

The Paragon School



September 2020 Reopening Handbook

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Summary of Government Guidance for schools reopening

The Government's guidance to schools can be broadly summarised as follows:

- Wherever possible, pupils should return to school in separate year group 'bubbles'
- Schools should minimise the points of contact where infection might spread, but without reliance upon the previous strict social distancing measures that applied before the summer break
- Pupils can move around their school's site and teachers are able to move between different 'bubbles'
- Pupils are, broadly, expected to continue to study the same breadth of subjects as they normally would
- Non-Contact sports and exercise can take place, outside wherever possible

Safety Measures at The Paragon

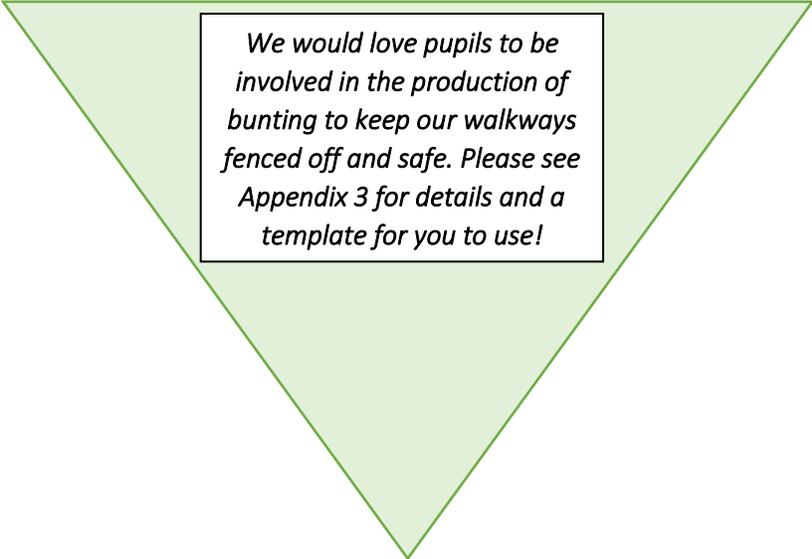
The most important measure is for us all to minimise contact with individuals who are unwell. We can do this by ensuring that anyone with Covid-19 symptoms, or with someone in their household with symptoms, does not attend school.

Our key principles in keeping The Paragon community safe *within* school are as follows:

- Regular, thorough handwashing throughout the day and at activity changeover times
- Preservation of the year group bubble system through social distancing
- Germs – catch them, bin them, kill them
- Immediate isolation in the event of symptoms of Covid-19

Travelling to and from school

We are encouraging all pupils to walk, cycle or scoot to school if they can. Those arriving on foot or two wheels should use the top gate with the coded entry. If pupils are not able to walk, cycle or scoot, they can use public transport or drive to get to school. The government has provided the following guidance on car sharing: *you should share with the same people each time, open the windows for ventilation and those over 11 should wear a face covering unless they are exempt.* Please ensure appropriate measures are taken when transporting other peoples' children so you can help to limit the mixing of our school community outside of class bubbles



We would love pupils to be involved in the production of bunting to keep our walkways fenced off and safe. Please see Appendix 3 for details and a template for you to use!

Drop off and pick up times by year groups

In order to maintain social distancing between bubbles we will be operating a staggered 'drive through' drop off and pick up as follows:

Group	Drop Off	Pick Up
Breakfast Club	7.45-8.00	-
Y6	8.15-8.25	3.45-4.00
Y5	8.25-8.40	3.45-4.00
Y4	8.25-8.40	3.30-3.45
Y3	8.40-8.50	3.30-3.45
Y2	8.40-8.50	3.15-3.30
Y1	8.50-9.00	3.00-3.15
Reception	8.50-9.00	3.00-3.15
Squirrels	8.50-9.00	3.00-3.15

- Pupils will be met from their cars outside Lyncombe House by their class teacher or TA each morning
- We have created class posters for parents to print off for car windscreens. This will enable us to quickly identify your car at drop off and pick up. Please select the correct poster for your child's class [here](#), print it off and display it safely in the windscreen of your car
- It would help us enormously if you could stick to your slot timings, please avoid arriving early or late for your slot. Unfortunately there will be no facility for parents to park on site
- Siblings can be dropped off all together in the earliest of their designated slots. At the end of each day siblings can be picked up all together in the latest of the slots. Siblings needing to wait at either the beginning or the end of the day will be cared for by a designated staff member
- The Minibus services from Prior Park Garden Centre and from Prior Park College will continue to run

