consistent group.

Parents are advised to limit the number of different wrap around providers they access.

## **Will there be extra-curricular Clubs?**

For the remaining three weeks of this term we will be running extra-curricular clubs as planned for the start of January (apart from the external providers, such as karate, dance and tennis). We plan to increase the provision after the Easter holidays and will be sending out information about this very soon.

If children attend clubs out of school, you must seek assurance that the providers are carefully considering their own protective measures. Contact sports should not take place.

## **Will Holiday Clubs run?**

We aim to run a holiday club at Easter and a letter will be going out about this shortly. Where parents wish to access this provision for their children, they must only be using this where the 'use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group'.

## **Will there be Educational Visits?**

The Government guidance advises against all educational visits at this time. This advice will be kept under review. This will mean that the Year 6 PGL trip will not be able to go ahead as planning arrangements need to be done prior to the Easter holidays. We will be arranging other fun and exciting activities for the children instead and will keep parents updated regarding the monies paid and new plans.

## **What is the plan re. Uniform & Personal Possessions?**

For the last three weeks of the Spring term the children may return to school in Winter or Summer uniform, unless it is a day when they have fitness or PE, and then they can wear PE kit all day. After Easter we will expect our usual uniform policies to be maintained and the summer uniform to be worn. Uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone, therefore high standards need to be encouraged. We will of course take a considerate approach should parents have difficulty obtaining uniform items or experience financial pressures. For this reason, we have organised for the Secondhand Uniform Shop to be opened for collection only appointments from Monday 1<sup>st</sup> March. Please email Rachael Russell at [shop@lingfieldcollege.co.uk](mailto:shop@lingfieldcollege.co.uk) with the child's name/form, item required/size and mobile phone number. The items will be collated pending stock availability and collection arranged. Please can you contact the class teacher if uniform is an issue.

Uniform no longer needs to be cleaned more often than usual or with any specific method.

## **Will equipment be regularly cleaned?**

Individual resources that are frequently used, such as pens and pencils, must be kept individually so that cross-contamination risks are reduced. Surfaces, chairs and door handles will be cleaned daily. Class based resources, books and games can be used and shared within a Bubble but must be cleaned regularly. Sport, Art and Science equipment must be cleaned between Bubbles or left out of reach for 72 hours. Where we can, specific learning equipment will be allocated to year groups to use. These will be cleaned regularly after use.

## **Will the children be social distancing?**

The DfE has recognised that strict social distancing will not always be possible, especially with primary-aged pupils. All schools, in particular primary schools, are encouraged to take a realistic and pragmatic approach in this regard.

## **How will Lingfield Prep encourage social distancing?**

- We are putting signage up with pictorial icons to remind the children of distance and hand washing.
- Lining up will be in gaps of 1m+
- Children will be facing forward in class
- Year groups will be kept separate during the school day, e.g. at playtime
- Staggered drop off, pick up and lunchtimes
- Introducing simple class rules which encourage children to not touch each other
- Staff will be aiming to be 2m from most of the pupils, although it is recognised that this is more difficult with the younger children.

## **How will children be grouped?**

The overarching principle is to reduce the number of contacts between children and staff. For younger children the emphasis will be on separating groups, and for older children it will be on distancing. Children from Nursery up to and including Year 2 will be grouped per class and that will be their Bubble. Years 3 to 6 will operate as a Year group Bubble. These Bubbles will be kept separate from each other to reduce the risk of transmitting the Coronavirus to each other and as much possible children will be kept in their class groups.

Different groups do not need to be allocated their own toilet blocks, but we will aim to do this where facilities allow. Toilets will be cleaned regularly, and pupils will be encouraged to clean their hands thoroughly after using the toilet.

## **CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT**

### **What will the children be learning and how will the school help my child to catch up if they have fallen behind?**

The curriculum remains broad and ambitious. Remote education will be provided where needed and will align as closely as is possible with in-school provision.

Whilst teaching an ambitious and broad curriculum in all subjects, we will make use of existing flexibilities to create time to cover the most important missed content. Some modification may be needed to address any significant gaps in pupils' knowledge. Initially, we will be focusing on core learning as well as the pupil well-being. It may be appropriate to suspend some subjects for some pupils in exceptional circumstances. For pupils in Reception we may consider focusing more on the prime areas of learning, including communication and language, personal, social and emotional development, and physical development.

### **What work will my child be given if they have to self-isolate?**

Your child will be able to pick up the learning from Firefly or the ILD, however there will be no live teaching, unless the whole class has to self-isolate. The form or set teacher will make regular contact to check on them.

