



Hendon  
Prep 1873

# BACK TO SCHOOL

Parents' guide to a smooth and safe transition





# MESSAGE FROM THE EXECUTIVE HEAD

To everyone in our school community,

Never in our life times have we had to deal with the recent global events, yet through the most challenging of moments, here at Hendon Prep, we have embraced the opportunity to learn and grow as a school community.

These moments of adversity have shown us that our school community stands strong thanks to the outstanding efforts of our dedicated educators whose hard work ensure a smooth transition to the summer programme of online learning. We have seen our children adapt brilliantly to the new ways of learning, relishing the new opportunities before them, their resilience when faced with the new challenges, their increased self confidence and them grasping the opportunity to develop their critical thinking and their independence.

Our learning support staff, our admin team and site teams, are those that have manned the Key Worker Centre, embracing the new safety guidelines in which we now need to work and have been on hand to adapt and continue to offer the most wonderful pastoral care, and educational support to the children of our community. It has been a tremendous team effort and my thanks goes to them all.

Coming back to school for the children is an important step as social interactions with their peers is a tremendous part of school. This underpins a healthy, broad and enriched curriculum creating childhood memories of school which will last forever. It is incredibly important for the wellbeing of children for us all to embrace the new norm and in the words of one of our pupils on their survey, "Lockdown, please be over".

As you can imagine, school will look and feel very different in many ways when we return as we all need to adapt to the new ways of working, however please be reassured that the Hendon team and I will continue to strive for excellence to ensure the delivery of our outstanding curriculum whilst placing the pastoral needs and wellbeing of our children at our core of all we do.

The Hendon staff and I look forward to welcoming you back.

Mrs Sarah Davies  
Executive Head

## 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. If you have more than one child returning to school, the older sibling will be dismissed at the same time as the youngest sibling to minimise social contact. We will continue to support our key workers by providing extended care. (please see below KWC)

Years	Date of return	School day	Drop off	Pick up
Preschool	Monday 1 <sup>st</sup> June	08:15 – 15:00	08:15	15:00
Reception	Monday 1 <sup>st</sup> June	08:30 - 15:15	08:30	15:15
Year 1	Monday 1 <sup>st</sup> June	08:30 – 15:30	08:30	15:30
Year 6	Monday 1 <sup>st</sup> June	08:15 – 16:00	08:15	16:00
Years 2-5 & Y8	TBC	TBC	TBC	TBC
KWC PS to Y1 & Y6	Monday 1 <sup>st</sup> June	08:00 -16:15	From 08:00	16:15
KWC Y2 – 5 & Y8	Monday 1 <sup>st</sup> June	08:00 -16:15	From 08:00	16:15

## 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:

- Follow the government guidelines which advocate teaching children in 'bubbles' to minimise the social contact of children and staff.
- Prioritise the delivery of the teaching within the bubble setting. There will be a balance of teacher led lessons with some specialist taught subjects online.
- Continue the online educational provision for pupils who are not yet in the 'returning' year groups. This applies to Years 2 to 5 & Year 8.
- Provide online resources and support for those families who have decided not to return their children to school for the time being despite being in the recommended 'returning' year groups. This applies to non-returners in Preschool, Reception, Year 1 and Year 6.
- Please note this educational offering will be on a 'best endeavours' basis. Our teachers are now spread across smaller physical classrooms (bubbles) so their capacity to also provide online teaching for returning year groups will be limited.



# NEW GUIDANCE DURING THE SCHOOL DAY

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

## ENTERING THE SCHOOL

All pupils and staff entering the school buildings will enter through trays of disinfectant to kill any virus on their shoes.

All pupils and staff will clean their hands with antibacterial gel on entry to the school.

