



12 June 2020

Dear Parents,

I am delighted to inform you that the Lower School will reopen to students again on Monday 15 June. We will only allow a small number of students in school at once to begin with to ensure that we are able to socially distance properly and to review carefully how we might manage in the future. For this reason, at the moment (with the exception of our Little Lions Toddlers) we have only planned for the first week back and will let you know later next week how we plan to manage the final week of term.

- In our Little Lions Toddler Only classes we plan to open with 50% of our students in on week 1 (on their regular days) and the other half on week 2 (on their regular days).
- We regret that we are unable to open Parent and Toddler classes until further notice.
- In the other EYC classes we plan to open with 50% of our students in each class and 50% at home (strictly by register order) alternating *each day* between the 2 sets of students.
- In Pre Prep, we plan to have whole Year groups in on specific days. Year 5 and Year 2 will attend on Monday 15 to Wednesday 17 June and Year 4, 3 and 1 will attend on Thursday 18 and Friday 19 June. During the first week we will examine our systems closely, particularly for arrival, departure and lunchtimes. This will guide us into making a decision about which and how many children can attend on the week beginning 22 June.

We would encourage you to send your children back into School as we believe that we have systems in place to keep any risk to a minimum. However, we do understand if you feel uncomfortable about sending your child in and if this is the case we will make alternative online provision through online work and/or activities. If you intend to send your child to school next week, I recommend that you read this information carefully and contact your child's teacher if you are unsure of anything.

## Equipment

As usual, we will provide all the equipment children need, and will ensure it is cleaned each day after use. If you would like to, you may wish to send in a labelled pencil case with equipment that only your child can use. This could include:

### EYC

- Pencils
- Children's scissors
- Glue stick
- Colouring pencils/pens/crayons (optional)
- Whiteboard pen (Nurs/Rec.)

### Pre-Prep

- Pencil
- Pencil sharpener
- Ruler (min 15cm)
- Children's scissors
- Glue stick
- Eraser
- Colour pencils - just a few colours (optional)
- Blue Handwriting Pen for yrs 4 and 5 (preferably not biro)
- Waterbottle
- Whiteboard pen

Parents who borrowed equipment from the Drive-Thru service or were issued equipment at the onset of closure will need to bring this back into school.

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## Early Years Centre Days in School

Little Lions, Pre Nursery and Nursery will be open for mornings only.

Reception will be open for full days. Week 2 will probably follow the same pattern, but we will send confirmation next week.

	Week 1					Week 2				
	Mon 15 <sup>th</sup>	Tue 16 <sup>th</sup>	Wed 17 <sup>th</sup>	Thu 18 <sup>th</sup>	Fri 19 <sup>th</sup>	Mon 22 <sup>nd</sup>	Tue 23 <sup>rd</sup>	Wed 24 <sup>th</sup>	Thu 25 <sup>th</sup>	Fri 26 <sup>th</sup>
<b>Parent &amp; Toddlers</b> Closed	X	X	X	X	X	X	X	X	X	X
<b>Toddlers</b> Half day	Group A 1 <sup>st</sup> half of register	Group A	Group A	Group A	Group A	Group B 2 <sup>nd</sup> half of register	Group B	Group B	Group B	Group B
<b>Pre-N.</b> Half day	Group A 1 <sup>st</sup> half of register	Group B 2 <sup>nd</sup> half of register	Group A	Group B	Group A	To be confirmed				
<b>Nursery</b> Half day	Group A 1 <sup>st</sup> half of register	Group B 2 <sup>nd</sup> half of register	Group A	Group B	Group A					
<b>Reception</b> Full day	Group A 1 <sup>st</sup> half of register	Group B 2 <sup>nd</sup> half of register	Group A	Group B	Group A					

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### EYC Arrival and Departure Times

Arrival times and departure times will be different to normal and will vary across year groups. All children (and 1 adult per family) enter through the normal EYC entrance (*not* via the Clock Tower). Children will be dropped at their classroom door as normal by the parent. There will be a clearly marked one-way system for entering and exiting the EYC. EYC parents (not drivers) can park in EYC car park as normal. Parents are asked to leave the area as soon as their child is dropped off.

	Arrival	Departure
LLRM/PNM/PNE	08:15 – 08:25	11:55 – 12:05
LLJAG/PNB /PNC/PNL	08:30 – 08:40	12:10 – 12:20
NR/NV/NL	08:25 – 08:35	12:20 – 12:30
NA/NS	08:40 – 08:50	12:35 – 12:45
RJ/RR/RP	08:00 – 08:10	14:20 – 14:30
RL/RM	08:10 – 08:20	14:30 – 14:40

### Collecting EYC Children at Home Time

One adult per family must come into school and collect their child from the Early Years Centre at the above time (following the one-way system in place).