All pupils not physically unwell will have access to remote education as soon as reasonably practicable, which may be the next school day.

### **What is happening about Relationships, Sex and Health Education (RSHE)?**

We are conscious that some pupils missed out on this aspect of the curriculum during the last lockdown and we will be prioritising the teaching of this subject area based on the needs of the pupils, with particular attention to the importance of positive relationships, as well as mental and physical health.

### **Will my children have Homework to do and reading?**

We will not be setting home learning for the first three weeks back, however there will be optional tasks to do on Firefly should your child wish to do them. We would of course still encourage children to read regularly as well as learn their spellings and timestables.

Homework will recommence after the Easter holidays.

### **Will my child always have the same adults in the classroom?**

The government has advised that teachers can move between classrooms as long as they are maintaining a 2 metre distance from the children where possible. This means the children can have the specialist teachers as well as stand-in teachers if a teacher is absent.

### **What is happening about Physical Activity?**

Pupils will be kept in consistent groups. Sports equipment will be thoroughly cleaned between each use and contact sports avoided. Outside sports will be prioritised where possible and large indoor spaces where it is not. The school may use external facilities in line with government guidance. Limitations around sport are due to the way in which people breathe during exercise. Fixtures have been planned for the Summer Term, however we are still awaiting for grassroots sports to be permitted before we are allowed to go ahead. We will keep this under constant review and keep you updated.

### **What is happening about Music?**

There may be an additional risk of infection in an environment where you or others are singing, chanting, playing wind or brass instruments or shouting – even at a distance. We must therefore ensure good ventilation and where possible play outside or in large spaces. Regular sanitising of the instruments will take place.

We will continue to do concerts virtually, to ensure the children continue to get experience with performing. Government guidance does not permit us to host any performances with an audience.

### **Will Music Peripatetic Teachers or Learning Support teachers be able to come into school to resume lessons?**

The school will continue to engage peripatetic teachers during this period. They will be expected to follow strict safety protective measures.

Mrs Roll will be recommencing her 1:1 learning support lessons from 11<sup>th</sup> March, however Mrs Launder will not be starting until after the Easter holidays. They will have contacted all their parents/pupils separately about this.

## **LUNCHTIMES AND BREAK ARRANGEMENTS**

## **What will happen about lunch and snacks?**

Our catering company will provide hot lunches as usual, however there will be no buffet style offering. Pupils will go to lunch on a staggered basis and sit in their groups. There needs to be time to clean everything down between groups, however this should not impact playtime or lesson time. Some clubs will be able to go ahead in lunchtime around the eating times.

As children have probably been snacking more when at home, it would be wise to allow them **two** healthy snacks for the day so that they can have something at morning and afternoon break. The children still need to bring a water bottle into school and take it home each day to be washed.

## **Will the children mix with other year groups at lunchtimes?**

The children will have a designated section of the playground or Orchard to play in with their year group or Bubble. Play equipment will be selected and cleaned to ensure that social distancing and hygiene can be maintained as much as possible. We will be purchasing some new play equipment for when they return. Hopefully we will gradually be able to zone several groups together as restrictions continue to lift.

## **What if my child becomes unwell at school?**

Please see above. Please ensure that your emergency contact details are up-to-date. We must be able to contact someone who can collect your child straight away if they become unwell at school.

We have a room and toilet separate to the main office area where any child showing symptoms will be looked after until they can be collected, which must be immediately.

## **What if my child displays symptoms of CoVID-19 at home?**

### **What if someone in my family displays symptoms of CoVID-19?**

If your child shows symptoms of CoVID-19 parents must take them for a test and inform the school immediately of the result of a test. Should someone test positive the school will contact the local health protection team who will carry out a rapid risk assessment and confirm who has been in close contact with the person during the period they were infectious. The local health protection team will provide advice on who must be sent home. They will also provide the school with a letter that we can send home to parents.

Your child must self-isolate in accordance with current government guidance.

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

If anyone develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we:

- must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- you must follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- you must arrange to have a test as soon as possible to see if you have coronavirus (COVID-19)

Other members of your household (including any siblings and members of your support or childcare bubble if you have one) should self-isolate. The isolation period includes the day symptoms started for the first person in your household, or the day the test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

### **PPE or face masks?**

In primary schools, face coverings should be worn by staff and adult visitors “in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas)”. But children in primary school “do not need to wear a face covering”.

Pupils in Senior School will be wearing masks inside all buildings, including when in class.