## SOCIAL DISTANCING IN THE CLASSROOM

We are following the government advice which states *early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.*

We know young children will not stay apart whilst playing, especially after not seeing each other for such a long time. To mitigate the risk we are following the advice that students are split into 'bubbles'. Government guidance stipulates a maximum size of 15 per class. We have set a maximum of 8; however we recognize that some of our rooms may have room for less children. This means that students will be assigned a class and will stay within their bubble for the whole day, including staying together at lunch and breaks. The teacher will also stay with them. We are using all the available space and staff we have to achieve this government stipulation so your child may unfortunately not be in their usual classroom or have their usual teacher.

## BREAK TIMES

We will stagger break times to avoid bubbles mixing. It's not something we do happily as playtime is a key part of learning, but it is a significant risk mitigation. The playground will also be zoned so children do not mix socially or share play equipment.

## MOVING AROUND SCHOOL

We will be operating a one way system to manage the flow of people around the building when possible. We have added signage and floor markings to help everyone maintain social distancing.

## PERSONAL HYGIENE

We will supervise children to regularly wash hands just as we did pre-lockdown. We have enough bathrooms to support this in a staggered way.

Extra supplies of soap and paper towels have been purchased.

You can help by reminding your children of the need to regularly wash their hands for 20 seconds by singing happy birthday twice.



# SCHOOL FOOD & CATERING

## Snacks

- The school does not have the facility to clean and store lunchboxes separately each day. So it is advised that children should bring in a snack in a disposable bag .
- Preschool and Reception will be provided fruit as usual.
- Every child should bring in a clearly named bottle of water which they will keep at their designated desk.
- Please note unnamed bottles will be disposed of to minimise the risk of infection.

## Catering:

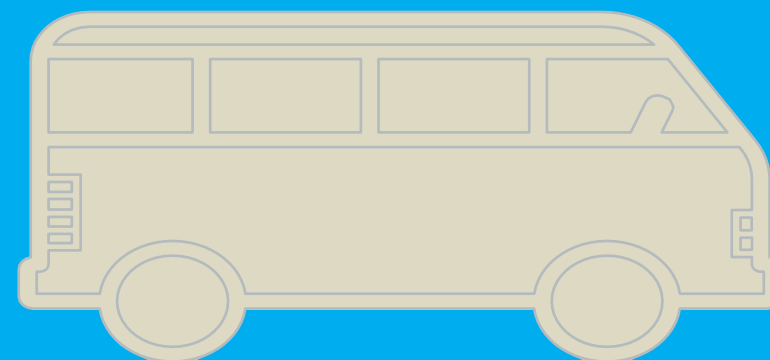
- Lunches will be provided by our caterer, Thomas Franks, with the following considerations:
- Lunch will be served in disposable, recyclable containers (hot boxes) to avoid risk of infection from plates and cutlery.
- Disposable, recyclable cutlery will also be provided.
- Where possible, food will be eaten in the class bases or outside in their play zones depending on the weather.



## Sample Summer Menu:

Monday	Tuesday	Wednesday	Thursday	Friday
Main meal Italian meatballs with pasta, tomato sauce and mozzarella	Main meal Katsu chicken with steamed rice and broccoli	Main meal Pinoy fried chicken with seasoned wedges and slaw	Main meal Sausage & mash potato, carrots, peas & gravy	Main meal Pepperoni pizza with skinny fries and sweetcorn
Vegetarian meal Caponata pasta with mozzarella and basil	Vegetarian meal Vegetable and chickpea curry with steamed rice & broccoli	Vegetarian meal Southern fried Halloumi with seasoned wedges and slaw	Vegetarian meal Quorn sausage & mash potato, carrots, peas & gravy	Vegetarian meal Pesto pasta cherry tomatoes

# SCHOOL SERVICES



## Transport

- As per government advice we urge you to avoid public transport, if possible.
- If not possible please follow guidelines around using 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.

## Social Distancing of Parents

- Please note parents are not allowed to enter the playground area of the school so Early Years child will be met at the gate and guided to the classrooms.
- Please can you ensure that you limit only one parent/carer into the school site to collect your child/ren and all parents need to abide by the social distancing 2 metres apart.

