

28 August 2020

Dear Parents and Carers

Reopening of College – Junior School

I hope that you have all had a restful summer break and had the opportunity to enjoy the sunshine. We are all very much looking forward to welcoming pupils back to school in September and are delighted that we can reopen for everyone! It was such a pleasure to invite pupils back for the final half term and it was a helpful reminder that nothing beats face to face time in school with pupils seeing their teachers and friends.

I do hope that all families will feel comfortable enough to return their children to school and will be reassured by the rigour of our planning and the significant measures that have been undertaken to keep your children as safe as possible. This letter is accompanied by two documents, 'Ensuring a Covid-Secure Working and Learning Environment - Junior School Pupils', a Junior School specific FAQ document for pupils, and 'Ensuring a Covid-Secure Working and Learning Environment - Parents' which outlines whole-College matters and key health and safety information. A detailed Risk Assessment can also be found on the dedicated Coronavirus Page of the College website. The purpose of this letter is to outline key Junior School logistical matters in order that you are well informed regarding the return to school arrangements.

Welcome Evening will take place for parents remotely on Thursday 10 September 1830-2000 and more information will follow next week in a separate letter. I kindly request that you keep the date free in order that you can attend to find out more about the year ahead.

Smaller Groupings

Consistent groups were used in the Trinity Term in recognition that children, and especially the youngest children find it very challenging to remain socially distanced from adults and their friends. 'Bubble' groups therefore provide an additional protective measure. From September, bubble groups in the Junior School will be according to your child's year group. The only exception to this will be Nursery and Reception pupils, who will form an EYFS bubble.

Staff will ensure that different bubbles are kept apart from one another and the timings of the school day, as well as allocated areas both inside and outside, will assist us in minimising any interaction between different groups. It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.

Collection and Drop Off Arrangements

Changes to drop off and pick up routines will be required to reduce the number of people arriving at the East Gate. Whilst we appreciate that this may result in a narrow window to drop your child off, it is essential to ensure a smooth transition at the start of the school day, and to minimise over-crowding or grouping, in the interest of infection control. We ask that you adhere to the social distancing measures while waiting, as marked out along the pathway, under the covered area by the East Gate and by the West Gate. We would like to continue to discourage gatherings on the College site, so politely request that you leave the site swiftly once you have dropped your child off/collected your child. To avoid congestion, we ask that you only enter the College site within the allocated window assigned to your child's year group with only one adult per family on site.

For drop off, pupils in Years 1-6 will be required to say goodbye to parents at the gate, and will walk with a Junior School member of staff onto the College site, without a parent accompanying them.

Reception and Nursery will have their own drop off time in order that parents can walk them to their building once the pupils in other year groups are in their classrooms. We ask that you help prepare your child for what to expect at home, walk with them to the EYFS playground and assist the staff with this key transition. If your child is in the building and settled, please leave school promptly to assist us in supporting our youngest pupils to settle into their new routine and environment.

Upon collection for all year groups, please queue at the marked points within the window allotted. Junior School Staff will send you to the playground in small groups to collect your child and exit directly from the relevant gate, before the next year group of parents can be sent through to collect their child.

If your child is in Year 6, they are able to make their way to and from school independently, with your permission. Should you wish to grant permission for this, email jsoffice@stdunstans.org.uk to make them aware. Pupils will not be dismissed without a parent unless permission has been granted.

Bollards duty for pupils in Reception – Year 6 will be reintroduced in September every morning from 0820-0850. Parents can drive around the Front Drive to the Refectory during their specified arrival window and a member of Junior School staff will help your child out of the car to go to the East or West Gate so that you can continue with your journey and avoid unnecessary congestion.

Front Steps duty for Prep pupils will not be in operation as it would be very difficult to continue to keep children in their bubble groups to facilitate this. We therefore request that you park outside of the College site and walk to the East/West Gate to collect your child at the end of the school day.

Children will no longer be automatically taken to After School Care in the case of a late arrival, as places will be allocated in advance. We therefore kindly request that you ensure that you collect your child at the correct time. Where children have not been collected on time, their Form Teacher will wait with them and get in touch with parents directly. In the event of repeated late arrival, we may request that you arrive at an earlier time to collect your child.

Nursery

- Nursery (Group 1 only) will start school on Wednesday 9 September, 0900-1300. Drop off and collection will be from the East Gate. Group 1 will be required to stay at home on Thursday 10 September.
- Nursery (Group 2 only) will start school on Thursday 10 September 0900-1300. Drop off and collection will be from the East Gate.
- Miss Jackson has emailed all parents with their group allocation, starting date and time. The purpose of the smaller group and shorter first day is to introduce pupils to school life and help them settle into their new environment.
- The timings below will be for all Nursery pupils, starting on Friday 11 September.

Reception

- The first day of school for Reception pupils is Wednesday 9 September, with the later drop off time of 0915 at the East Gate. Collection will be from the West Gate between 1520-1530.
- From Thursday 10 September onwards, Reception pupils should follow the drop off and collection arrangements below.