Arrangements for Squirrels and Reception pupils – first week back

For the duration of the first week back, parents of pupils entering Squirrels and Reception are invited to arrive at 9am and bring their child to the classroom to help them to settle into their new environment. Limited parking will be available to facilitate this, so do please walk, cycle or scoot if you can. If you feel your child would benefit from being collected at lunchtime, please email Sarah James, Head of Pre-Prep to arrange this sjames@priorparkschools.com

Arrangements for pupils new to the school in Y1-Y6 – first day back

If your child is new to The Paragon in September, then we are very excited to welcome them to the school! On the first day, pupils should arrive with their parents at 9.30am. Parking will be available for those who need it in designated spaces. Becky Braithwaite will greet families on the front lawn. Here, pupils will be met by their buddy and escorted to their new classroom, where a warm welcome awaits. Sadly, we are unable to hold our customary new parents' coffee morning this year, but a number of key staff, including Mrs Allen, will be on hand at this time to answer any questions you may have.

Breakfast Club

Breakfast Club will now start at 7.45am and pupils will be kept in year group bubbles for the duration of the session. All drop offs for Breakfast Club must be completed by 8.00am. Breakfast Club will be held in the Lodge in the Autumn Term and will run until 8.45am. Pre-booking is essential - please email: reception.paragon@priorparkschools.com to book a place for your child by 5pm the day before you would like your child to attend. The cost is £2 per day and will be added to your bill

SuperPirates

SuperPirates will be operating at the normal times of 3.00-6.00pm each day in the school hall. There have been some changes to booking requirements in response to Covid-19. Full details, and access to the booking facility, can be found on the SuperPirates website: www.superpirates.co.uk/paragon

Clubs

The updated clubs list is included in Appendix 2. We are happy to announce that the majority of our after school clubs will be running from the first week back, though as I am sure you can appreciate there will be a number of adaptations to the usual routine to ensure the children's safety. In order to socially distance, certain clubs will be split into year groups to make sure children are able to stay in their class pods within the clubs. Clubs for children in the Prep School (Y3-6) will now start at 4.00pm.

Unfortunately, the following clubs will not be going ahead:

- Before school and lunchtime clubs (except swim squad on a Friday)
- Winter cricket nets
- Chess club
- Sewing Club

If your child is expecting to attend a club which is no longer running, we will safely supervise them until they would have been collected.

Please note, if you have already been given a place in a club you do not need to rebook onto that club. Though if you wish for your child to be booked into homework club, you will need to email reception.paragon@priorparkschools.com Please note that Homework club is now run separately for Y3/Y4 and Y5/Y6.

If you are collecting your child from a club, please arrive at the club finish time and join the queue for collection. This will be the same as normal school pick up – in car with pupils brought to the front lawn by the person running their club.

Sport

Mr Goodman is delighted to confirm that Games and PE lessons will continue as close to normal as possible for all children. We are bound to follow the guidelines set by the individual national sporting bodies as well as the government. While inter-school fixtures for Years 3-6 will not commence immediately, we are looking to resume these as soon as we are allowed. Mr Goodman has contacted all parents of children in Years 3-6 with further details.

Games kit should be worn as follows:

	Sq.	Rec.	1WH	Y2	Y3	Y4	Y5	Y6
Monday			✓	✓ (2M)	✓	✓		
Tuesday	✓	✓	✓	✓ (2GV)				
Wednesday							✓	✓
Thursday	✓	✓		✓				
Friday					✓	✓	✓	✓

Those classes timetabled for Games or PE on the first day back (All Year 3/4 Games, and PE lessons for 2M and 1WH) should wear their games kit to school on Monday.

Mr Goodman has written separately to certain year groups with details of swimming. Pupils do not need to come to school wearing their kit under their clothes as we will have access to sanitized changing rooms before and after our sessions.

Sport is a major part of school-life and it is important, now more than ever, for children to keep active. We have examined all guidance and potential risks to ensure our sports provision will be as safe as possible for the children and staff.

