



# **ENSURING A COVID-SECURE WORKING AND LEARNING ENVIRONMENT**



GUIDE FOR JUNIOR SCHOOL PUPILS



St Dunstan's  
College

# ENSURING A COVID-SECURE WORKING AND LEARNING ENVIRONMENT

## A GUIDE FOR PUPILS

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Dear Junior School Pupils



We hope you are having a wonderful summer break and have managed to get some well-deserved rest. The staff at St Dunstan's are very much looking forward to you returning to school and hearing all about what you have been getting up to over the summer holidays. Whether you are new to the Junior School or coming back in your new year group, we are certain that the school year will bring with it some special memories and there is a lot to be excited about!

We know that last year was unsettling at times and presented challenges; it is hard to be away from your school, friends and teachers. The Junior School staff missed you all and cannot wait to see all of your smiling faces on the first day of term! Your teachers will be on hand to help and support you throughout the year and if anything is worrying you, you can talk to them at any point. While there will still be measures in place when you return to school to keep you safe, your teachers will go through these with you on your first day back and it will all become a new 'normal'.

We have thought of some questions you may be keen to have answered before you return and hope that this booklet will give you a snapshot about what school life will be like in September.

We look forward to seeing you soon!

Miss L Whitwood  
Head of Junior School



## Returning to School: Junior Pupils

### What should I wear to school?

You will be wearing your normal school uniform to school, including blazers in Prep. In the first half term, you should be wearing full summer uniform and after Exeat, you will begin wearing full winter uniform. As changing rooms will be closed when school reopens, you will need to wear PE kit on any days you are timetabled to have PE or Games. The only days you will need to get changed in school are when you are swimming and we will make sure that the changing rooms have been cleaned both before and after you have used them.

### What do I need to bring to school?

You will all need to bring in a refillable water bottle, your own hand sanitiser and a healthy nut-free snack. Children in Prep will need to also bring in a pencil case containing: a cartridge pen with blue ink, HB writing pencils, colouring pencils, sharpener, eraser, glue stick, purple pen, protractor, calculator (optional), compass (optional), highlighters, a short ruler and a 30cm ruler. Pre-Prep pupils will be provided with their own items which will be left in school. Remember that you will not be able to share equipment with others, so you must have everything you need. You are able to bring your reading book in, but please make sure that you keep it on your desk or in your tray so that other pupils do not touch it.

### How should I get to school?

Wherever possible, you should walk or cycle to school. It was great to see so many of you using sustainable travel options before the end of term! You may be dropped off by car and a member of Junior School staff will help you out and show you the way to the gate. If you need to use public transport, you will need to wear a face covering. You should sanitise your hands as you get on or off a bus or train and avoid touching your face or face covering. If you have worn a face covering on your journey to school, when you arrive you will need to place it in a bag and wash your hands thoroughly for 20 seconds before entering your classroom. If you

are in Year 6, you are able to make your own way to and from school, with the permission of your parents. They will need to email the Junior School Office if they wish to give you permission for this.

### What time should I get to school and where should I go when I arrive?

Each year group has a different arrival time and location. These are detailed in the table below. Please check carefully what time and which gate you should arrive at. When you arrive in school, the Junior School staff will let you know when you should come into the building to wash your hands thoroughly for 20 seconds. Once you have cleaned your hands, you should go directly to your classroom. There will always be Junior School teachers and teaching assistants on hand to show you where you need to go and to help you, so you do not need to worry about this before you return to school.

If you are going to Before School Care, you should walk to the back playground via the East Gate, where a member of staff will be waiting for you. You will then be sent to your classroom when it is the right time for your year group.

Year Group	Drop Off Time	Drop Off Location
Nursery	0835-0850	East Gate
Reception	0835-0850	East Gate
Year 1	0820-0835	East Gate
Year 2	0820-0835	East Gate
Year 3	0835-0850	West Gate
Year 4	0820-0835	West Gate
Year 5	0835-0850	West Gate
Year 6	0820-0835	West Gate



### Can I use my locker (Prep)?

Prep pupils will be able to use their lockers as they are located in or outside of your classroom meaning you can access them without being near any other bubble groups.

### Who will I be 'bubbled' with?

Each year group will form a bubble. This means that, as far as possible, you will only mix with other people in your bubble group and be separated from pupils in other year groups. The exception to this is Nursery and Reception, who will form one bubble within EYFS. You will be used to bubble groups in classes and we are so pleased that you will now be able to socialise with all of your friends in your year group.