Years 1 - 6

Drop off and collection arrangements for Years 1-6 are listed below, until further notice. The first day of term is Monday 7 September.

Year Group	Drop Off Time	Drop Off Location	Collection Time	Collection Location
Nursery	0835-0850	East Gate	1520-1530	West Gate
Reception	0835-0850	East Gate	1520-1530	West Gate
Year 1	0820-0835	East Gate	1510-1520	East Gate
Year 2	0820-0835	East Gate	1520-1530	East Gate
Year 3	0835-0850	West Gate	1550-1600	East Gate
Year 4	0820-0835	West Gate	1530-1540	West Gate
Year 5	0835-0850	West Gate	1550-1600	West Gate
Year 6	0820-0835	West Gate	1540-1550	West Gate

Collection and Drop off Arrangements for Siblings

If you are dropping siblings off for different year groups, please follow the drop off arrangements for the **latest drop off time** available for the specific year groups of your children. Your older child can then take your younger child to their building, where staff will be waiting, before going to their own allocated area. If you would prefer to drop your children off at different times in order that they can arrive within their specified arrival window, you are able to do so.

When you are collecting siblings, please arrive at the **latest collection time** available for your children as listed above. Your child who has an earlier collection time will be taken to the Refectory to wait. Once you have collected your child with the later collection time from the East or West Gate, you can then walk to the Refectory steps to collect your other child, before

leaving the College site e.g. If a family has a child in Years 2 and 5, a parent will be required to collect their Year 5 child from the West Gate 1550-1600 before going to the Refectory to collect the Year 2 sibling who will be waiting for them with a member of Junior School staff. Siblings who are not collected at the allocated collection time will automatically be taken to the Refectory to wait for their sibling to finish school and their parent to arrive. You do not need to contact the Junior School Office in advance to register them.

Before School and After School Care

We are delighted to be able to reopen our Before and After School Care facility from **Tuesday 8 September** (please note that it will not begin on the first day of term). In order that we have the correct number of staff supervising to keep children in their bubble groups, parents will be required to sign pupils up in advance and places will be offered on a first come, first served basis. Parents should sign their child/children up a week in advance and the deadline for this will be by the Thursday prior at 1600. Please email jsoffice@stdunstans.org.uk to sign your child up, including **Before/After School Care** and your **child's name** as the subject of the email. We would be grateful if you could indicate an estimated time of arrival for Before School Care and collection for After School Care if you are aware of the timings in advance. You will receive an email to confirm whether your child has a place on the days requested. For more information regarding charges for Before and After School Care, please consult the Parent Handbook or email the Junior School Office for more information.

Before School Care

Before School Care will be offered from 0745 until your child's year group arrival time. Drop off should be at the East Gate, and a member of Junior School staff will be waiting on the back playground to greet you.

Pre-Prep After School Care

Pre-Prep After School Care will take place on the Junior School back playground and in the EYFS block. Please enter via the East Gate to collect your child, walking around to the EYFS block.

Prep After School Care

Prep After School Care will take place on the Junior School main playground, the main field or in the Great Hall. For collection, please come to the East Gate and enter the Great Hall via the gate located on the main playground (to the side of the Great Hall). If the children are on the field, a sign will be placed on the gate to indicate this and you will be able to walk to the field to collect them.

The Forder Programme

We are committed to delivering a rich and broad co-curricular programme upon our return in September and plans are well underway to think creatively about how this can be managed whilst maintaining the integrity of bubble groups. We are confident that we can achieve this successfully and more information will follow in the upcoming weeks regarding the schedule. As always, we ensure that pupils settle into the first few weeks of term before the programme begins and we continue to plan for activities to commence the week commencing Monday 28 September.

More information will also follow regarding instrumental lessons and LAMDA, both of which we are positive can be accommodated safely on the College site.

Transport

It is recommended that you reduce any unnecessary travel on public transport where possible (for example, by walking or cycling to school, and, if these modes of transport are not possible, by driving). Should you be required to use public transport for your child's journey, we ask that you provide them with a bag for them to store their mask in safely and you assist them in removing it before they enter the College site to ensure that this is supervised as not to touch their face before they wash their hands in school. Please make your child's Form Teacher aware if you feel they may need some assistance with this in school.

Teaching and Learning

We are committed to delivering a broad curriculum and we have not made any adjustments to the timetabled lessons to accommodate this. Your child will be given a copy of their timetable on their first day and we encourage you to look through this with them when they return home. While most lessons will be taught with their class in their main classroom, there will be points where children will work with other children in their year group (Maths in Prep for example) and specialist lessons will continue to be taught by our specialist teachers using our dedicated rooms for this (Art and Music Rooms). We will ensure that equipment and resources undergo a thorough clean before they are used by a different bubble group and that the working area is wiped down before and after use, as well as children washing their hands thoroughly upon entering and leaving any specialist classrooms.