## Drop Off

- We have introduced the following system to limit social contact during these times:
- All families coming to the school on foot, should enter through the right hand gate and follow the social distancing cones.
- Please leave your Preschool or Reception child at the gate on the right of the building where they will be met by a member of the Early Years team.
- Year 1 and Year 6 enter the playground as usual through the gate to the left of the school.
- All parents on foot should leave the school site via the left hand gate (the one where the cars go through). Please be mindful of the traffic.
- If you are bringing your child to the school by car, please drive slowly as there will be children obeying the social distancing rules standing at the spacer cones. Please also be mindful of pedestrians leaving the left hand gate.

## Collection

- The children will be brought to the hall to be dismissed. Parents are again asked to enter the school site via the right hand gate and leave via the left hand gate.
- Please strictly adhere to the collection times and use the social distancing markers to wait to collect for your child.
- Once you have collected your child, please leave the school site immediately.

## 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. This is except for the Key Worker Care Centre which will continue to provide care from 8:00 to 16:15.
- Unfortunately, there will be no extra curricular clubs or events such as sports fixtures; nor school trips, in order to minimise the social contact of each of the bubbles.
- Extra curricular activity is an important part of the educational experience and we hope to return to a normal schedule as soon as government guidance allows.

# PARENT GUIDE AT A GLANCE

1. Talk to your child about the new measures in this guide and the guide for children which will be published shortly
2. Take note of any changes to the timings of the school day for your child
3. Please send your child to school each day in a clean set of clothes. If this means you have to substitute a piece of uniform then please do so – for example if you only have one pair of grey shorts please swop these to a different pair to ensure the child is in clean clothes daily. This is to ensure that uniform can be regularly washed. Please note there is no need for a tie, a coat nor a blazer; as these are items which do not normally get washed very often. On PE days, all Pre-Prep children should come to school in their PE kits which is normal practice at the Prep already. Please do not send PE bags in.
4. If you have decided not to send your child back, please confirm this in writing to [parents@hendonprep.co.uk](mailto:parents@hendonprep.co.uk) . If you subsequently change your mind, and would like your child to join their peers in school, please give us 48 hours notice and again confirm in writing to [parents@hendonprep.co.uk](mailto:parents@hendonprep.co.uk) .
5. Please do not send your child to school if they have a temperature or any symptom of the Coronavirus or if your child is unwell in any way.



# FAQS



## WILL THE SCHOOL FEES DISCOUNT BE REMOVED?

For Preschool and above, 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 IS YOUR POLICY ON VISITORS?

Please be assured that the school are discouraging any non-essential visitors during school hours. Essential visitors are welcome to the school but are required to book in advance and we will be following social distancing guidelines. As parents you are always welcome to contact us via [parents@hendonprep.co.uk](mailto:parents@hendonprep.co.uk)

## WILL THE ROOMS BE WELL VENTILATED?

We will ensure all rooms will be well ventilated throughout the school day.

## WILL THE KEY WORKER CENTRE RUN FOR YEARS 2 – 5 & YEAR 8?

Care will continue to be provided at the school for the children of Key Workers

## WILL MY CHILD DO PE?

All PE lessons will be outside in the playground and will include social distanced activities. We will also aim to teach some academic lessons outside too as recommended by the government to ensure children get plenty of fresh air.

## WHAT IF I CHOOSE NOT TO SEND MY CHILD BACK TO SCHOOL?

We understand that some parents and pupils may be wary about physically returning to school and we will do our best to deliver a suitable, modified asynchronous level of online provision for these pupils. This must be on a ‘best endeavours’ basis as we look to balance a lower number of staff across an increased number of classes as a result of limiting the number of pupils in each class.

## HOW ARE YOU RECORDING ABSENCE OF PUPILS WHEN SCHOOL RE-OPENS?

If you choose not to send your child back to school for the time being, for those in the ‘returning’ year groups, this will be recorded as an ‘Authorised Absence’. We will continue to register their online engagement.