Music

The music lodge wore many different faces during lock-down but will be back to being a hub of wonderful music-making in September. Fortunately, we are blessed with lots of space and access to the outdoors, where we will be doing much of our singing. We have also made some changes to the timetable so that there is time for cleaning between different bubbles using the Lodge. Many of our instruments will be allocated to pods and cleaned regularly and music clubs will make a phased return after half-term. We may even see some mini recitals...under canvas!

With the exception of Singing lessons with Mrs Kay-Mouat, instrumental lessons will resume on **Tuesday 8th September**. You will receive an email in the usual way regarding the day and time of your child's lesson for the forthcoming week. As before, we intend to rotate lessons every half-term however, due to changes in the academic timetable this might not always be possible. Rest assured, all our peripatetic teachers will be taking the necessary measures to ensure door handles, keyboards, stands and other equipment will be

kept clean and social distancing maintained. If you would like your child to have a taster session on a certain instrument, or would like to book lessons, do get in touch with me at skettlety@priorparkschools.com. Mrs Kettlety will be in touch with Mrs Kay-Mouat's pupils in due course.

We are looking forward to getting your children exploring, creating, listening and expressing again. It's been too long!

Uniform & Belongings

Uniform should be worn and cleaned as normal. Summer uniform can be worn until half term. Pupils are asked not to wear blazers until further notice as these cannot be cleaned in a normal manner. Children should come in their games kit on games days, as per the table provided earlier in this handbook. We would ask that children do not bring personal items such as toys and swap cards to school for the time being. This is to minimise the number of items which could pose a transmission risk. School bags and sports bags should be brought in as usual, and we are requesting that each child bring a named water bottle for use during the day.

In recognition of the constraints that the pandemic has put on normal back to school activities, we will be taking a slightly more relaxed approach to footwear and haircuts this term. Whilst we will of course encourage pupils to look smart and wear their school uniform with pride, we do not want the children to feel unnecessarily anxious about things which may be challenging to rectify at present.

Curriculum

We are delighted that the children will follow the same curriculum, access the same subjects and enjoy the same range of teachers as they did prior to the pandemic. Your child's class teacher will be writing to you with details of the curriculum in the coming days. All lessons that can be taught in your child's designated classroom will be, but they will also make use of specialist learning rooms such as Music, Art and the Library where necessary. An enhanced cleaning rota and additional time between lesson changeover makes this possible. When your child is being taught by a specialist teacher, he or she will maintain social distancing during the lesson. There may be some limitations on the resources that can be used in these lessons, but our wonderful specialist teachers will ensure that the learning experience is positive and rewarding for all the children.

We are currently reviewing the format for the annual Curriculum Meetings which usually take place at school after the start of term, and will write to you in due course with details of the plans for these.

Learning Support

Learning Support will be offering 1:1 lessons to all those children who are expecting them. Support Profiles will be drawn up as usual within the first couple of weeks in September and shared with parents and teachers for comment. Sadly, we will have to pause Nessy club in the mornings but we would encourage those children who would usually attend to use their accounts at home.

How will lessons be the same/different?

Each child will have the agreed number of lessons and these will be recorded and billed (retrospectively) in the usual way. However, in order to limit the risk to both children and staff, we will need to timetable

children's lessons to ensure that children within the same year group have lessons at the same time or follow on from each other. This will mean that timings of lessons will not be as flexible. We will work with class teachers to ensure that children are not regularly missing the same lesson, so there will be some element of a 'rotation' in the timetable.

How will my child be kept safe?

Prep children will be asked to arrive in time for their lesson and wait in the courtyard outside Learning Support until their teacher is ready for them. Pre-prep children will be collected from their classroom by their Learning Support teacher. During the lesson, the teacher will step away from the child to allow for social distancing, after a task has been explained/demonstrated. Any resources that have been used as well as the table, door handles and other touch-points will be wiped down between children. As much as possible, only children within the same year will be taught at the same time within the Learning Support room. Even when this is the case, children will be kept apart and only sit with their allocated Learning Support teacher. If you would prefer, your child and their teacher can wear a face covering but please let Mrs Mason know in advance if you would like this to happen.

Will interventions be running?