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## Pre Prep Days in School

These are the days that particular Pre Prep year groups will be in school:

	WEEK 1				
	Mon 15 <sup>th</sup>	Tue 16 <sup>th</sup>	Wed 17 <sup>th</sup>	Thu 18 <sup>th</sup>	Fri 19 <sup>th</sup>
Year 1	X	X	X	✓	✓
Year 2	✓	✓	✓	X	X
Year 3	X	X	X	✓	✓
Year 4	X	X	X	✓	✓
Year 5	✓	✓	✓	X	X

Year 1 and Year 2 parents (not drivers) can park in the main car park adjacent to the Infant playground. One adult per family will then need to escort their child to the new Infant entrance to the side of the Infant field – there is no need to go to the Clock Tower. Parents will not be allowed to walk through the gate in the morning. Instead, children will walk straight into school and through the rear infant door where there will be staff around to supervise. Parents are asked to leave the area as soon as their child is dropped off.

For Year 3 - if possible, we would like Year 3 children, arriving in cars, to be dropped off from their vehicle at the drop off point near the Clock Tower and walk themselves through the usual entrance, walk across the field and go directly to their classroom. There will be staff around to help supervise, but if you feel that your child cannot manage this, then another option is to walk your child to the new Infant Entrance where they can walk themselves into class from there.

Year 4 and Year 5 children arriving in cars must be dropped at the drop off point near the Clock Tower and walk themselves through the entrance, across the field and go directly to their classroom.

There will be staff around to help children find their way into class if necessary.

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## Pre Prep Arrival and Departure Times

	Arrival	Pick Up
Year 1	07:45 - 08:00	14.20 – 14:35
Year 2	08.00 - 08.15	14.35 – 14:50
Year 3	07.35 - 07.50	14.10 - 14.25
Year 4	07.50 – 08:05	14.25 - 14.40
Year 5	07.45 - 08.00	14.25 - 14.35

## Collecting Pre Prep Children at Home Time

In Years 1 and 2, a single adult per family must collect their child from the classroom at the specified time by entering through the new Infant entrance gate and following the marked one-way system through the rear of the Infant building.

In Year 3, one adult per family can enter the School via the Clock Tower and then collect their child from the classroom.

For Year 4, if we [receive written permission from parents](#), we will allow students to leave the School on their own. However, if you prefer, one adult per family can come into School via the Clock Tower and collect your child at a marked area near the basketball court.

In Year 5, if we [receive written permission from parents](#), we will allow students to leave the School on their own. Otherwise we will allow one adult per family to enter via the Year 3 entrance where children will be waiting downstairs in the Year 3 classes.

**All parents and carers are expected to leave the school grounds immediately after picking up their children. If you need to meet or speak with the class teacher, this will have to be arranged separately via email.**

## Dining Rooms

The dining rooms and lunch procedures have changed completely. Tables have been separated and marked to ensure social distancing and we have staggered dining times so that there will never be a large number of students arriving at once. All catering staff wear masks, shields and gloves. Cutlery is individually wrapped. All food and water is served by staff – nowhere is it possible for diners to help themselves.

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## Other Procedures

- A [self-declaration form](#) must be completed for all students and parents and submitted as soon as possible (the day before first entering the campus at the latest). This cannot be done on campus as this will create a queue. If already done, please only update if the information has changed.
- There will be social-distancing measures in place and shoe-cleansing stations.
- There will be hand sanitisers strategically positioned at the entrance.
- There will be no after-school activities, academies or private music lessons for the rest of this term.
- The Kopse Café will be closed for the rest of this term.
- Swimming will not take place.
- Everyone on campus will be asked to wear a mask. We have provided masks to all our staff and visitors to staff teaching younger students and we have plenty of spare masks for children who lose theirs.
- We have a team of medical staff in three locations around the campus. All our medical staff have access to personal protective equipment should they have to deal with someone presenting with symptoms of COVID-19.
- Temperatures will be taken on entry to the school. We have several thermal imaging cameras to speed up this process. Nurses will also check for other respiratory symptoms. Please do not send in any children who are unwell at this time.
- Furniture has been rearranged to allow for social distancing.
- Automatic alcohol gel dispensers have been fixed outside every classroom. Additional sinks for hand washing have been placed around the campus, no touch required.
- One-way systems have been introduced around the campus.
- No parents will be allowed onto campus, except to drop off and pick up their children.
- Temperatures will be checked during the day and an isolation room has been designated for anyone who develops symptoms. Nurses have full PPE.
- Regular deep cleaning of classrooms and equipment are scheduled.
- There will be no assemblies or large group gatherings.
- There will be adjustments made in subjects such as PE, DT, Music, Science to minimise the use of shared equipment.
- For those using School buses- all Montri Drivers and monitors will be checked by Montri and they will confirm the results of these checks to us daily. Montri will also make available hand sanitisers on the buses and adhere to social distancing on the journey.
- Students will be expected to arrive at School in their PE kit on the days when they have PE and they will stay in their kit until the end of the day.
- With no kit changes at school, we advise that students bring in as little as possible each day, and strongly recommend that wheeled bags are not used.

Early Years staff will be in touch soon with names of students in the different registration groups.

Remember, if you plan to send your child to school, you will need to complete the [self-declaration form](#) at least 24 hours before your child is due to return – earlier if possible. We look forward to seeing you soon.

Yours sincerely

Nicholas Prockter  
Head of Lower School

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