



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 ever since leading Oxford House and working with the close school community; that its greatest strength is the dedication and commitment of our children, parents, and staff members. 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 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. I would firstly like to pay tribute to the outstanding efforts of our dedicated teachers and staff whose commitment enabled such a smooth transition to online teaching and learning.

While a return to normality remains some way off, the decision to reopen the school with a phased approach 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. Both myself and our re-opening Senior Leadership team have been in daily contact with the Cognita European Operations team, ensuring that everything from social distancing measures to the provision of hand sanitisers have been meticulously planned and documented.

This document is the result of extensive inputs, discussion, and planning. I hope this document reflects our aim to tailor the reopening plan to best meet your needs and address some of your concerns.

In closing, I wish to stress that the safety of the children and staff at Oxford House 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.

Head Teacher
Mrs Sarah Leyshon



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.
- In the table below, (A) and (B) refer to separate bubble groups which have different pick up times and locations.
- Parents will be contacted during half term and notified which bubble group their child is in.

Year	Date of return	Drop off	Pick up	Location
Form VI	Tuesday 2 nd June	8:30 T, W, Th, F 10:00 Monday	15:30 (A) 15:40 (B)	Side school entrance
Form I	Wednesday 3 rd June	8:40 M, W, Th, F 10:00 Tuesday	15:15 (A) 15:25 (B)	Side school entrance
Reception	Thursday 4 th June	8:50 M, T, W & F 10:00 Thursday	15:00 (A) 15:10 (B)	Reception class entrance (A) Main school entrance (B)
Nursery I	Monday 8 th June	09:10	12:00	Nursery I entrance
Nursery II	Monday 8 th June	9:00 M-Th 10:00 Friday	14:40 (A) 14:50 (B)	Main school entrance

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 i.e FII, FIII, FIV & FV.
- Provide remote learning packs for those students who have actively decided not to return to school for the time being despite being in the 'returning' year groups. Following government guidance we have three members so staff who are unable to return on site and will therefore continue providing a condensed online provision for pupils not returning in Reception, FI & FVI.
- However, as more year groups are welcomed back into school following future announcements remote working packs will be in place. Our teachers are now spread across smaller physical classrooms (bubbles) so their capacity to also provide remote teaching for these year groups is limited.
- Staffing is spread across the bubble groups and it is important to note your child may not have their normal teacher, but we have allocated staff to bubble groups who the children are familiar with.
- We will be maintaining 'Wellbeing Wednesdays' to enhance pupils' wellbeing.

NEW GUIDANCE DURING THE SCHOOL DAY

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

BUBBLES

Children will be working in bubbles. The children will not mix with any other bubble. This includes learning, breaks, toilets and lunch.

SOCIAL DISTANCING IN THE CLASSROOM

We have followed guidance in reference to social distancing in the classroom and are keeping a working distance between pupils.

BREAK TIMES

We will stagger break times in order to limit the number of children in one place at one time.

CATERING

Lunch will be consumed in the classrooms and provided by the school. Each bubble will have an allocated break time and zone on the playground.

MOVING AROUND SCHOOL

We will have staggered lessons, break and lunchtimes. 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.

PERSONAL HYGIENE

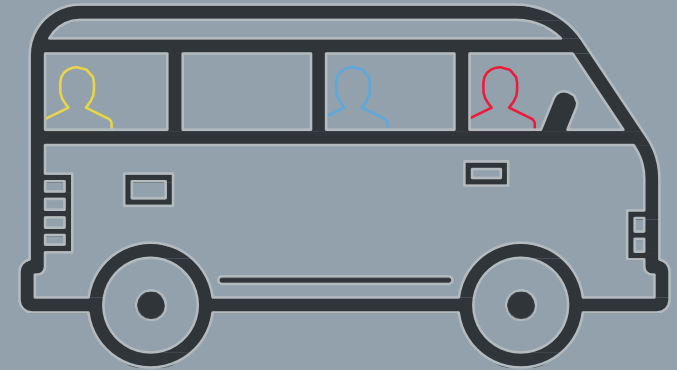
We will continue to urge children to regularly wash hands and this will be timetabled. Extra supplies of soap and paper towels have been purchased. Hand sanitiser will be used in some instances. Please inform the school if you do not wish your child to use hand sanitiser.

UNIFORM

Children's uniform will need to be washed daily. Therefore, we are allowing children to wear their summer or winter uniform to school. Children should not bring their blazers, caps, berets or satchels into school.



GETTING TO AND FROM SCHOOL



Drop off and pick up:

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.

Please follow drop off and pick up times carefully. They are designed to avoid crowding. Keep 2m apart from the person in front of you. No parking is allowed at ANY time on the school site.

We have introduced the following system to limit social contact during these times:

- Staggered drop-off and collection times
- One parent/carer per family
- Markings on the floor for spacing

On arrival at school please go to your specified point and keep a 2 metre distance standing on the lines provided and follow the direction of travel indicated by the signage.

Once the door has been opened and a member of staff is there to greet you, parents will say goodbye to their child at the door and a member of staff will accompany the child to the classroom.

At the end of the school day, parents are requested to wait at their designated collection point, like morning drop-off, and the children will be brought to the door for dismissal.

Really important:

If your child is a little tearful unfortunately, we will not be able to take them from you and bring them into school. Please bear this in mind when you are waiting in the queue to drop your little one off.