With all the safety measures that we are putting in place, it may take longer for us to set up intervention groups and these may have to be on a smaller scale than usual. We will be using the school RAG system to ensure that risks are kept to a minimum and this will be the main priority.

Can external specialists (Educational Psychologists, Occupational Therapists, Speech and Language Therapists etc) still come into school to work with/assess my child?

Mrs Mason is in contact with our regular specialists or those who have already booked appointments and will be sharing our risk assessments with them. As long as all safety measures have been met, the specialist has sent us their risk assessment and they can follow our school procedures, any visits should be able to continue as normal.

How will Learning Support keep parents informed or allow input during meetings?

Your child's Learning Support teacher will send an email within the first couple of weeks of term with an updated Support Profile. This person is then your first point of contact within the Learning Support department. The Learning Support teacher will be able to arrange phone calls or a meeting via Teams with parents, if that is required. When a meeting with an external specialist is required, parents will be invited to join these as usual, but it may be more appropriate/convenient to do so via Teams. This will be considered on a case-by-case basis.

Assemblies

Until such time as the guidance changes, we are unable to hold whole-school assemblies. We will, however, be offering a series of live streamed assemblies for pupils to watch in their classrooms. Parents will be provided with the details for these so they can join if they so wish. As a new Head, I have to say that this is one of the most challenging elements of the restrictions on the mixing of our school community! However, I will be looking for every possible opportunity to safely visit the children and ensure I am always visible and accessible to them.

Dining Arrangements

In order to maintain social distancing between year group bubbles, lunch will be staggered over a longer period than usual. In order to facilitate this, Squirrels to Y4 will have one day per week when they will be provided with a delicious packed lunch to eat in their classroom. This will be rotated so that every child has four hot meals per week and one packed lunch. Y5 and Y6 will have a hot meal every day. Never fear, all children will get a hot lunch on 'Chip Friday!'

Healthy and delicious packed lunches will be provided by the school as follows:

Monday – Y2

Tuesday – Squirrels, Reception, Y1

Wednesday – Y3

Thursday - Y4

Additional Documentation

In addition to this guidance, I would like to draw your attention to further documentation around our planning and risk assessment which can be found [here](#). This page will also, in due course, contain information regarding arrangements in case of a confirmed case of Covid-19 within the school community. Those of you who follow the news will know that additional guidance for schools regarding this was published by HM Government late on Friday night. Our senior team need to review this latest guidance before confirming if it changes any of our 'Covid positive' measures. In the meantime please rest assured that in the event of a confirmed case of Covid in the school community, our measures ensure that only a minimal number of pupils and staff would need to self-isolate. In case of the need for a class to self-isolate, learning would continue remotely for pupils during this time.

Appendix 1 - Checklist for our family

	Mon	Tue	Wed	Thu	Fri
Our drop off time					
Our pick up time					
Our Clubs					
Uniform or Games kit?					
Things to remember each day	Water bottle Nut free healthy snack				