## WHAT IS YOUR CLEANING REGIME?

We have a robust cleaning regime throughout the school day with a focus on bathrooms and high-touch areas such as handles and handrails. At the end of the day we also repeat this and will pay attention on the common areas of the school. On a Friday evening, we will do a weekly enhanced clean of all rooms in the school. In the instance of a confirmed COVID-19 case we will do a deep clean which includes all surface areas and carpets. In all cases, we use coronavirus approved disinfectants/aerosols, and our cleaners have ordered sufficient stocks. We have removed from each classroom soft furnishings and soft toys that are more difficult to clean on a regular basis.

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

No. This is the government advice: *Wearing a face covering or face mask in schools or other education settings is not recommended.* Face coverings are primarily worn to prevent the wearer from spreading the virus rather than catching it. Primary age children are likely to be distracted and discomforted by the wearing of such an item and cannot be expected to do so safely. If a pupil or member of staff wishes to wear a face covering, then they will be allowed to do so. We request they follow guidance on the safe method of using and when removing it should be placed carefully into a sealed plastic bag.

## WILL THE PREP CHILDREN MOVE BETWEEN LESSONS?

No, all children will have their lessons in their bubble base. This will be a balance of directed lessons and online lessons from specialist teachers who may remain offsite.. This is done to minimise the social contact of both children and staff, but allows Hendon to continue with its unique specialist taught curriculum.

## HOW WILL BREAKS BE ORGANISED?

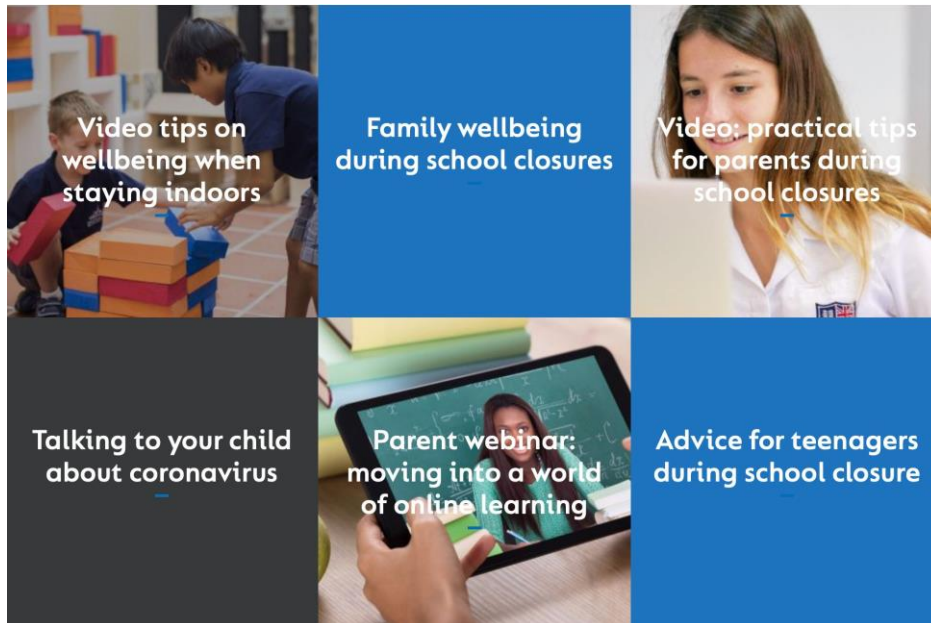
Each bubble will have their own playground zone in which to play in. Playtime and lunch times will be staggered during the day. This is done to minimise the social contact of both children and staff. Toys and playground equipment will be regularly cleaned,



# 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](http://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.**

*“Extremely satisfied and happy with the quality of work. Glad that children see their teacher at the start and end of each day. That interaction with their friends and teacher is so important.”*

*“My child has been very happy with the interaction of friends and form tutor plus subject teachers. The quality of work set and the feedback given by each teacher is fantastic.”*

*“Mrs Gorasia has led the team fantastically and been very engaging and organised. Her comms have been excellent and helpful. Everyone is trying very hard during this challenging time and we appreciate the efforts.”*