PE, swimming and Games will continue to be taught as normal. Children should come to school wearing their PE and Games kit on days that these will be required. The swimming changing rooms will be cleaned thoroughly in between bubble group use.

Remote Learning Timetable

In the event of a bubble group learning from home, each year group will be provided with a remote learning timetable, specific to their year group. The Form Teachers will discuss this with their class on the first day back in school and it will be glued in their Reading Record (Pre-Prep) or Pupil Planner (Prep). Should your child's year group be required to follow a home-learning schedule, you will therefore be aware of the timetable of live/pre-recorded lessons in advance. If your child is new to the school, Mr Murphy will ensure that you are sent log-in details for our remote learning platforms, Firefly and Microsoft Teams. We urge you to check that these are set up and working promptly in order that we can address any technical issues proactively.

If your child is required to self-isolate for a period of time when their peers remain in school, your child's Form Teacher will discuss with you how the lessons taught in school will be streamed and accessed as well as how to access accompanying resources in order that your child is able to access the curriculum from home. I would like to reassure you that the five week trial during the Trinity Term, with some pupils at home and some pupils in school, was incredibly successful and we are therefore confident that we can replicate this model should the need arise.

Equipment

Pupils in Prep will need to continue to bring their own stationery to school as normal. They will require a named pencil case, including a cartridge pen with blue ink, HB writing pencils, colouring pencils, sharpener, eraser, glue stick, purple pen, protractor, calculator, compass, highlighters, a short ruler and a 30cm ruler.

Pupils in Pre-Prep will not be required to bring in stationery and they will be provided with their own equipment, which they will be unable to share with other members of the class.

All pupils will require a named refillable water bottle, which will be brought to and from school each day. Pupils will all require their own hand sanitiser.

Break and Lunch Time

Break and lunch time will be staggered to avoid all returning children having to share recreational space and time. Pupils will only be able to spend break and lunch play time in their year group bubble. The Junior School playground and field will be marked with grids, to indicate the area where each group will play. Outdoor play equipment will be divided between the year groups so each bubble group will have their own items to play with.

All pupils from Nursery to Year 6 will be required to also bring in a healthy, nut-free snack for their break time. Please try to avoid items with wrappers, in order that pupils can eat their snack independently, without any assistance opening a wrapper/lunch box to access it.

Lunch will continue to be provided by school in the Refectory; your child should not bring in a packed lunch. Lunch times have been staggered as they normally would be, and children will sit at allocated, distanced spaces from the other children within their group and a safe distance apart from any children in different bubble groups in the Refectory at the same time.

Visitors

The College will remain a locked site for the duration of the school day, to limit the number of external visitors to the school during school hours.

You should only come to the College site outside of the drop off/collection times when strictly necessary, and you will need to come to the College Office to do so. We kindly require that you ensure that your child has all of the necessary items when you drop them off in the morning as you will be unable to access the Junior School Office in person.

Should you wish to meet with your child's Form Teacher, this can be organised directly with them and is likely to take place remotely, using Microsoft Teams or via phone.

Uniform

Pupils will be returning to College wearing their full summer uniform and the guidance now indicates that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Changing rooms will be closed until further notice and we will therefore request that you send your child to school wearing their PE/Games kit on the relevant days, according to their timetable. Pupils will not be expected to change back into their uniform on those days.

If your child has PE/Games on the first day of term, your child's Form Teacher will be in touch to make you aware of this in advance of the first day of term.

Illness and First Aid

We will have paediatric first aiders on site, as well as additional first aiders.

Please ensure that your child brings any medical items with them (inhaler/EpiPen) on the first day back in school.

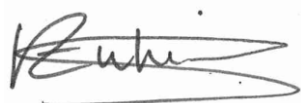
Should a member of your household, or your child, display coronavirus symptoms (a high temperature, a new, continuous cough, loss or change to your sense of smell and taste) then it is vital that you do not send your child to school. Please follow the most current advice from Public Health England and email jsoffice@stdunstans.org.uk to inform the College.

Should the staff feel that your child has symptoms of coronavirus while they are in school, they will be separated from other pupils immediately, and taken to the Wellness Centre, where the College Nurse is based. Your cooperation in collecting them as soon as possible once contact has been made with you is much appreciated.

I can appreciate that there is a lot for you to consider in this letter. However, I do hope that it provides you with the details required in order for you and your child to be aware of the logistics and begin to prepare for their return to school. Please do let them know we are very excited to see them in September! Whilst it is understandable that the measures will make school life feel a little different, I am positive that it will become a new sense of 'normal' and the children will adapt to their new environment quickly. If you have any further questions, please do get in touch via the Junior School Office and we will be more than happy to answer any queries you have.

We will look forward to seeing you in September.

Yours sincerely



Miss L Whitwood
Head of Junior School