Appendix 2 – Clubs timetable

AUTUMN TERM 2020-21 CLUBS LIST

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A					
M					
L					1.00-2.00pm Swim Squad (Yr 6 by invitation) Miss Wain/ Mrs Whyte Prior Park College
U					
N					
C					
H					
A	3.00-6.00pm Super Pirates http://www.superpirates.co.uk/paragon Hall	3.00-6.00pm Super Pirates http://www.superpirates.co.uk/paragon Hall	3.00-6.00pm Super Pirates http://www.superpirates.co.uk/paragon Hall	3.00-6.00pm Super Pirates http://www.superpirates.co.uk/paragon Hall	3.00-6.00pm Super Pirates http://www.superpirates.co.uk/paragon Hall
F	3.15-4.00pm Art Club (Rec-Y1) ^ Miss Hucks (Y2 after HT) Art Room	3.15-3.45pm Sporty Club (Yr 2) (1st 1/2 term) Mr Goodman / Miss Wain Lawn / Playground	3.15-4.00pm Lego Club (Rec-Yr 2) # Mrs Hughes / Mrs Grinyer (max. 18) Squirrels and 2GV	3.15-3.45pm Hockey (Yr1 1st 1/2, Yr2 2nd 1/2 term) Mr Goodman / Mr Crichard Playground	3.15-4.00pm Busy Bee Club (Rec-Yr2) ^ Mrs Hart / Miss Murphy (max. 18) 1WH
E	3.15-4.00pm Colouring Club (Y2) * Mrs Mason (Rec-Y1 after HT) 2M	3.15-4.00pm Construction (Rec-Yr 2) # Mrs Williams / Mrs James (max. 18) 2GV and 2M	4.00-5.00pm Homework Club (Yrs 3-6) * Mrs James / Miss Murphy 5G, 5M, 6S, 6M	3.15-4.00pm Activity Club (Rec-Y2) * Mrs Taylor / Mrs Hughes (max. 18) RJT and Squirrels	3.15-4.00pm Fun Science (Yrs 1-2) * Molecule Molly (min 8, max 18, charge applies) 2GV
R	4.00-5.00pm Homework Club (Yrs 3-6) * Staff Rota 5G, 5M, 6S, 6M	4.00-4.45pm Art Club (Yrs 3-4) ^ Miss Hucks (max 13, £10 for the term) Art Room	4.00-5.00pm Fun Science (Yrs 3-6) : Chemical Cress (min 8, max. 18, charge applies) 4H	4.00-6.00pm Homework Club (Yrs 3-6) * Mr Hinde / Mrs van Genwen 5G, 5M, 6S, 6M	3.45-4.30pm Hockey (Yrs 5-6 girls) 1st 1/2 term Netball (Yrs 5-6 girls) 2nd 1/2 term Mrs Whyte/ Miss Wain Prior Park College
S	4.00-5.00pm Swimming Squad (Yr 5, by invitation) Miss Wain/ Mr Garlington Prior Park College Pool	4.00-4.45pm Speech and Drama (Yrs 3-4) * Mrs Palmer (£8 per session) Music Lodge	4.30-5.30pm Drama (Yrs 5-6) * Mrs Palmer (£4 per session) Music Lodge	4.00-4.30pm Spanish (Yrs 3-4 1st HT, Yrs 5-6 2nd HT) Mr. Ramond 3G	3.45-4.30pm Rugby (Yrs 5-6 boys) 1st 1/2 term Hockey (Yrs 5-6 boys) 2nd 1/2 term Mr Goodman / Mr Isherwood Prior Park College
C		4.00-4.45pm Sporty Girls (Yrs 3-4 girls) (1st 1/2 term) Miss Wain/ Mr Crichard Playground		4.00-4.45pm African Drumming (by invitation) Mr O'Neill Music Lodge	3.45-4.45pm Cricket (Yrs 3-4) * Tom Baker (charge applies) Playground
H		4.00-5.00pm Homework Club (Yrs 3-6) * Mr Millar / Mrs Millar 5G, 5M, 6S, 6M	# Book email: bhughes@priorparkschools.com * Book email: reception.paragon@priorparkschools.com * Book email: jpalmer@priorparkschools.com	4.00-5.00pm Art Club (Yrs 5-6) ^ Miss Hucks (max. 14, £5 for the term) Art Room	4.00-5.00pm Homework Club (Yrs 3-6) Mrs Millard 6I and 6M
O		5.00-6.00pm Speech & Drama 2 (Yrs 5-6) * Mrs Palmer (£8 per session) Music Lodge	: Book email: funscience@priorparkschools.com ~ Book email: tbaker@priorparkschools.com	4.00-5.00pm Rugby (Yr 4 boys) Mr Isherwood Lawn	
L		# Book email: mwilliams@priorparkschools.com * Book email: reception.paragon@priorparkschools.com * Book email: jpalmer@priorparkschools.com ^ Book via Parents' Portal		~ Book email: jtaylor@priorparkschools.com * Book email: reception.paragon@priorparkschools.com ^ Book via Parents' Portal	^ Book email: ahart@priorparkschools.com ~ Book email: funscience@priorparkschools.com * Book email: tbaker@priorparkschools.com # Book via Parents' Portal

Updated 1 September 2020

Appendix 3 - Bunting Template

We would love the children to use the template below to decorate a piece of double-sided paper bunting and bring it to school on the first day back. This could depict your best memory of lockdown, or something you are looking forward to as you return to school. Make it nice and colourful and be sure to include your name and class! Please bring these in on your first day back and hand them to Mrs Allen, or to your class teacher.