### Will there be any toys and equipment for us to play with at break and lunch?

We will make sure that all play equipment is split up into each year group so you have your own dedicated equipment to play with at break and lunch. This equipment must be collected at the end of your play time and not shared with children in other year groups.

### What will the structure of the school day be?

The structure of the school day will only be slightly different, with an earlier lunch time than you will be used to (see below). Assemblies will still take place, but you will watch them in your classroom instead.

All of your lessons will remain the same and your teacher will share your new timetable with you on your first day in school. Any changes to timings do not mean you will be missing out on any lessons, adjustments have been made to stagger the movement of year group bubbles to avoid areas of the school being crowded.

If your bubble group is in the Refectory at the same time as another bubble group, the staff will ensure that you are spaced 2m apart from any other tables where other year groups will be seated.

Year Group	Refectory Time	Play Time
Nursery	1120-1150	1150-1245
Reception	1120-1150	1150-1245
Year 1	1130-1150	1150-1245
Year 2	1130-1150	1150-1245
Year 3	1200-1220	1220-1300
Year 4	1200-1220	1220-1300
Year 5	1210-1230	1230-1300
Year 6	1210-1230	1230-1300

### Should I wear a face covering in school?

You do not need to wear a face covering at school. However, we recognise that some pupils may want to wear a face covering. If you choose to, we support you in this decision and you are welcome to ask your parent to get in touch with your Form Teacher before we go back to school so they know that you may wish to discuss how to safely wear a face covering in school. You may find that some staff wear face coverings at certain times during the school day.

### Where will my lessons be?

To reduce movement around the school, most of your lessons will be taking place in your classroom. You will be taught in specialist rooms for some lessons (music and art will be in the specialist rooms and PE will be outside or in the Sports Hall) and when you are taught in a shared space, you will have to wash your hands before and after you enter the classroom. The teachers will make sure that you are not sharing any resources/equipment used by other bubble groups until they have been cleaned thoroughly.

### How do I get to my lessons?

To help keep bubble groups apart at lesson changeovers, you should make sure that you are always walking to the left-hand side of the corridor. When you are entering your building, there are markings on the playground to show you where to stand as you wait your turn to wash your hands. Your teachers will be there to guide you and help you get



used to your new classroom environment.

### **Will I do all my usual subjects?**

Yes! We are keeping every subject in the timetable, as we believe it is important for you to have a full and broad curriculum.

### **What will my lessons be like?**

Most of your lessons will feel like normal, with a few small adjustments. You will no longer be able to sit facing someone. All classrooms will be set out in rows facing in the same direction. For those of you who returned at the end of the school year, we know that the new classroom arrangement was very popular indeed! Your teacher will not be able to circulate between pupils in the normal way, as they need to try and keep a safe distance from pupils, as much as is possible. For some lessons you may need to start and end the lesson by wiping down your workspace and/or equipment. During the first week, we will be showing and reminding everyone how to do this and your teacher will be there to support and supervise cleaning. If you are not sure about how to do something, you just have to ask and we are all there to help.

### **What will Form Time be like?**

Form Time will feel like normal and will include a range of activities so you get used to your new environment and classmates. Form time will include assemblies, which will be broadcast into your classroom, rather than taking place in the Great Hall. You will have time for team building with your form and support with settling back into school life and circle time will still take place, just not in a circle! You will spend the full first morning back in school in your forms learning about the new routine and getting the chance to speak to your teacher and peers after such a long break.

### **Where can I go at break time?**

At break time you will be shown where your bubble group will have an allocated space. This will either be a marked out area on the playground or on the field. This area will be for your bubble group only, so it is important that you do not run outside of the markings. You will only stay in your classrooms for play time if

it the weather means you cannot play outside. You should bring your own healthy snack (that does not contain nuts) to eat during break and please remember that you are not allowed to share your snacks with any other pupils.

### **Can I hug my friends?**

Sadly, you cannot hug your friends at the moment. We all need to try and keep our distance from each other. Therefore, you should try to not to touch other pupils and definitely not mix with pupils from outside your bubble. However, you can speak to your friends to let them know how much you care about them and have missed them; a smile always makes others happy!

### **Where can I go to the toilet?**

You will be using the toilets in the building where your classroom is located. If you are in Year 4 and O3G, you will use the toilets on the bottom corridor of your building. If you are in Year 6 and O3F, you will use the toilets on the top floor of your building. Your teacher will let you know when it is your turn to go to the toilet as they must make sure only a certain number of pupils are in the toilets at one time. You must queue if the toilets are full. These toilets are being regularly cleaned by members of our Bursary Team. It is essential that you also do your best to keep them clean.