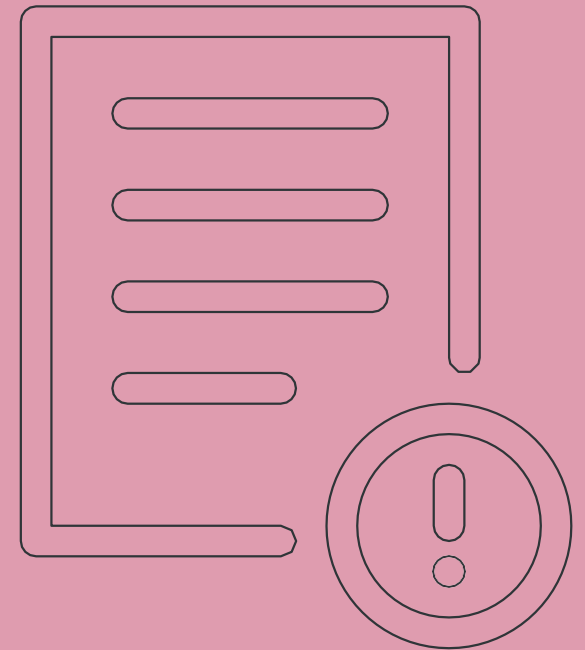
Extra Curricular:

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.

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

PARENT GUIDE AT A GLANCE

1. Talk to your child about the new measures in this brochure
2. No blazers, caps, berets or school bags must be brought into school.
3. Check your child's temperature each morning before school
4. Pupils need to bring their own stationery in a clear zipped bag. They will only be able to use their own resources during the day. A water bottle may be brought in from home.
5. Ensure uniforms and water bottles are washed at the end of each school day
6. Children may be in a classroom that is different from their usual one, with a different adult and different children due to their bubble.



FAQS



WILL THE SCHOOL FEES DISCOUNT BE REMOVED?

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'S YOUR POLICY ON VISITORS?

We will be limiting external visitors to our school site. As parents you are always welcome to contact us and arrange a telephone 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 recognize some families will choose to keep their child at home and we will support this decision. Pupil numbers for reopening in the w/c 1st June are now fixed and we cannot take any additional pupils. After the first week, if you change your mind about your child attending, please give the school 48 hours notice.

WHAT IF MY CHILD IS UPSET OR HURT?

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

WHAT'S HAPPENS IF A CHILD IN THE BUBBLE HAS COVID-19 SYMPTOMS?

The child will immediately be isolated in the medical room and their parent/guardian will be asked to collect them within 30 minutes. The child will be advised to self-isolate for 7 days and their fellow household members should self-isolate for 14 days. The rest of their bubble within school will be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms. All staff and children who are attending school will be encouraged to get tested in this scenario. Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.

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. We have a specialist deep clean of the school scheduled for over half term.

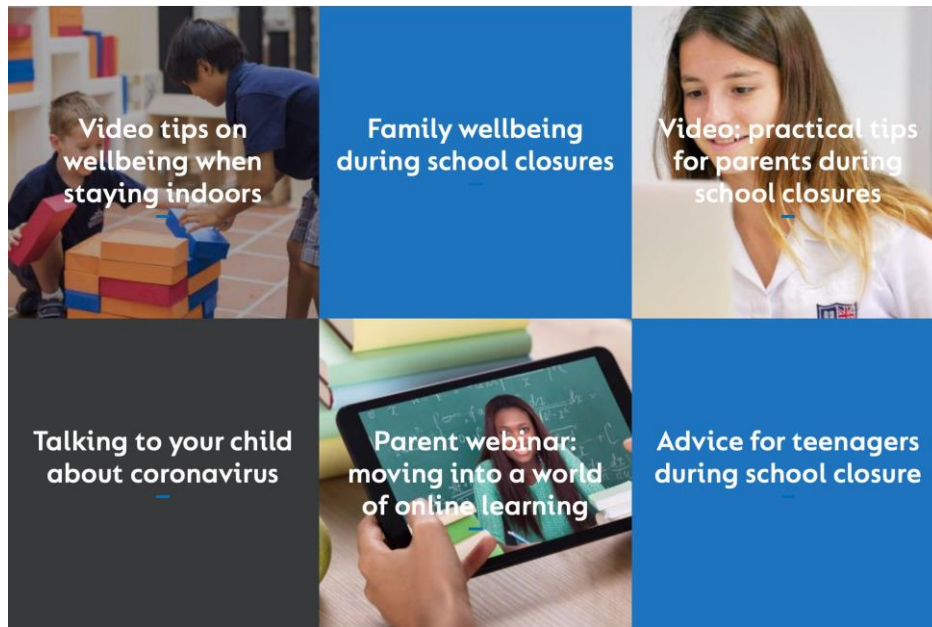
WILL CHILDREN AND STAFF BE EXPECTED TO WEAR FACE MASKS ON SITE?

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. If a student or member of staff wishes to wear a face covering, they will be allowed to do so. We request they bring multiple clean or unused face masks each day. A sealable plastic bag will need to be brought in to place the used facemasks in.

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.**

“ Ms Read has put together a fantastic learning programme for each week. It is easy to follow, she is available for advice whenever its required with a prompt reply and [my child] is very much enjoying the work set. I'd like to thank Ms Read for all her hard work in this current climate as I appreciate, it's not easy.
Nursery I Parent

“ Miss Ardley has been superb at delivering the online teaching and I have been extremely impressed at how quickly the staff at Oxford House have adapted to ensure the pupils continue to learn and develop. Well done Oxford House!
Year 2 Parent

“ The Form V experience, I have to say, is out of this world. The children are being taught, encouraged, disciplined, supported, and driven forwards at almost the pace that we'd see during a normal school week/term. The amount of real-time teaching and peer interaction is just wonderful.
Year 5 Parent