If a child exhibits any symptoms of CoViD-19, then school staff must wear PPE and the child must be isolated away from other children until he/she can be collected.

We would be grateful if parents and visitors could still wear face coverings at drop off and pick up until we advise further.

### **Can I come to the school office?**

The government has advised that parents, carers and non-essential visitors should not come into the school building. Therefore, we ask you not to do this unless you have an emergency. Wherever possible, please telephone or e-mail the school office instead.

### **How can I speak to the member of staff responsible for my child?**

You should telephone the school office and they will ensure that a message is passed to the relevant member of staff who will then return your call as soon as possible.

## **Can I speak to my child's teacher when I pick up my child at the end of the day?**

Unfortunately, you cannot speak to your child's teacher in any depth at this time because the teachers will be supervising the dismissal of all pupils. Parents and children need to exit the school site promptly and before the next scheduled pick up time. This will allow us to ensure that social distancing is maintained throughout pick up times. If you need to speak to your child's teacher, then please telephone the school office and he or she will return your call. Staff may arrange to meet you at a specific time onsite or have a virtual meeting with you.

## **THE SCHOOL DAY**

### **What time will school start in the mornings?**

This will depend upon your child's designated arrival time, but is the same as the Autumn Term arrangements. Please see the drop off times and arrangements attached.

### **What time will school end each day?**

This will be the same as the Autumn Term. Please see the pick-up times and arrangements attached.

Parents and carers dropping off and picking up their children must arrive at the assigned start and dismissal times for their children – it is very important to keep to these times to maintain physical distancing and avoid congestion.

### **I have children attending school in different year groups. Will they have the same designated arrival and departure time?**

Please drop and collect all your children at the youngest child's entrance or use the same arrangements that you had in the Autumn Term.

### **Can I come onto the school site with my child?**

The government has advised that parents, carers and unnecessary visitors should not come onto the school site and should wait at the school gates.

In accordance with government guidance and to minimise crowding, only **one adult per family** will be permitted at drop off and collection time. It is also essential that adults leave the school site promptly and do not congregate at any gates.

### **Leaving or Arriving Late**

Please contact the school office as you normally would to make them aware you are running late and either drop off or collect your child from the office. Please do not enter the office but

wait outside. You may not enter the site beyond the office unless you have made an appointment.

### **Where do I take my child in the mornings?**

The arrangements will be the same as the Autumn Term. Please see the drop off and pick up times arrangements attached. There will be signage up to remind you.

### **Where do I collect my child from at the end of the day?**

The arrangements will be the same as the Autumn Term. Children will be dismissed from school on a staggered basis. An adult will wait with the children at their designated collection spot, where the children will line up at a 2m distance from each other. Please see the drop off and pick up times arrangements attached.

### **Where do I park?**

Please see the drop off and pick up arrangements attached. If you have several children please park where you can get to your youngest child's entrance without having to walk through the school. You may then either drop other siblings at that point or walk them round to their own entrance for the allocated time. *If you could let others know these arrangements if they are collecting on your behalf.*

### **Can my child bring their bike or scooter to school?**

Yes, there are bike and scooter racks behind the Assembly Hall. The child or a member of staff can take them there.

### **Travel to and from school**

The Prep Office must be informed by parents if their child is travelling to school on public or school transport. No school buses will run on Monday 8<sup>th</sup> March; they will resume service on Tuesday 9<sup>th</sup> March. The safety precautions below must be adhered to.

Pupils must use the hand sanitiser as they board and disembark the coach and wear a face covering for the entire journey. Whilst queuing for the coach they must remain socially distanced from any other pupil not in their year group or bubble. On the coach they should try and sit 2m away from other pupils who are not in their year group bubble.

Once off the coach, pupils should remove the face mask by only touching the ear loops or ties of the mask. If it is a reusable mask, they should store it in a sealed plastic bag and wash it daily. If it is a disposable mask, it should be disposed of in a lidded bin or placed in a sealed plastic bag until a lidded bin is available. Once the mask is removed, they must hand sanitise.

Pupils walking to school must only do so with siblings or others in their same Bubble.

Pupils travelling by car should be dropped off in the normal way. The following Government Guidelines should be adhered to:

You should try not to share a vehicle with those outside your household or support bubble. If you need to do this, try to:

- share the transport with the same people each time
  - keep to small groups of people at any one time
  - open windows for ventilation
  - travel side by side or behind other people, rather than facing them, where seating arrangements allow
  - face away from each other
  - consider seating arrangements to maximise distance between people in the vehicle
  - clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch
  - ask the driver and passengers to wear a face covering
-