### **Where will I go to eat lunch?**

You will be given lunch in the Refectory. Your year group has a slot for lunch that is indicated on the table above. You will be eating your lunch with your year group bubble at your allocated time. Your tray will be given to you by a member of staff to avoid queuing – almost like restaurant service! If you have a particular dietary requirement, you will need to queue to collect your tray to make sure you are given the correct meal. You will need to show your dietary card to the serving staff to make sure they give you the correct tray according to your needs. Your teacher will be taking you to lunch so that you know where to sit and you will have a gap between you and the next person so you are not sitting too close to anyone else. You will enter and exit the Refectory around the Sixth Form Garden using the side ramp. You will need to bring



your water bottle to the Refectory and refill it before you leave.

### What Forder activities can I do?

The Forder Programme will be running as many activities as possible. However, activities will be different to allow for you to stay in your bubble group.

There will still be a wide variety of options for you to look forward to and you will find out all about the activities available to you the week commencing Monday 21 September, with activities beginning on Monday 28 September.

The teachers will introduce all the activities to you and you will sign up in class for Friday sessions and at home for any activities after school. The system of signing up will be just the same as it has always been. Activities will not be taking place before school or during Form Time until further notice; they will only take place in the allotted lessons on Fridays and after school.

### What should I do at the end of the school day?

Each year group ends the school day at a slightly different time, as indicated by the table below. At the end of the day, your teacher will take you to the back playground if you are being collected at the East Gate and the main playground if you are being collected from the West Gate. Your parents will be sent to the playground in small groups to collect you. Once you have been collected, you will leave swiftly from the East/West Gate, before the next group of parents are sent in.

Only one adult should be on site per family for collection. If you are being collected from school and your parent or carer is running late then you will wait with your teacher until you are collected. You will no longer be automatically sent to After School Care.

Year Group	Collection Time	Collection Location
Nursery	1520-1530	West Gate
Reception	1520-1530	West Gate
Year 1	1510-1520	East Gate
Year 2	1520-1530	East Gate
Year 3	1550-1600	East Gate
Year 4	1530-1540	West Gate
Year 5	1550-1600	West Gate
Year 6	1540-1550	West Gate

### What about drop off and collection if I have a sibling in a different year group?

If you have a brother and/or sister in a different year group you should be dropped off at the latest arrival time e.g. if you are in Year 1, but your sibling is in Year 5, you will be dropped off at the Year 5 time because it is the latest one. You will come in with your sibling at their drop off location and they will drop you off at your building where a member of staff will be waiting to show you where to wash your hands. You will then join your class for registration and assembly. You will not miss any lessons by coming at a later time.

At the end of the day, you will go to the playground with your class and Form Teacher. If you are waiting for your sibling to finish school because their collection time is later, you will be taken to the Refectory to wait for them. Your parent will collect your older sibling and then come via the Refectory to collect you.

### Will After School Care be running?

Before and After School Care will begin on the second day of term, Tuesday 8 September.

If you are attending Before School Care, you should enter school via the East Gate. Before School Care will



take place on the playground or in the EYFS block.

If your parent has signed you up to After School Care, you will be dropped off by your Form Teacher or Teaching Assistant. Pre-Prep After School Care will take place in the EYFS building/back playground, with pupils staying in small bubble groups.

Prep After School Care will take place on the field, main playground or Great Hall (depending on the weather) and pupils will remain in their bubble groups.

#### **What do I do if I feel ill in school?**

If you feel unwell for any reason you should ask your teacher for permission to go to the Wellness Centre. They will send you with a Teaching Assistant or, depending on your symptoms, a friend from your bubble group who will walk a distance away from you to go to the College Nurse. If you feel unwell with COVID-19 symptoms (a high temperature, a new continuous cough or a loss or change to your sense of smell or taste), the College Nurse or a member of the Wellness Centre team may need to separate you from others. If you develop any COVID-19 symptoms in school, you will need to be collected and your parent or carer will need to organise a test for you. The result of the test will determine when you can come back to school.

#### **How will the school help me settle back into school life?**

Your Form Teacher will be going through a 'Welcome' programme with you during the first half term, that will help remind you about routines, organisation and getting used to being back in school. Your teachers understand that this has been a really difficult time for everyone and that you may need some extra support in getting used to being in school again. If you are worried about anything, please speak to your Form Teacher, who will be happy to help or direct you to someone who can support you.

#### **What should I do if I have a question or am concerned about coming back to school?**

If you have any questions or concerns about coming back to school, you can speak to your parent or carer

about the question or concern you have. Either you or your parent or carer can contact your new Form Teacher or Section Head, who will be happy to help. The Wellness Centre team, Chaplain, school counsellor and mental health first aiders are all available within school and you can speak to any member of staff if you are worried. The 'Who can I talk to?' page on Firefly has lots of information about how to access support.

#### **What will happen if we have another lockdown or the school has to close?**

We sincerely hope that this will not happen. However, we do need to be prepared. We are very proud of our remote learning programme and should we need to go into another lockdown or in the unlikely event that the school has to close, then we would ensure that you were fully supported in the same way as we did previously, using Microsoft Teams and Firefly to access remote learning. If you are new to the school, we will ensure that you receive training in how to use these two programmes early in the Michaelmas Term, so that you are confident in how to access remote learning.

#### **What should I do if I feel unwell at home?**

If you have any coronavirus symptoms (a high temperature, a new continuous cough or a loss or change to your sense of smell or taste) or have tested positive then you should not come into school. Your parent should email the JS Office to inform them as soon as possible. If you are at home and have worries you would like to talk through with someone from school, your Form Teacher would be happy to speak to you via Microsoft Teams. Even if you are at home, they are very much there to help you.

#### **What happens if I have to self-isolate?**

If you become unwell, then the most important thing is to get better. If you must self-isolate, but do not have symptoms, you are welcome to join in school remotely. Your teachers will be ready to stream lessons on Microsoft Teams and set work on Firefly if needed and they will provide you with what your remote learning timetable would look like on the first day back. Your remote learning timetable will be kept in your planner/reading record so if your bubble group is working from home, you can refer to the timetable at any point. If



you are self-isolating, but the rest of your class is in school, you will be able to access lessons live via Microsoft Teams.

### **What is 'catch it, bin it, kill it'?**

It is important to have good respiratory hygiene to prevent the spread of disease, particularly COVID-19. Carry tissues with you or use the tissues available in school to catch your sneeze or cough. Dispose of your tissue in the bin. Clean your hands thoroughly for 20 seconds.

### **Will I still be able to go on trips?**

There will be no residential trips during the Michaelmas Term. Residential trips for the rest of the school year will be kept under review and will go ahead if possible, in line with Government guidance. Day trips may happen, only where it is safe to do so, but these will certainly not take place until the second half of the Michaelmas Term.

### **Will normal school events be happening?**

Some school events will take place, where these can happen within Government guidance. However, some events may need to be adjusted or cancelled. There are so many wonderful events we host at St Dunstan's and we will be working hard to think creatively about how they can take place, even if it is a remote version.

### **Can my parents come to meet with you if I would like them to talk to you about something?**

Where possible your teachers will arrange a phone call or Teams meeting with your parents. Face to face meeting can be arranged, in line with guidance. However, we need to try and limit visitors to the College and so a phone call or Microsoft Teams meeting would be preferable.

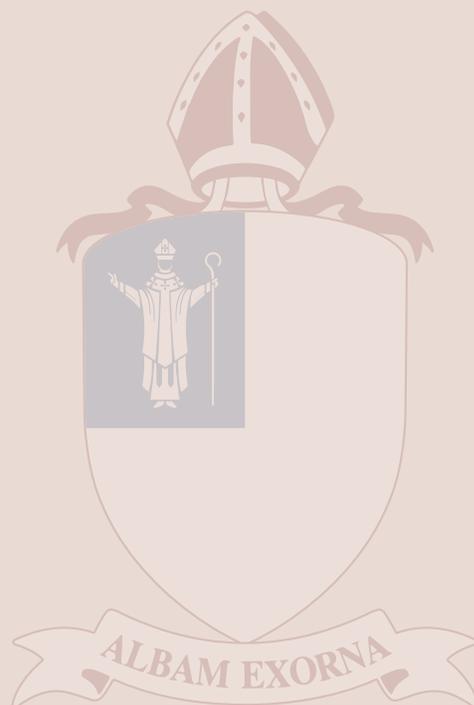
### **Can Music/LAMDA lessons take place?**

Your music and LAMDA teacher will be in touch with your parents so that your lesson can be arranged. It may take place in school or at home, but that will depend on the arrangements made with your

parents. If your lesson takes place in school, your teacher will make sure that it takes place safely.

### **How can I keep my hands clean?**

We have installed new hand washing stations across the College site and these are indicated on the map on the final page. Hand sanitiser will be provided in every classroom and at other points around the College. You will need to wash your hands when you arrive at school, after your breaks, when you change classroom and before and after you eat. During the first week, our College Nurse will be giving everyone a reminder on how to wash their hands thoroughly for 20 seconds. You should bring a small bottle of your own hand sanitiser to use for yourself at regular intervals throughout the day, if you wish. You should not share hand sanitiser with other children.

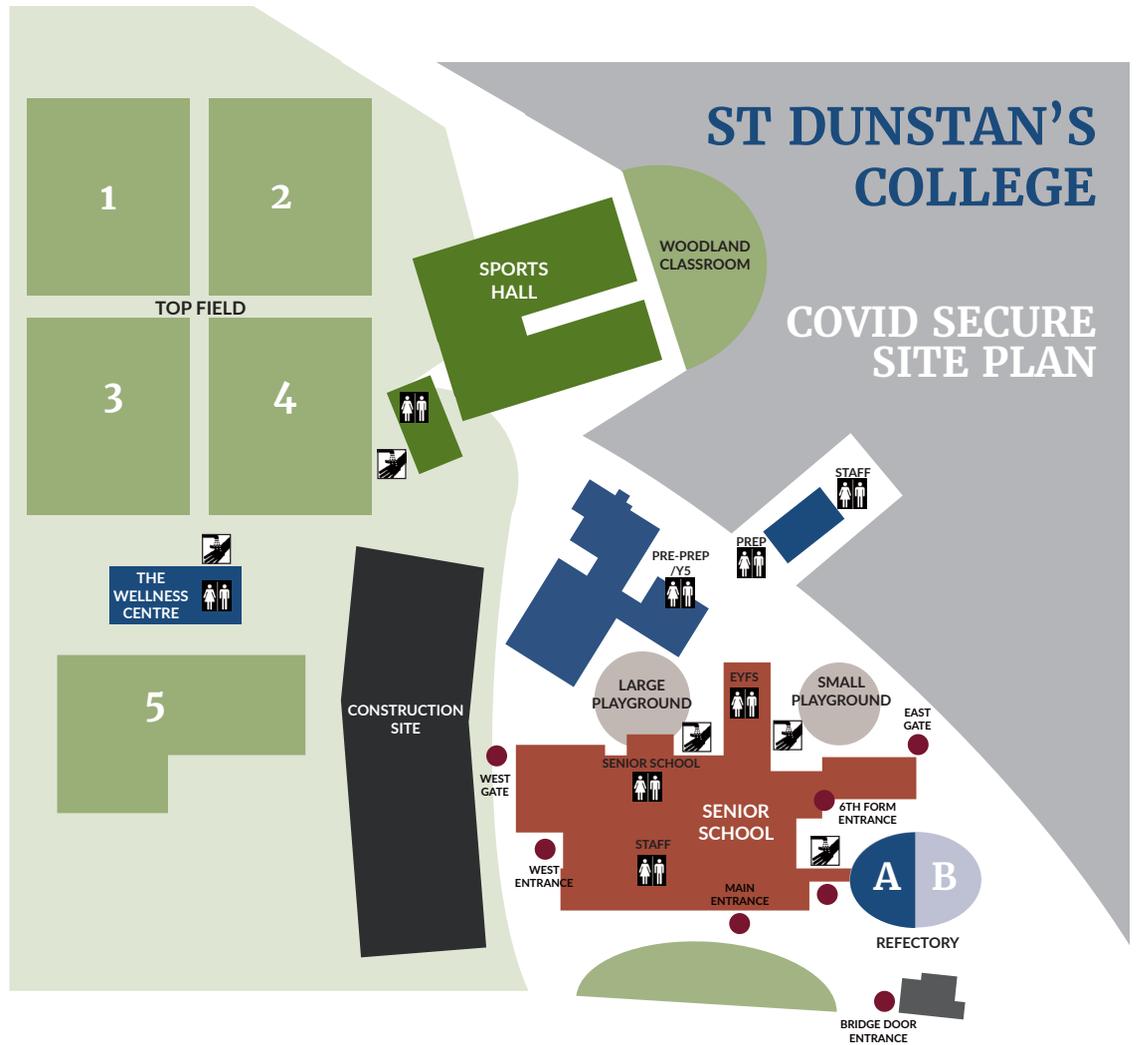




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### KEY

- TOILETS
- HANDWASHING AND DRINKING WATER STATIONS
- OUTDOOR AREAS
- PLAYGROUNDS
- ENTRANCE/EXITS





St Dunstan's  
— College —

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Charity number: 312747  
[www.stdunstans.org.uk](http://www.stdunstans.org.uk)

An ambitious, forward-thinking community that inspires and supports individuals to thrive